

Time and Attendance System: Unclassified Employee

Sign On:

Employees will sign into the Time and Attendance System (TAS) using the link below and enter their existing user id and password. <https://www.suny.edu/hrportal>

TAS Home Page:

Employment Roles			
Status	Role Type	Effective Dates	
<input checked="" type="radio"/> Current	Regular State Employee	12/06/2001 - [No End Date]	
Displaying single result.			
Time and Attendance		View Paycheck	

- Select Current Employment Role (shown above).
- Click on Time and Attendance button to work on your Time Record or Time off Request.
- If you wish to view your paycheck click the View Paycheck button. Paycheck information will be available the Monday before payday.

To Complete Time and Attendance Record:

Accrual Period	
April 2011 ~ Working	Change Period

- Select the Accrual Period (month) from the drop down menu that you wish to work on and then click the change period button (shown above).
- Double click on the day you wish to add or update time off from the calendar.

Single Day Leave		Show Multi-Day
From Date:	04/11/2011	
Vacation:	<input type="text" value="0"/>	
Sick:	<input type="text" value="0"/>	
Family Sick:	<input type="text" value="0"/>	
Holiday:	<input type="text" value="0"/>	
Floater:	<input type="text" value="0"/>	
Voluntary Work Reduction:	<input type="text" value="0"/>	
Non-Chargeable:	<input type="text" value="0"/>	
Non-Chargeable Type:	Select ...	
Adjustment Reason:	Select ...	

(Note: Pressing <Alt> and an underlined character will focus the cursor on the associated form field.)

[Submit Single-Day](#) | [Cancel](#)

- A separate Time off Request pop up box will open (shown above). The From date will be automatically populated from the date clicked on.
- Enter appropriate number of days (increments of .25 days) in accrual category you wish to charge.

- To submit multiple day requests, click on Show Multi-day button on the upper right hand corner from the time off request pop up box. To Date field will now be available to enter a date range.
- For Non-Chargeable time, enter appropriate number of days (increments of .25 days) then select the non-chargeable type from the drop down selection.
- Click on Submit. After submitting, you will be brought back to your time record you were previously working on. The time off will now appear on your monthly calendar.

Holiday Time Earned			
Holiday Name	Floater?	Observed Date	Earned Amount
Memorial Day	<input type="radio"/> Y <input checked="" type="radio"/> N	05/30/2011	<input type="text" value="0"/>

- Holiday/Floater Time Earned (shown above) – if a holiday/floater is available within the month and not worked, no action needed. If the holiday/floater was worked, in the earned time field change 0 to 1 day. This will automatically update the holiday/floater accrual balance.

Time Record Comments	
[No Comments.]	
Additional Comments:	<input type="text"/>

- Time Record Comments (shown above) – available if employee would like to submit comments attached to the time record for their supervisor.

☐ I certify that this time report represents a correct accounting for the specified period.

- Once time record is complete, check the box to certify that the information entered is accurate before submitting to supervisor (shown above).
- If time record is complete and wish to send to your supervisor, click on Submit to Supervisor. If time record is not complete, click Save which will allow you to go back into your time record to add or update before submitting to supervisor.
- If you do not wish to save or submit your time record click simply click Cancel/Return to Home.

Notes:

- ❖ If a Time Record is disapproved by the supervisor, the time record will show back in the Accrual Period drop down in working status. You will then be able to make any changes needed and resubmit to your supervisor.
- ❖ View Holiday – list of all holidays/floater that are observed at each campus.
- ❖ PDF Report – allows employees ability to print time record.
- ❖ Existing Time Off Request – list any existing time off request employee may have pending approval from supervisor.
- ❖ Audit Details – keeps an audit of all add/updates to time record.
- ❖ Message Board – automatic messages to employee making them aware of overdue time records, expiring holidays, and approaching max limit by year end, etc.

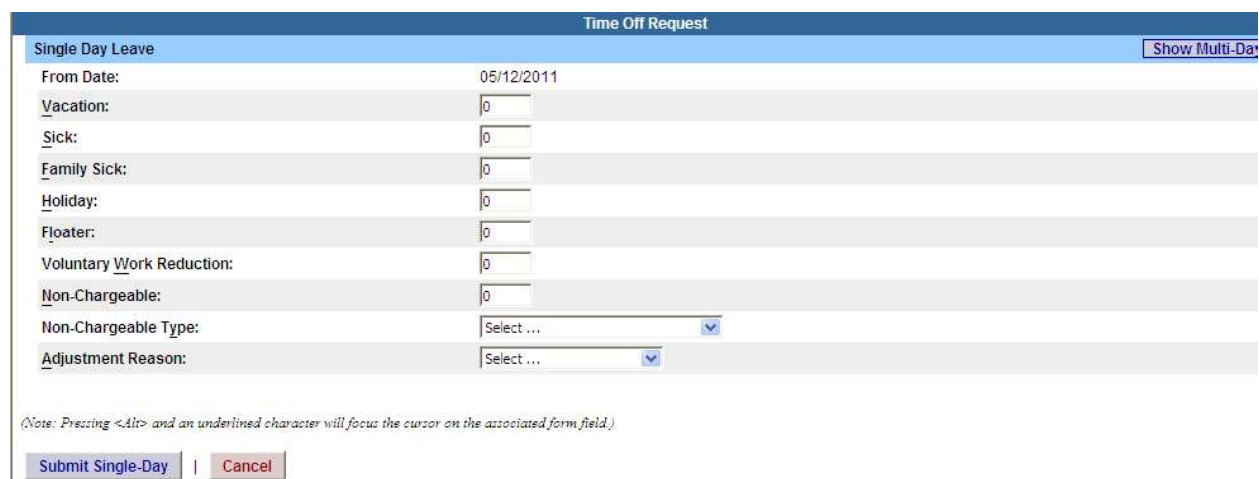
History:

- Shows a 12 month Employee history of all accrual balances.

To Complete a Time Off Request:



- Select Request Time Off from the menu bar located at the top of the screen (shown above).
- To request time off from your supervisor, double click on the day you wish to request off or update on the calendar.



- A separate Time off Request pop up box will open (shown above). From date will be automatically populated from the date clicked on.
- Enter appropriate number of days (increments of .25 days) in accrual category you wish to charge.
- To submit multiple day requests, click on Show Multi-day on the upper right hand corner from the time off request. To Date field will now be available to enter a range of dates.

- For Non-Chargeable time, enter appropriate number of days (increments of .25 days) and select the non-chargeable type from the drop down selection.
- Click on Submit.
- The day/s requested will now appear on your calendar.
- To submit your request to your supervisor, click on the radio next to the appropriate time off request then click submits.

• **Previously Submitted Leave Requests**

	Leave Dates	Status	# of Days	Leave Type	Reason	Date Submitted	Date Approved
<input type="radio"/>	11/25/2011-11/25/2011	Saved	1	Vacation Leave			
<input type="radio"/>	03/28/2011-03/31/2011	Charged	4	Vacation Leave		03/17/2011	04/01/2011
<input type="radio"/>	05/30/2011-05/30/2011	Pending	1	Vacation Leave		05/16/2011	
<input type="button" value="Submit"/> <input type="button" value="Delete"/>							

- Saved – time off request has been saved, not yet submitted to supervisor.
- Pending – submitted to supervisor pending approval.
- Charged – has been approved and charge to the appropriate monthly time record.

Notes:

- ❖ Time off Request is optional and not required.
- ❖ If a time off request is submitted to the supervisor, the days will automatically appear on appropriate time record.
- ❖ If you need to change a time off request and it has not been approved by your supervisor, please go back into your Time off Request and delete and/or update your request.