Student Time and Attendance System

Facilitator Role

Sign On:

Employees will sign into the Time and Attendance System (TAS) using the link below and enter their existing network id and password.

- https://www.suny.edu/time

The first time you sign on, you will be asked to verify your First/Last Name, Date of Birth and SUNY ID. This verification is to authenticate your user id and SUNY ID.

If EduPerson has been established at the campus, employees will simply sign into the link above and entering their existing user id and password. The verification process is not necessary.

TAS is available 7 days a week, 24 hours a day and can be accessed from any computer.
**TAS Home Page:**

Select Current Employment Role

Click on Time and Attendance button to work on your Time Record or Time off Request.

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**Facilitator Search:**

Facilitators have a variety of search criteria to look up employees (shown above). Also, able to enter multi-search criteria, such as Department and Supervisor.
Once the search results are returned, click the radio button of employee you wish to work on.

To Add a New Employee:

There are two options to add an Employee.

1) Enter SUNY ID, Name or any of the above search features shown above to look up the employee and click submit.

Once the employee is brought back, select the radio button next to the correct name and click on Add (shown above).
Basic Employee and Employment information will be displayed at the top of the screen (shown below). This information is coming from SUNY HR Employment.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Monday, Jul 11, 2016 • 12:09 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees: Time Record ▪ History ▪ Request Time Off ▪ Home ▪ Supervisor/Approver: Work Roster ▪ Facilitator: Search ▪ Work Roster ▪ Campus Issues</td>
<td></td>
</tr>
<tr>
<td><strong>Time and Attendance Record for</strong></td>
<td>Jane Doe (12345)</td>
</tr>
<tr>
<td><strong>Employee Info ▪ Time Record ▪ History</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Campus: 28020</strong></td>
<td></td>
</tr>
</tbody>
</table>

Employee Information Add

<table>
<thead>
<tr>
<th>Employment Summary</th>
<th>Include History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Effective Date</td>
</tr>
<tr>
<td>Current</td>
<td>05/26/2016</td>
</tr>
<tr>
<td>History</td>
<td>08/27/2015</td>
</tr>
</tbody>
</table>

**Record Effective Date (required):** this date should reflect the date in which the student will begin using the time and attendance system.

**Accrual Type** will be defaulted to NU71 – Student Hourly

**Gets Notifications** will be defaulted to YES. If you do not wish your employees to receive the email notifications, please change to NO.

- Click on Submit to save employee information and complete the set up process for the employee. The employee is now established in TAS and can begin using the system.
Notifications:

For the supervisor:

*You have a pending student time record needing your review and action.*

If a supervisor does not take action on the employee’s time record within the timeframe specified by the campus, the time record will be moved up to the supervisor’s supervisor.

For the student if the time record is denied by either the supervisor or by the payroll department from the TAS Payment Roster:

*Your Time Record has been disapproved. Please log in to review the denial comments.*

**Please have employees check their Junk folder in the email if they are not receiving notifications.**

Facilitator Work Roster:

2) The other option to add an employee is from the Facilitator Work Roster (highlighted below).

The Work Roster will display any transactions that have been entered into SUNY HR Employment that may affect an employee’s time and attendance information (such as; hire, rehire, concurrent hire, percent change or position change into a different negotiating unit).

The facilitator work roster can be sorted by Employee, Effective date or Negotiating Unit by clicking on the column headers.

Facilitators can select the “work on” function under the employee name. This function will bring up the employee’s TAS information page. As noted in the above section, from this screen facilitators are able to enter and/or change the employee’s time and attendance information, such as dates, balances, accrual type, etc.

- If no action is need on an employee that appears on the work roster, click on the delete box and hit submit.

Notes:

1) Facilitators are automatic designees to approve and deny employee Time Records.

2) Facilitators have the ability to access Supervisor’s Work Roster.
From the Facilitators Search screen, enter criteria (SUNY ID, Name, etc) of the supervisor you are accessing.

Once the supervisor’s time record is brought up, a new link is displayed under the tool bar called, “Supervisor Work Roster” (highlighted below in yellow). Click to view the work roster.

3) Non-Employee Supervisor role in SUNY HR. This role will allow for any non-employee who have supervisor responsibility to access and process their employee time record and/or time off request in TAS. To add non-employee supervisor role:
   - In SUNY HR – Person - ADD New Role
   - Complete Person Legal Name and Identification
   - Role – choose Non-Employee Supervisor
   - Effective date and End date (if known)
   - Click on Employment to add non-employee and hierarchy information
   - If you already have employees set up in SUNY HR as volunteers that have supervisor capabilities, you must end the volunteer role and create a non-employee supervisor role. We are looking into providing a list of all volunteers at each campus to assist you in creating the new role.

4) Facilitators have the ability on the Search page to enter and search by multiple criteria, such as Department and Supervisor.

5) PDF time record displays campus name.

6) Facilitators have the ability to access and view separated employee’s accrual balances.

7) Students can enter 6 months of retro time records once separated.
Reports:

The following reports are available on the portal for your use along with the security permission that would need to be granted by your campus administrator.

<table>
<thead>
<tr>
<th>Report</th>
<th>Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA_Paid_Hours_Summary</td>
<td>HR_Disco_TAS_SA</td>
</tr>
<tr>
<td>SA_Hours_Over_Time</td>
<td>HR_Disco_TAS_SA</td>
</tr>
<tr>
<td>CWS_Paid_Hours_Summary</td>
<td>HR_Disco_TAS_CWS</td>
</tr>
<tr>
<td>CWS_Hours_Over_Time</td>
<td>HR_Disco_TAS_CWS</td>
</tr>
<tr>
<td>SA_Timesheets_by_Status_Multiple_PP</td>
<td>HR_DISCO_TAS_SA</td>
</tr>
<tr>
<td>CWS_Timesheets_by_Status_Multiple_PP</td>
<td>HR_DISCO_TAS_CWS</td>
</tr>
</tbody>
</table>

Warning & Error Messages in TAS:

Warnings:

1. total work hours across duties exceed 20 hours
2. total work hours across duties exceed 29 hours
3. A break in work hours is required if a work day is longer than 6 hours continuously.
4. You have entered only time in for one or more work period(s). Please enter corresponding time out before submitting the time sheet.
5. You cannot approve an incomplete timesheet. In one or more of the work period(s), only time-in is entered. (for supervisor only)
6. You cannot approve or deny an empty timesheet. (for supervisor only)
7. Payments with overlapping dates exist in this pay period.
8. Total payment amount ($) is close to or exceed the award ($). (TAS Payment Roster only).

Errors:

1. The fiscal year associated with this timesheet has ended. Please contact your HR Department for payroll processing. (for student only)
2. Please deny this timesheet. The fiscal year associated with the timesheet has ended. Student employee must contact HR Department for payroll processing. (For supervisor only)