



Time and Attendance System for Student Employees

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)

First Time System Sign-in Information

- ▶ For security reasons your sign-in will be different the first time you login to the Time and Attendance System. You will be asked for your SUNY ID (which is provided by your supervisor) and your date of birth (DD/MM/YYYY).
- ▶ Once you complete this security procedure, you will not need to verify your information going forward.

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

- ▶ As described in the previous slide, the screen will be slightly different your first time signing in, requesting your SUNY ID and DOB. That is a one-time security occurrence. Going forward, your entry screen will look like this:



Potsdam
THE STATE UNIVERSITY OF NEW YORK

Sign in with your SUNY Potsdam username and password

Username

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

Once logged into TAS, the home page will be displayed. This includes employee information and employment roles. To begin using TAS, click on “Time and Attendance” tab.

 **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

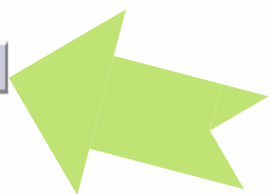
Local Campus ID:

Employment Roles

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

Displaying single result.

Time and Attendance



Time Record:

Hourly Time Record

Please select a commitment to view the time record

Select	Stack	Group Comt ID	Effective - End Date	Account	Rate	Department	Supervisor	Duties
<input checked="" type="radio"/>	17	rec sports	05/20/2016 - 08/27/2016	9000870000	10.00	Biology	Jane Smith	
<input type="radio"/>	18	rec sports	05/20/2016 - 08/27/2016	9000870000	13.75	English	Joe Murphy	

Accrual Period

05/19/2016 ~ 06/01/2016 ~ New

If you do not see the right commitment, please contact your supervisor/department

Hourly Time Record for 05/20/2016 - 06/01/2016 - Duties :

Day of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+ Hours
Fri	5/20							0.00
Sat	5/21							0.00
Sun	5/22							0.00
Mon	5/23							0.00
Tue	5/24							0.00
Wed	5/25							0.00
Thu	5/26							0.00
Fri	5/27							0.00
Sat	5/28							0.00
Sun	5/29							0.00
Mon	5/30							0.00
Tue	5/31							0.00
Wed	6/1							0.00
Week 2 Totals								0.00
Total Hours								0.00
Hourly Rate								10
Total Amounts								0.00

Time Record Comments

[No Comments]

Additional Comments:

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

- ▶ If you have multiple commitments, please select commitment stack with appropriate department, supervisor and rate in which you need to enter time worked.
- ▶ Then select the “accrual period” in which you will be entering your time for accrual period status:
 - New – new time record
 - Working – working on time record
 - Pending – submitted to supervisor and awaiting action.
 - Approved – supervisor approved time record
 - Denied – supervisor denied time record
- ▶ Enter the accurate time in/out per day, multiple times a day if needed. Please enter “A” for AM and “P” for PM. Click on Save Time Record after each entry.
- ▶ Enter comments in the box indicated below if you wish to submit comments to your supervisor on your time record.
- ▶ Once your hours of obligation has been completed and entered for the pay period, please check the box certifying the information that has been entered is accurate and then click on submit to supervisor. NOTE: You will receive the pop-up message if you navigate away from your time record in which changes were made and not saved or submitted to your supervisor.
- ▶ Once you have submitted your time record to your supervisor, the status will change to pending until approved.
- ▶ Total Hours – total number of hours entered within the pay period.
- ▶ PDF Report - Printable time record.
- ▶ Audit Details of when time records have been submitted and action has been taken.

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 workday is longer than 6 hours continuously.
- You have entered only time-in for one or more work period(s). Please enter corresponding time-out before submitting the time sheet.
- Payments with overlapping dates exists in this pay period.
- Total payment amount (\$) is close to or exceed the award amount.

