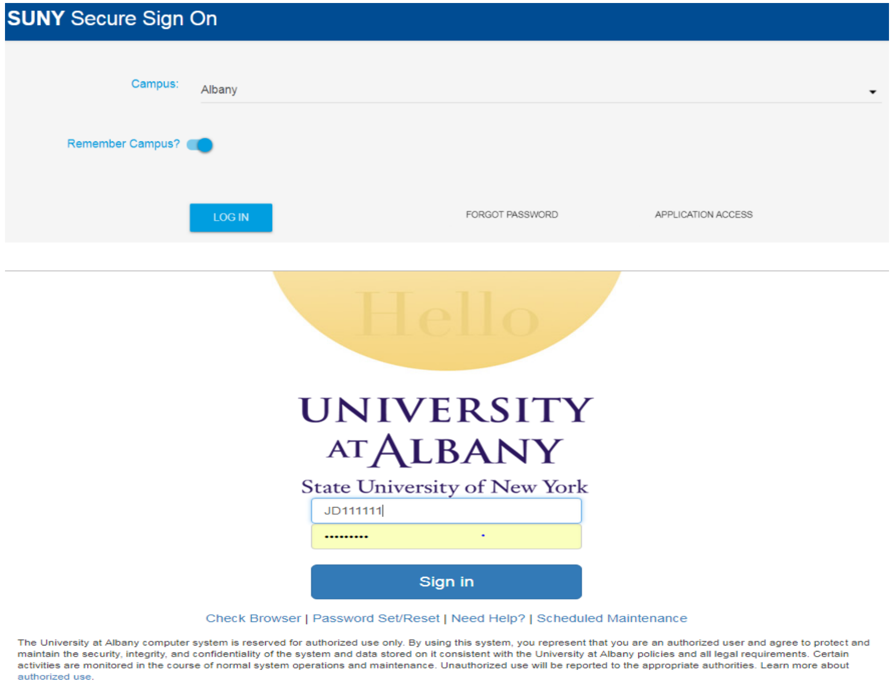
UNIVERSITY AT ALBANY
State University of New York

SUNY HR Time and Attendance System (TAS)

