

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.



 **Potsdam**
THE STATE UNIVERSITY OF NEW YORK

Sign in with your SUNY Potsdam username and password

[Sign in](#)


Due to the 2016 server upgrades, your password will not work unless it has been reset at account.potsdam.edu, on or after March 7, 2016. If you have not done this, please do it now before continuing.

Questions about the [Campus Computer Account \(CCA\)](#) should be directed to the [CTS Helpdesk](#).

Forgot or want to change your password? Visit <https://account.potsdam.edu>

USER ID and
Password

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

 **SUNY SECURE**

[Home](#)


The State University of New York | Time & Attendance

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

TAS Home


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

Employment Roles

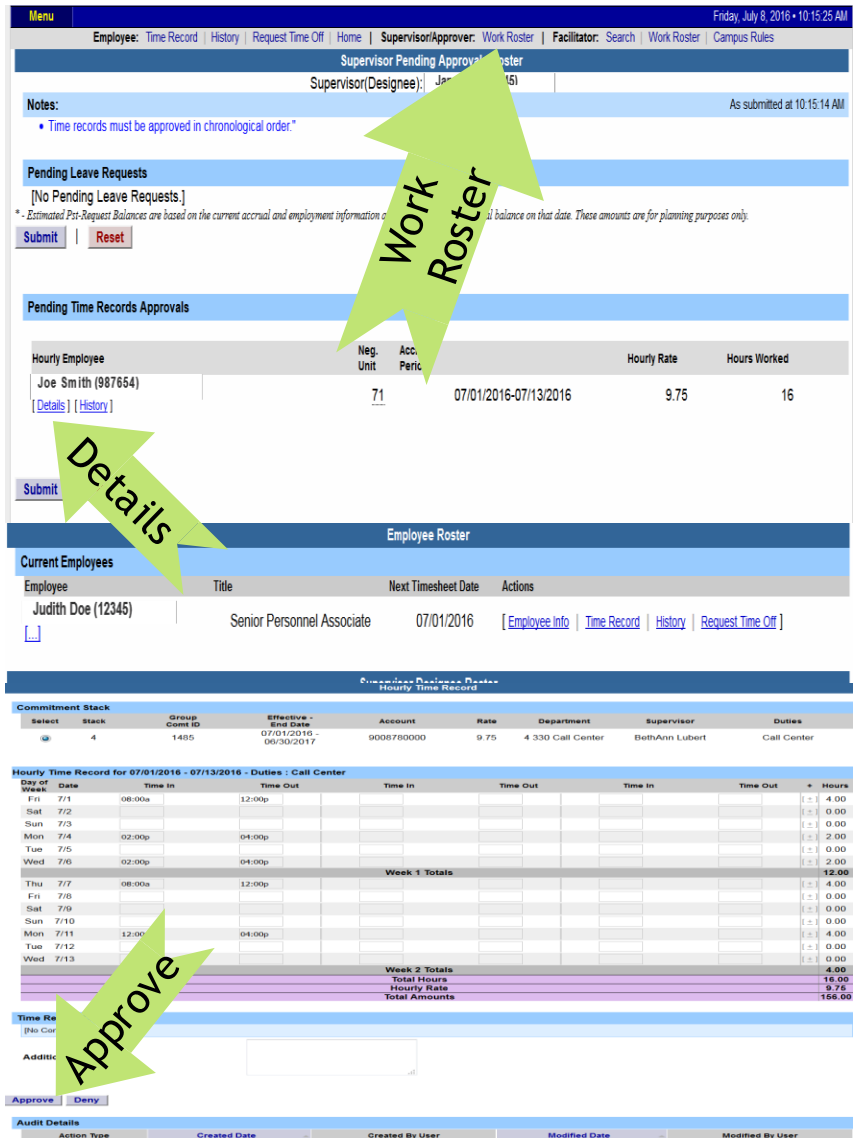
	Status	Role Type	Effective Dates
	Current	Regular State Employee	12/06/2001 - [No End Date]

Displaying single result.

Time and Attendance



Supervisor Work Roster



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

Friday, July 8, 2016 • 10:15:25 AM

Supervisor Pending Approval Roster

Supervisor(Designee): [Name] (15)

Notes:

- Time records must be approved in chronological order.*

As submitted at 10:15:14 AM

Pending Leave Requests

[No Pending Leave Requests.]

