

WELCOME

TIME AND ATTENDANCE PAYROLL OFFICE



	WED	THUR	FRI	SAT
START	9:00	9:00	8:30	
FINISH	5:00	5:00	6:00	
ORD	8	8	8	
O/T @ 1.5				
O/T @ 2.0			1	

Background

- The new system has been developed by SUNY System Administration and is part of SUNY's five-year technology plan.
- **Features and Benefits:**
 - Completely paperless system - supports our "green" campus initiative and saves paper and printing of time records.
 - Provides an electronic approval workflow.
 - Increased efficiencies, accuracy, and up-to-date accrual balances.

Overview of the Basic Process

Credit Your Holidays

- Be sure to give yourself credits for Holidays worked

Record Time Off Work

- Any time you did not report to work should be reflected on the Calendar view in quarter day increments (.25, .50, .75 or 1)

Certify and Submit

- Certify (Your Electronic Signature)
- Submit to Supervisor
- Log-off AND Close Browser

Before You Begin...

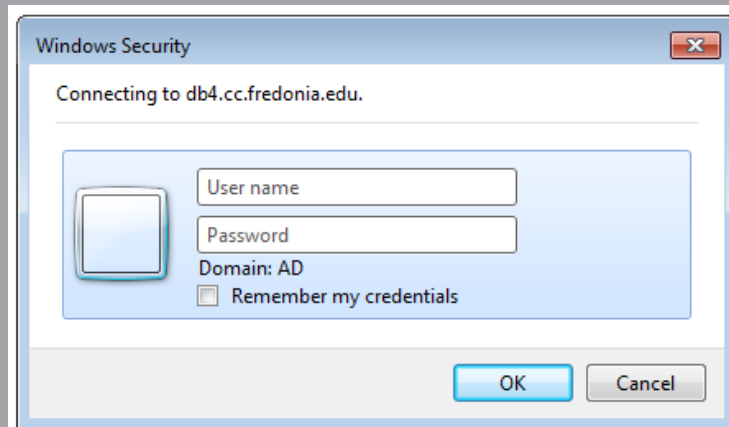
You will need your SUNY ID

- This is for use on the one-time security screen, if prompted for it. You will not need to remember it or use it again for this purpose

To obtain your SUNY ID:

- Click on the link:

<https://data.fredonia.edu/Reports/Pages/Folder.aspx>



If you are asked to log on, use your eServices ID (ad\eServicesID) and the password you use to log on to your computer each day.

- Then click on the “Human Resources” folder.
- Then click on the “Employee Profile with Emerg Contacts” report.
- Each person will be looking at his/her own data only.

Home > Human Resources > Employee Profile with Emerg Contacts

1 of 1 Find | Next

Human Resources - Employee Profile

Your SUNY ID is: 45326

This data is as of: 7/22/2014

DIRECTIONS:

Step 1: Review your current information provided below for completeness and accuracy.

Step 2: If your information is complete and accurate, click the "No Changes" hyperlink below to continue.

Step 3: If your information is incomplete or inaccurate, click the "Make Changes" hyperlink below to continue.

[No Changes](#) [Make Changes](#)

OPTIONAL: To print your profile, click on tool that looks like a "diskette with a green arrow" and choose PDF. Click on "Open" at the bottom of the screen and then File - Print.

Current Information	
Name: Mrs. Susan M. Cortes	Note: Name changes must be documented with Human Resources.
Preferred Name: Susan	Examples: Katie for Katherine; Andy for Andrew

The SUNY ID is in the upper right corner of the report

ELECTRONIC TIME AND ATTENDANCE

STEP-BY-STEP

Access to SUNY HR will be found at:

<http://www.suny.edu/hrportal>

You will need to use Internet Explorer as your browser

FIRST:
ONE-TIME SECURITY SCREEN

SECOND:
SIGN-ON

For security reasons your sign-in will be different the first time you enter SUNY Time and Attendance:

Security Questions

First Name	<input type="text"/>
Last Name	<input type="text"/>
SUNY ID (found on Employee Profile)	<input type="text"/>
Date of Birth (in MM/DD/YYYY format)	<input type="text"/>

User ID and password – same as used to sign on computer each day

SUNY SECURE Sign On

Please select your campus, then enter the appropriate credentials below. [Help](#)

* Required Fields

Campus:** Fredonia

Remember me?

Login

UNAUTHORIZED ACCESS PROHIBITED
Copyright © 2012 The State University of New York. All RIGHTS RESERVED.
Contact Us - WEB ACCESSIBILITY - Privacy Policy


Fredonia eServices Log In

Welcome to the Fredonia login page!

Type your eServices username and password.

