

## Time and Attendance System

### Supervisor Role

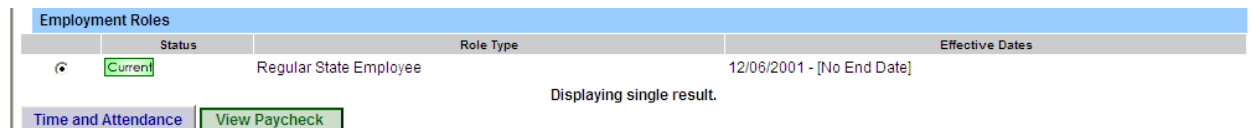
#### Sign On:

Employees will sign into the Time and Attendance System (TAS) using the link below and enter their existing user id and password. The first time you sign on, you will be asked to verify your First/Last Name, SUNY ID, and Date of Birth. This verification is to authenticate your user id to your SUNY ID assigned in the system. Click on Submit Answers.

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

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 Home Page:



Employment Roles			
Status	Role Type	Effective Dates	
Current	Regular State Employee	12/06/2001 - [No End Date]	

Displaying single result.

Time and Attendance View Paycheck

From the TAS Home Page (shown above), click on the Time and Attendance button to be brought into your Time Record, Time off Request or Supervisor Work Roster.

If you wish to view your paycheck click the View Paycheck button. Paycheck information will be available the Monday before payday.

## Supervisor Pending Approval Roster:

Employee: [Time Record](#) | [History](#) | [Request Time Off](#) | [Home](#) | Supervisor: **Work Roster**

Supervisor Pending Approvals Roster											
Pending Time Records Approvals											
Employee	Neg. Unit	Accrual Period	Time Charged				Time Unit	Approval			
			Vacation	Sick	Holiday	Other		Approve	Deny	Ignore	
[ <a href="#">Details</a> ] [ <a href="#">History</a> ]	.....	March 2011	0.0	0.0	0.0	0.0	Days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

To begin working on any pending time records and/or time off requests, click on Supervisor Work Roster highlighted on the tool bar above.

To Approve employees time record– select APPROVE radio button

To Disapprove – select DENY radio button. Denial of an employee’s time record requires comments. Once the Deny button is selected a comment field will open to allow comments to be entered.

The Postpone radio button can be selected if supervisor does not wish to take action on the employee’s time record at that time. The time record will remain on the supervisors work roster until further action is taken.

Supervisor also has the option of clicking on the VIEW DETAILS button to see the employee’s time record in its entirety.

- ✓ Once action has been selected, click Submit.

## Pending Leave Requests:

Pending Leave Requests											
Employee	Neg. Unit	Requested Leave Dates	# of Days	Charge Per Day	Charge Type	Post-Request Balance*	Approve	Deny	Ignore		
		04/26/2011	1	1	Vacation Leave		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

\* - Estimated Post-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

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Same steps noted above apply to approve, deny and/or Postpone Pending Leave Requests.

**Employee Roster:** - Is a list of all employees that report directly to the supervisor (shown below).

Employee Roster						
Current Employees						
Employee	Title	Next Timesheet Date	Actions			
	Personnel Associate	03/01/2011	<a href="#">View Info</a>	<a href="#">Update Info</a>	<a href="#">Time Record</a>	<a href="#">History</a>   <a href="#">Request Time Off</a>   <a href="#">Work Schedule</a> ]
	Personnel Associate	03/06/2011	<a href="#">View Info</a>	<a href="#">Update Info</a>	<a href="#">Time Record</a>	<a href="#">History</a>   <a href="#">Request Time Off</a>   <a href="#">Work Schedule</a> ]
	Personnel Associate	03/01/2011	<a href="#">View Info</a>	<a href="#">Update Info</a>	<a href="#">Time Record</a>	<a href="#">History</a>   <a href="#">Request Time Off</a>   <a href="#">Work Schedule</a> ]

Supervisors are able to view Employee Information Detail, Time Record, History and Time off Requests from their work 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.

**Notes:**

Supervisors have access to set up a Designee for their employees (see separate instructions on how to set up a Designee).

Supervisors are an automatic designee for their employees to submit time records.

All Time off Requests must be approved by the supervisor before employees are able to submit their time record for that particular month.