Time and Attendance System (TAS)

Student Employee Supervisors

Overview of Monthly Time and Attendance Process for Supervisors

- Sign in to SUNY HR Time and Attendance

- Select "Supervisor/Approver: Work Roster."

- View Pending Time Record Section

- Select "Details" to view employee's time record. **Carefully review for accuracy**.

- "Approve" or "Deny" time record.   (Denials require comments)

Sign in to SUNY at:
http://www.suny.edu/hrportal

▶ Sign-in to SUNY HR Portal, choosing Potsdam as your campus. Use existing campus User ID and password.

USER ID and Password

Click on "Time and Attendance" tab to get into your time record

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TAS Home

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

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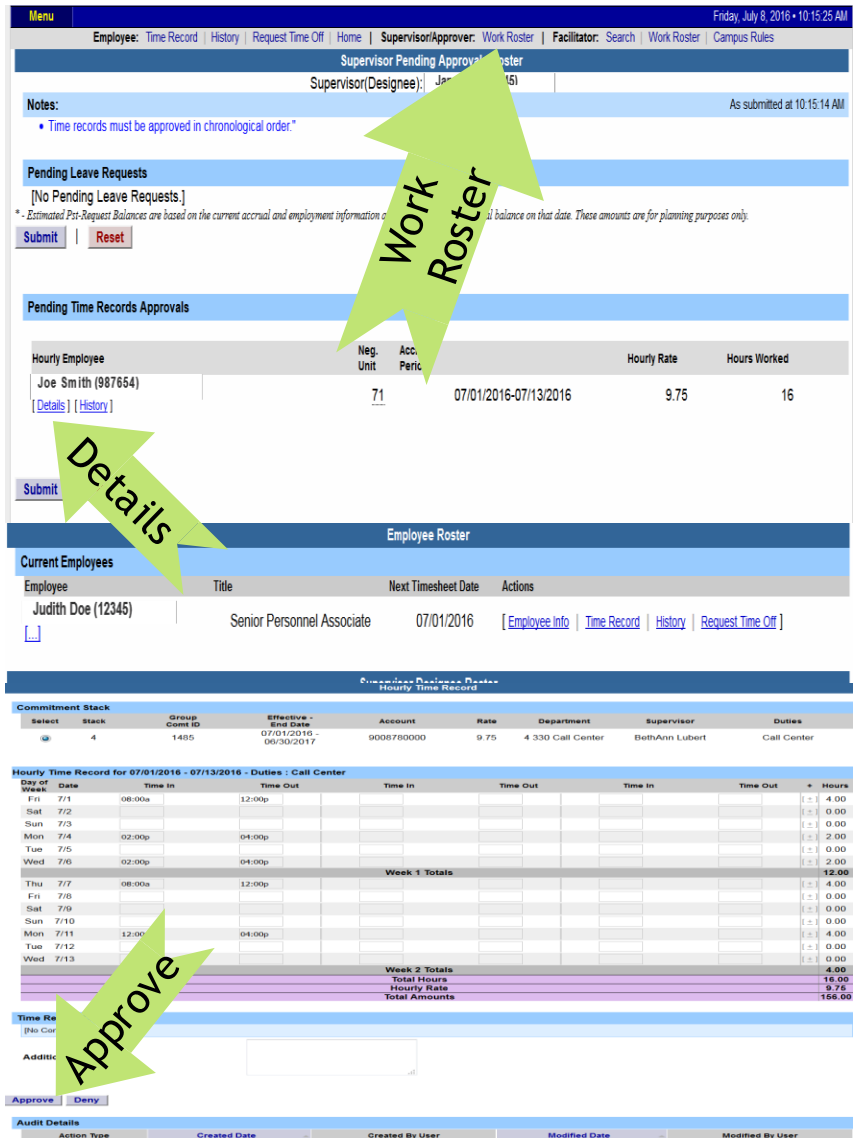
	Status	Role Type	Effective Dates
⦿	Current	Regular State Employee	12/06/2001 - [No End Date]

Displaying single result.

Time and Attendance

Supervisor Work Roster

- Click on "Work Roster", to view pending time records for your employees.
- 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
- Select "Details" under Pending Time Records Approvals to view which time record to take action on.
- 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.
- 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.
- Once action has been taken, the pending time record will be removed from the work roster.
- If approved, the time record will change to an approved status under the accrual pay period drop down.
- If Denied, the time record will show as denied with required comments for the employee to correct as necessary and resubmit to supervisor.
- 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.

Sign out of the SUNY browser and CLOSE

Finding Student's SUNY ID

You are responsible for providing your student with this information so that they may access the system to submit their time record.

- To find the Student's SUNY ID, you would follow the same directions as you would to get to your supervisor work roster.

- After the student's name is a number in parenthesis, that is the student's SUNY ID.

Warning/Error Messages within TAS:

▶ **Warning & Error Messages:**

▶ Warnings:

- Total work hours across duties exceed 20 hours for Work Study Students.

- Total work hours across duties exceed 29 hours for Student Assistants.

- A break in work hours is required if a work-day is longer than 6 hours continuously.

- You cannot approve an incomplete timesheet. In one or more of the work period(s), only time-in is entered.

- You cannot approve or deny an empty timesheet.

- Payments with overlapping dates exists in this pay period.

- Total payment amount ($) is close to or exceed the award amount (TAS Payment Roster only).

▶ Errors:

- Please deny this timesheet. The fiscal year associated with the timesheet has ended. Student employee must contact HR Department for payroll processing.

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.

Thank You!

- For questions or concerns please contact Jessica Haggett at:
    - haggetjl@potsdam.edu
    - 315-267-2093
    - Raymond Hall 219