► Errors:

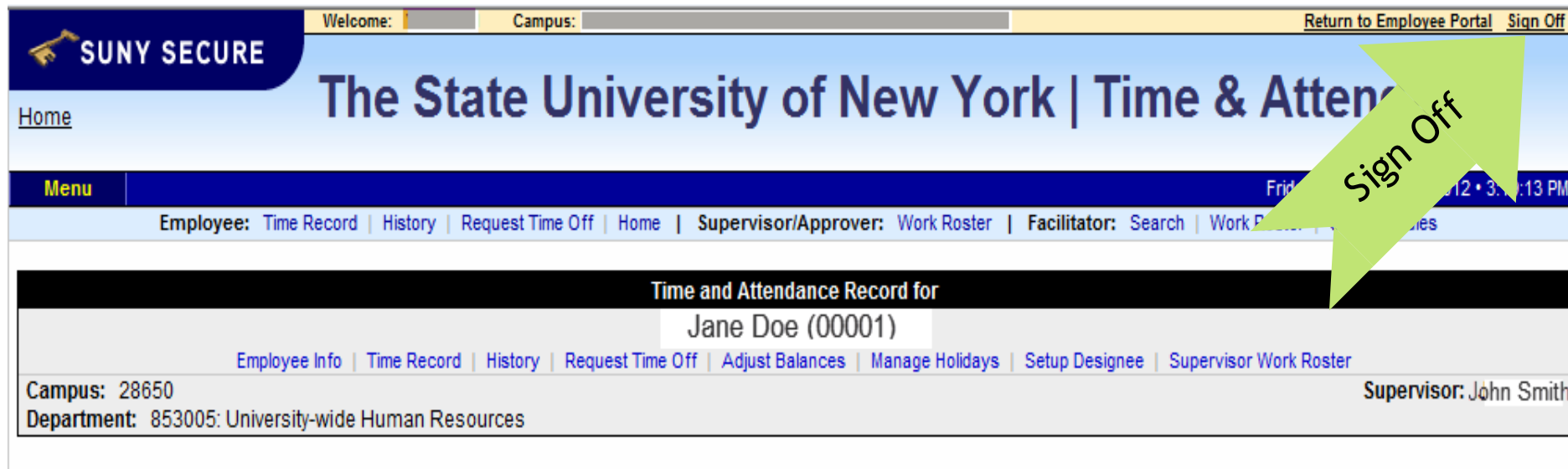
- The fiscal year associated with this timesheet has ended. Please contact your HR Department for payroll processing.

Notifications

- ▶ For the student if the time record is denied by either the supervisor or by Payroll, you will see the following:
 - *Your Time Record has been disapproved. Please log in to review the denial comments.*

Sign out of the SUNY browser and close

- ▶ To ensure your privacy and system security, please log off by clicking on “Sign Off” link in the upper right hand corner of your screen.



The screenshot displays the SUNY SECURE portal interface. At the top, a yellow banner contains the text "Welcome:" followed by a "Campus:" dropdown menu. To the right of this banner are two links: "Return to Employee Portal" and "Sign Off". Below the banner, the main header reads "The State University of New York | Time & Attendance". A green arrow labeled "Sign Off" points from the right side of the screen towards the "Sign Off" link in the top right corner. Below the header, a blue navigation bar includes a "Menu" button and a date/time display: "Friday, 12/31/2012 • 3:12:13 PM". A secondary navigation bar lists various links: "Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | ...". The main content area is titled "Time and Attendance Record for Jane Doe (00001)". Below this title, there is a row of links: "Employee Info | Time Record | History | Request Time Off | Adjust Balances | Manage Holidays | Setup Designee | Supervisor Work Roster". At the bottom left, the text "Campus: 28650" and "Department: 853005: University-wide Human Resources" is displayed. At the bottom right, the text "Supervisor: John Smith" is visible.

Congratulations!

- Once you have entered your current Time and Attendance Information, you have successfully completed the time record. Be sure to Save each time you input your hours worked.

Thank You!

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