



The State University  
of New York

# Time and Attendance System (TAS)

**Supervisors**

Step-by-Step



The State University  
of New York

# Overview of Monthly Time and Attendance Process – For Supervisors

- 1) Sign in to SUNY HR Time and Attendance
- 2) Select “Work Roster.”
- 3) View employee’s Time Record
- 4) Select “Details” to view employee’s time record.
- 5) Select “Approve” or “Deny”

A large, light blue watermark of the SUNY logo is positioned in the bottom right corner of the slide. It features a large, thin blue arc above the word "SUNY" in a light blue, sans-serif font.

SUNY

Sign in to SUNY at:

<http://www.suny.edu/time>

Bookmark

- As described in a previous slide, the screen will be slightly different the first time you log in, requesting your SUNY ID and DOB. *That is a one-time security occurrence.* **Going forward, your entry screen will look like this:**



 **SUNY SECURE** Sign On

Please select your campus, then enter the appropriate credentials below. [Help](#)

\* Required Fields

Your Campus:\*

SA LAN Userid:\*

SA LAN Password:\*

Remember me?

Login

 **UNAUTHORIZED ACCESS PROHIBITED**  
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Suny ID and  
Password

UNY

Then, click on  
“Time and Attendance” Tab  
to get into your time record

**SUNY SECURE**

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Home

Menu Tuesday, April 28, 2015 • 1:12:42 PM

TAS Home

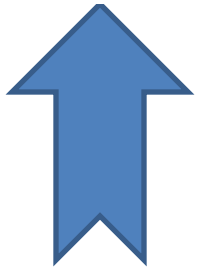
Name: Classified Test Suny ID: 38554  
Local Campus ID:

**Employment Roles**

Status	Role Type	Effective Dates
<input checked="" type="radio"/> <b>Current</b>	Regular State Employee	12/06/2001 - [No End Date]

Displaying single result.

**Time and Attendance**



# Supervisor Work Roster:

Menu Friday, July 8, 2016 • 10:15:25 AM

Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Campus Rules

Supervisor: Joe (12345)

Notes:  
• Time records must be approved in chronological order.\*  
As submitted at 10:15:14 AM

**Work Roster** (indicated by a blue arrow)

**Pending Leave Requests**  
[No Pending Leave Requests.]  
\* - Estimated PTO Request Balances are based on the current accrual and may not reflect the actual balance on that date. These amounts are for planning purposes only.  
Submit | Reset

**Pending Time Records Approvals**

Hourly Employee	Neg. Unit	Accrual Period	Hourly Rate	Hours Worked
Joe Smith (987654) [Details]   [History]	71	07/01/2016-07/13/2016	9.75	16

Submit | Reset

**Employee Roster**

**Current Employees**

Employee	Title	Next Timesheet Date	Actions
Judith Doe (12345) [...]	Senior Personnel Associate	07/01/2016	[Employee Info]   [Time Record]   [History]   [Request Time Off]

**Supervisor Business Details**

Select	Stack	Group Cont ID	Effective - End Date	Account	Rate	Department	Supervisor	Duties
<input checked="" type="checkbox"/>	4	1485	07/01/2016 - 06/30/2017	9088780000	9.75	4 330 Call Center	BethAnn Lubert	Call Center

**Hourly Time Record for 07/01/2016 - 07/13/2016 - Duties : Call Center**

Day of Week	Date	Time In	Time Out	Time In	Time Out	+	Hours
Fri	7/1	08:00a	12:00p			[-]	4.00
Sat	7/2					[-]	0.00
Sun	7/3					[-]	0.00
Mon	7/4	02:00p	04:00p			[-]	2.00
Tue	7/5	02:00p	04:00p			[-]	0.00
Wed	7/6	02:00p	04:00p			[-]	2.00
<b>Week 1 Totals</b>							<b>12.00</b>
Thu	7/7	08:00a	12:00p			[-]	4.00
Fri	7/8	08:00a	12:00p			[-]	0.00
Sat	7/9					[-]	0.00
Sun	7/10					[-]	0.00
Mon	7/11	12:00p	04:00p			[-]	4.00
Tue	7/12					[-]	0.00
Wed	7/13					[-]	0.00
<b>Week 2 Totals</b>							<b>4.00</b>
<b>Total Hours</b>							<b>16.00</b>
<b>Hourly Rate</b>							<b>9.75</b>
<b>Total Amounts</b>							<b>156.00</b>

**Time Record Comments**  
[No Comments.]

Additional Comments:

Approve | Deny

**Audit Details**

Action Type	Created Date	Created By User	Modified Date	Modified By User
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1. Click on Work Roster, to view pending time records for your employees.
2. If you have multiple employees reporting to you in different bargaining units, they will be displayed separately on your work roster for your convenience.
  - Unclassified Employee
  - Classified Employees
  - Hourly Employees
3. Select "Details" under Pending Time Records Approvals to view time record to take action on.
4. Under the Employee Roster, if [...] icon appears under an employee's name, this indicates the employee is also a supervisor within the department. If you click on the [...] icon their supervisor work roster will be brought up, and you have all the same supervisor privileges.
5. To take action on a pending time record once the supervisor has clicked on details from the work roster and reviewed the time record, please click approve or deny.
6. Once action has been taken, the pending time record will be removed from the work roster.
7. If approved, the time record will change to an approved status under the accrual pay period drop down.
8. If Denied, the time record will show as denied with required comments for the employee to correct as necessary and resubmit to supervisor.
9. If time record has been approved, the total hours worked will roll into the TAS Payment Roster for the payroll department to audit and send the payment to OSC.



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# Sign out of the SUNY browser and CLOSE

- To ensure your privacy and system security, please log off by clicking on “Sign Off” link in the upper right hand corner of your screen.

**SUNY SECURE** Welcome: Campus: Return Employee Portal **Sign Off**

**The State University of New York | Time & Attendance**

Home

Menu December 14, 2012 • 3:19:13 PM

Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Campus Rules

**Time and Attendance Record for**  
Jane Doe (00001)

Employee Info | Time Record | History | Request Time Off | Adjust Balances | Manage Holidays | Setup Designee | Supervisor Work Roster

Campus: 28650 Supervisor: John Smith  
Department: 853005: University-wide Human Resources



# Thank You!

- Step by Step instructions are also available for your use.
- Please contact any member of the HR Time and Attendance implementation team if we can be of further assistance.