SUPERVISOR'S GUIDE FOR STUDENT EMPLOYEE STAFF

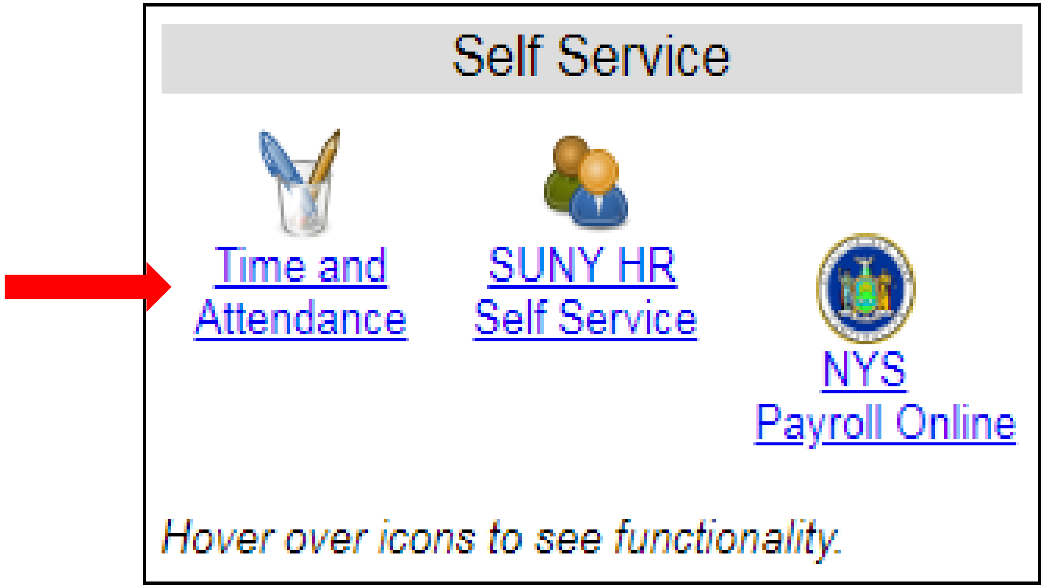
Logging onto the System

- Begin at [www.suny.edu/hrportal.](http://www.suny.edu/hrportal)
- *We recommend using Firefox or Chrome as your Internet browser.
- Select **Albany** for the campus.
- Log in with your UAlbany username and password.
- **_*As a supervisor, you will get emails notifying you that you have pending time and attendance items that require your attention. These emails will be sent at night from DoNotReply@suny.edu. We suggest logging in to SUNY HR TAS on a regular basis to review your supervisor roster._**



Access the Time and Attendance Section

- Click **Time and Attendance** in the Self Service section.



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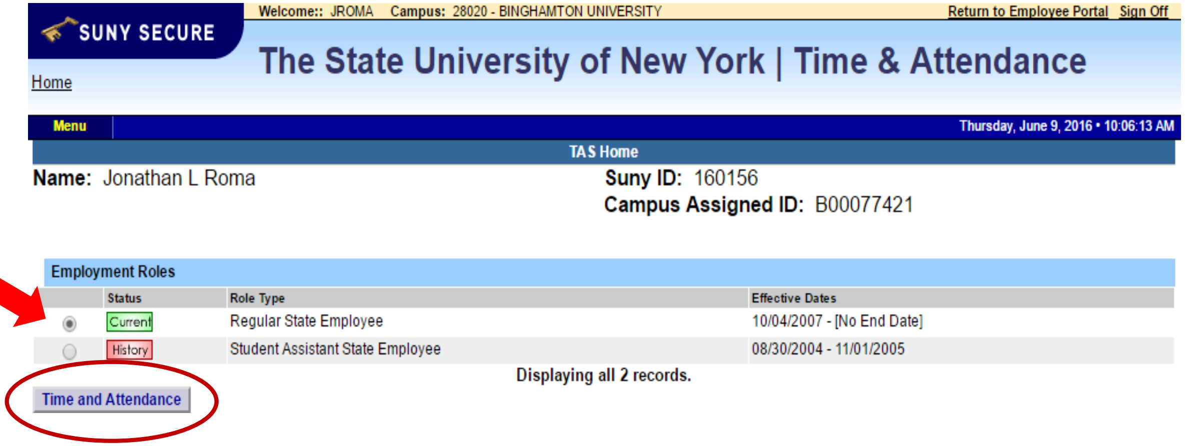
Select Your Current Employment Role

- Select your current employment role (if not already selected).