* - Estimated Pst-Request Balances are based on the current accrual and employment information of the employee as of the date of the request. These amounts are for planning purposes only.

[Submit](#) | [Reset](#)

Pending Time Records Approvals

Hourly Employee	Neg. Unit	Acc. Peric	Hourly Rate	Hours Worked
Joe Smith (987654)	71	07/01/2016-07/13/2016	9.75	16

[Details](#) | [History](#)

[Submit](#)

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

Commitment Stack

Select	Stack	Group Code ID	Effective - End Date	Account	Rate	Department	Supervisor	Duties
<input checked="" type="checkbox"/>	4	1455	07/01/2016 - 06/30/2017	9006780000	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	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					2.00
Wed	7/6	02:00p	04:00p					2.00
Week 1 Totals								12.00
Thu	7/7	08:00a	12:00p					4.00
Fri	7/8							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
Week 2 Totals								4.00
Total Hours								16.00
Hourly Rate								9.75
Total Amounts								156.00

Time Record

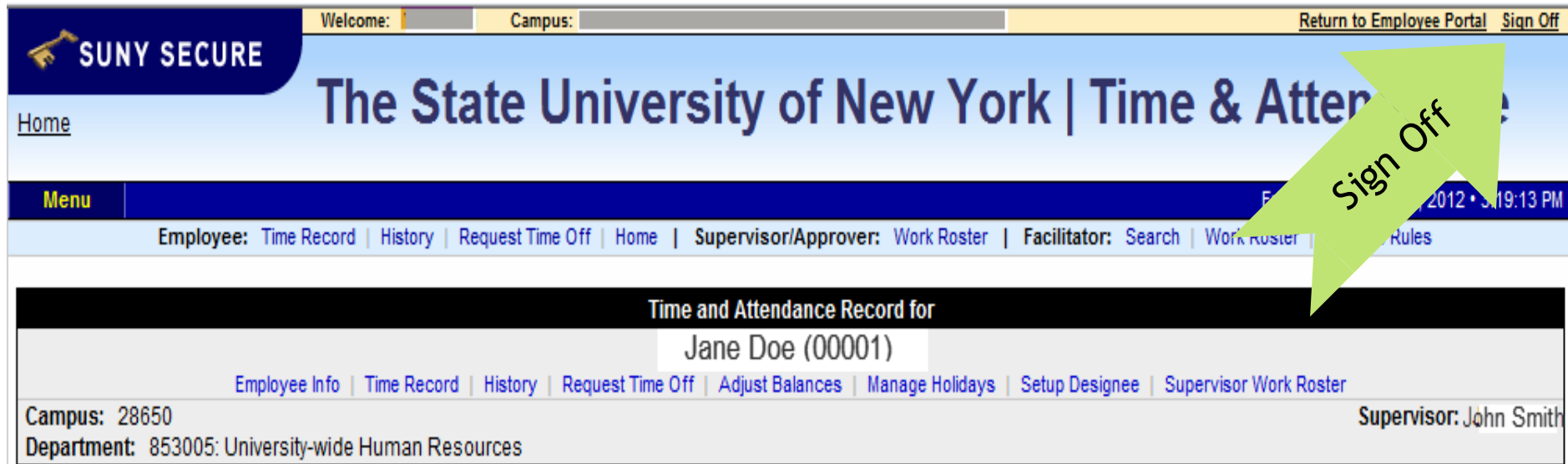
[Approve](#) | [Deny](#)

Audit Details

Action Type	Created Date	Created By User	Modified Date	Modified By User
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- ▶ 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



The screenshot shows the SUNY Secure portal interface. At the top, there is a navigation bar with 'SUNY SECURE' on the left and 'Welcome:', 'Campus:', 'Return to Employee Portal', and 'Sign Off' on the right. Below this is a blue banner with 'The State University of New York | Time & Attendance'. A green arrow labeled 'Sign Off' points to the 'Sign Off' link in the top right. Below the banner is a 'Menu' section with links for 'Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Rules'. The main content area is titled 'Time and Attendance Record for Jane Doe (00001)' and includes links for 'Employee Info | Time Record | History | Request Time Off | Adjust Balances | Manage Holidays | Setup Designee | Supervisor Work Roster'. At the bottom, it displays 'Campus: 28650' and 'Department: 853005: University-wide Human Resources' on the left, and 'Supervisor: John Smith' on the right.

