Overview of Time and Attendance System (TAS) For Student Employees

• Sign-in to SUNY HR Portal (http://www.suny.edu/hrportal), choosing Potsdam as your campus. Use existing campus User ID and password.
• Choose Time and Attendance
• Choose applicable role based on current employment, i.e. Work Study or Student Assistant
• Select an Accrual Period (pay period)
• Enter Time In and Time Out for each day worked, making sure to Save Time record each time.
• Certify and Submit Time Record to your Supervisor only at the end of the pay period.
• Sign-out of SUNY Browser (upper right hand corner)