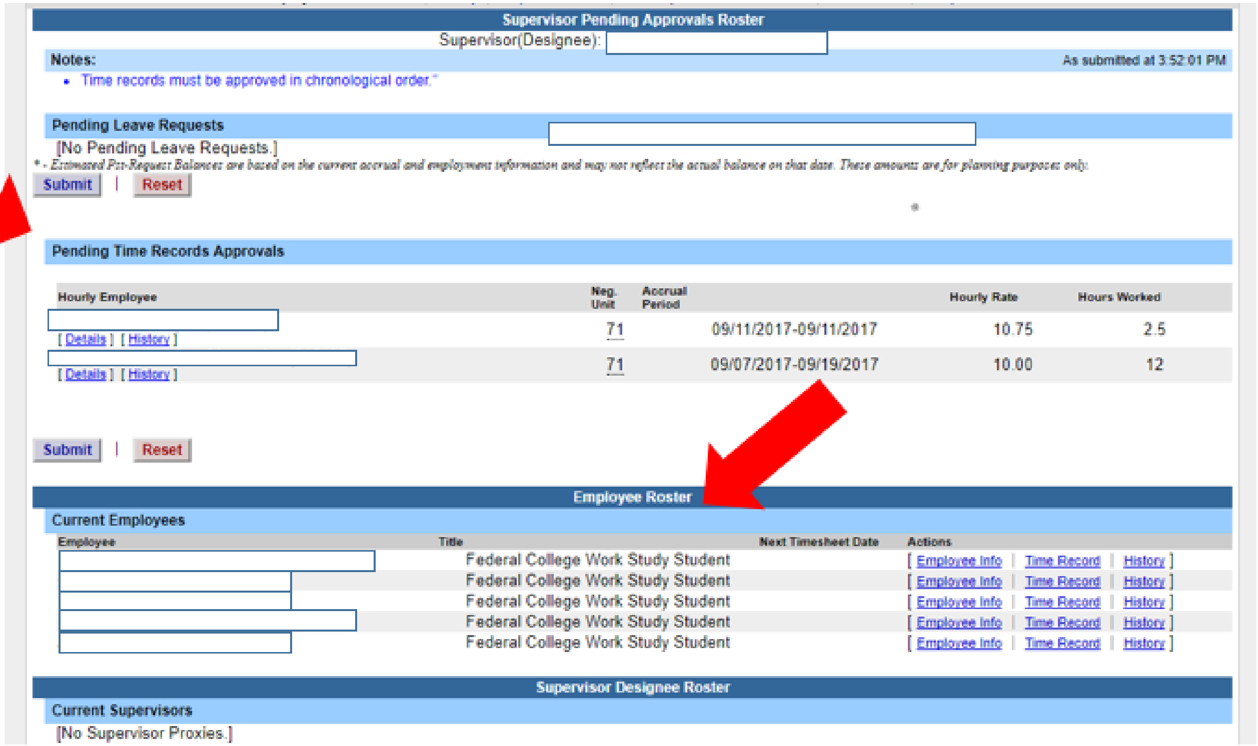
- Click the **Time and Attendance** button.



Navigate to Your Supervisor Work Roster

- Click on the **Supervisor Work Roster** link under your name.

Pending Time Records Approvals and Employee Roster


Supervisor Pending Approvals Roster

Supervisor(Designee):

Notes: As submitted at 3:52:01 PM

- 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

Hourly Employee	Neg. Unit	Accrual Period	Hourly Rate	Hours Worked
[Details] [History]	71	09/11/2017-09/11/2017	10.75	2.5
[Details] [History]	71	09/07/2017-09/19/2017	10.00	12

Submit | Reset

Employee Roster

Current Employees

Employee	Title	Next Timesheet Date	Actions
	Federal College Work Study Student		[Employee Info | Time Record | History]
	Federal College Work Study Student		[Employee Info | Time Record | History]
	Federal College Work Study Student		[Employee Info | Time Record | History]
	Federal College Work Study Student		[Employee Info | Time Record | History]
	Federal College Work Study Student		[Employee Info | Time Record | History]