SUNY SECURE

Welcome: Campus: Return to Employee Portal Sign Off

The State University of New York | Time & Attendance

Home

Menu

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

Time and Attendance Record for
Jane Doe (00001)

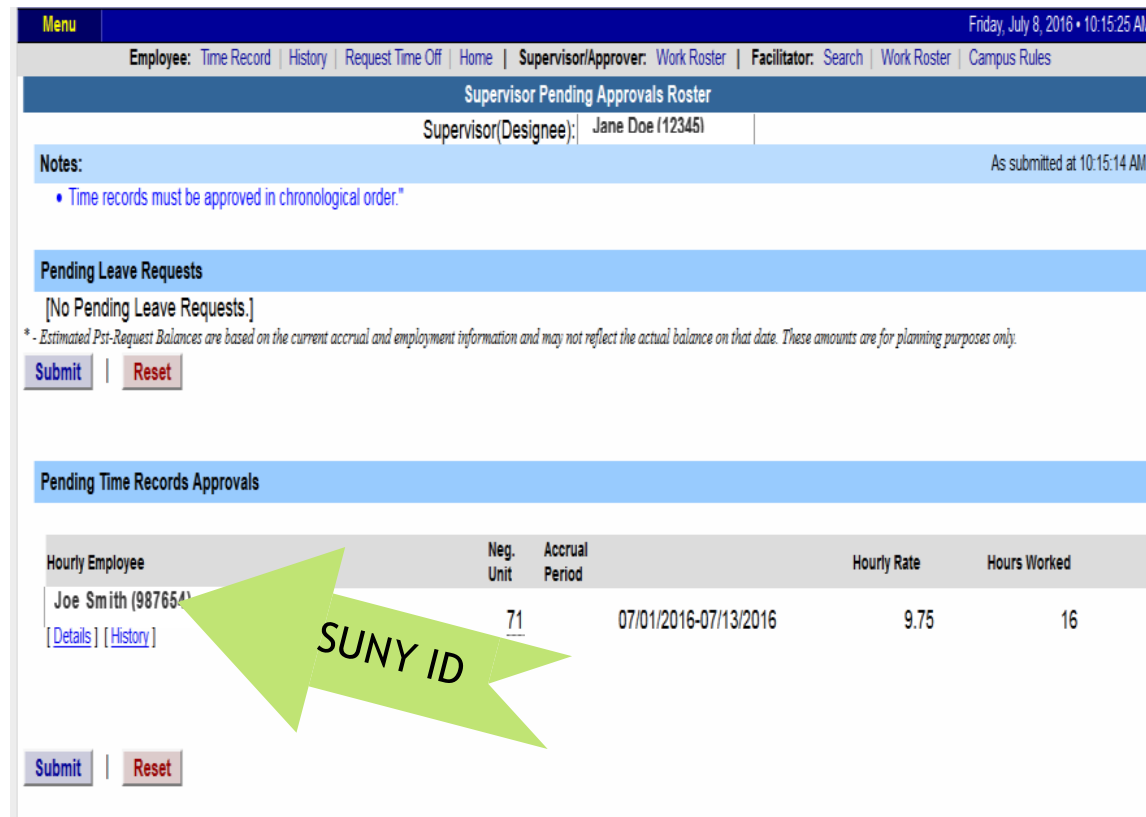
Employee Info | Time Record | History | Request Time Off | Adjust Balances | Manage Holidays | Setup Designee | Supervisor Work Roster

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

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.



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 Pending Approvals Roster

Supervisor(Designee): Jane Doe (12345)

Notes: As submitted at 10:15:14 AM

- Time records must be approved in chronological order.

Pending Leave Requests

[No Pending Leave Requests.]

* - Estimated Pst-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.

[Submit](#) | [Reset](#)

Pending Time Records Approvals

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[\[Details\]](#) [\[History\]](#)

[Submit](#) | [Reset](#)

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@potsteam.edu
 - ▶ 315-267-2093
 - ▶ Raymond Hall 219