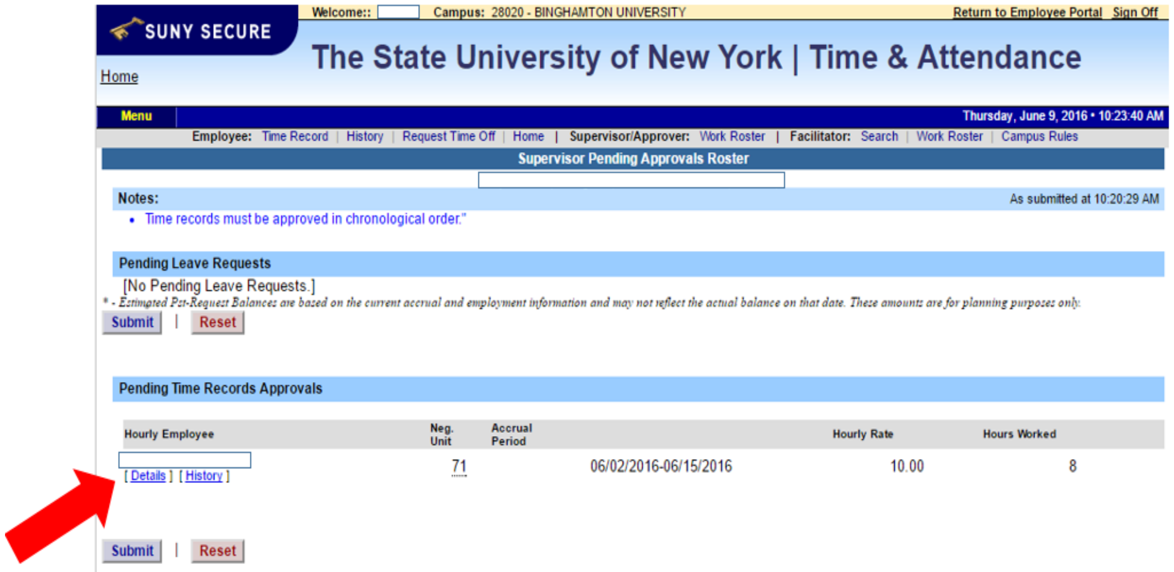
Supervisor Designee Roster

Current Supervisors

[No Supervisor Proxies.]

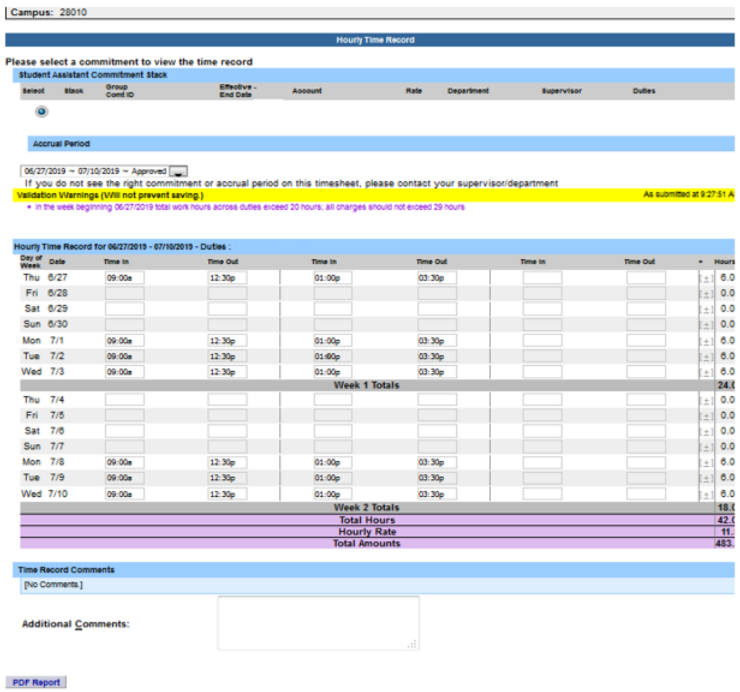
How to Process Pending Time Records Approvals

- Click on **Details** for each employee to see the pending time record.



Review the Time Record

- The **Pending Time Records Approval** section is the second section on your **Supervisor Work Roster.**
- To review a Student employee's time record, click on the **Details** link under their name. This will bring up the two week time record for your review.
- Review information in the **Record Hours** section to ensure time in/out was entered accurately for all days worked. It is important to make sure that a (for AM) and p (for PM) were entered for each time in/out because the system will treat punches as AM if nothing is entered. This will result in the number of hours to be inaccurately calculated. For example, if the student enters 9:00 for **Time In** and 1:30 for **Time Out** the system will record the time worked as 9:00AM to 1:30AM which calculates to 16 hours worked instead of 4.
- Review the total hours worked in the **Week Totals** row below each week's section.
- Review the **Total Hours** and **Total Amounts** rows for accuracy.



Approve or Deny the Time Record

- If the Time Record is accurate, click on the **Approve** button and the record will move from pending to approved status.
- If the Time Record is not accurate, enter a comment in the box, explaining your reason for denying the record and click the **Deny** button. The Time Record will be returned to the employee with the comment for correction.

Questions?

- Payroll@albany.edu
- Phone: (518) 437-4700
- Fax: (518) 437-4731