Username:

Password:

Fredonia Secure 

Sign In

SSL

To Enter, Click on the “Time and Attendance” Tab

SUNY Human Resources for: **John Jones** SUNY **700409**
NYS ID N99999999

Self Service

- [Time and Attendance](#)
- [View Paycheck](#)
- [Update Address](#)

Notifications

Early Deadline Reminder: ADMIN 20122013 PP19
FOR Administrative Payroll Cycle: ADMIN 20122013 PP 19, Monday, December 17, 2012 is an early AI deadline for ADMIN 20122013 PP19. Tuesday, December 18, 2012 is an early payment deadline for ADMIN 20122013 PP19. Early deadline reminders are outlined in Bulletin Number: 1059

Campus Message - Holiday
Offices are closed on Tuesday, December 25 for the Christmas Day Holiday.

Campus Message - Holiday
Offices are closed on Tuesday, December 31 for the New Years Day Holiday.

TAS Pending Items
You have time and attendance actions that need approval from the following employees: M Holiday

- Your pay stub can be viewed through the “View Paycheck” feature as of the Monday preceding any payday.
- In addition, a two-year payroll history has been loaded for your information.

Next, Select Month(Accrual Period)

View Info | Update Info | Time Record | History | Request Time Off | Adjust Balances | Setup Proxy

Campus: 28020 **Supervisor:**
Department: 853010: 3 315 Human Resources

Employee Time Record for January 2012

Message Board
[No Messages.]

Accrual Period
 [Change Period](#)

Accrual Balances

The status of any given month is reflected here in the above drop-down:

Working: Open for you to make entries

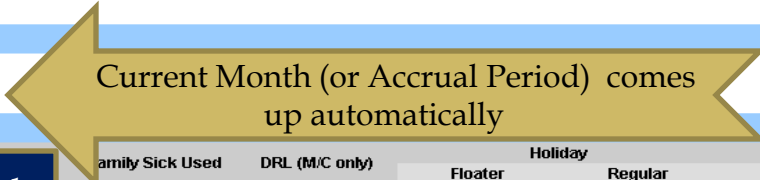
Pending: Submitted to your supervisor

Approved: Reflected once Supervisor has signed-off

Family Sick Used	DRL (M/C only)	Holiday		Non-Chargeable	
		Floater	Regular	Time	Reason
0	0	0	0	4	
0.0	0.0	0.0	1.0	0.0	
			-1.0	4.0	
0.0	0.0	0.0	2.0	0.0	
0.0	0.0	0.0	0.0	0.0	
			1.0	4.0	

Double-click a day to add or update an Accrual Charge

Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				



Accrual Balances & Charges

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	DRL (M/C only)	Holiday		Non-Chargeable	
					Floater	Regular	Time	Reason
Beginning	3.12	200	0	2.75	0	2	0	
Charged	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Sub-Total	3.12	200.0		2.75		2.0		
Earned	1.75	1.75	0.0	0.0	1.0	1.0	0.0	
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Ending	4.87	200		2.75	1.0	3.0		

* Includes family sick leave balance

Time Charged

Double-click a day to view an Accrual Charge

February 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	
5	6		8	9	10	
12	13		15	16	17	
19	20		22	23	24	25
26	27	28	29			

Family Sick Leave tracked here, deducted from Sick Leave. Family sick charges relate to medical care of a direct family member.

Non-chargeable time (such as conferences, jury duty) Tracked here, not deducted.

Enter Holiday Credits For Each Holiday Worked –THEN SAVE!

Time Charged						
January 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Holiday Comp Leave	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

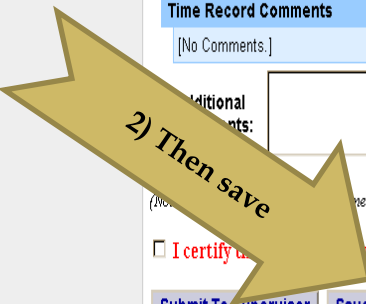
Double-click a day to add or update an Accrual Charge

Time Record Comments

[No Comments.]

Additional Comments:

Holiday Time Earned			
Holiday Name	Floater?	Observed Date	Earned Amount
New Year's Day	<input type="radio"/> Y <input checked="" type="radio"/> N	01/02/2012	1
Martin Luther King Day	<input type="radio"/> Y <input checked="" type="radio"/> N	01/16/2012	1



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

Submit To Supervisor Save Time Record Cancel/Return to Home

Enter Charges for Vacation, Sick, or Other. THEN SAVE!

Time Charged Double-click a day to add or update an Accrual Charge

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Holiday Comp Leave					
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1) Enter charges for time used

Time Record Comments

[No Comments.]

Additional Comments:

(An underlined character will focus the cursor on the associated form field.)

The report represents a correct accounting for the specified period.

Submit

Quarter-day increments ONLY may be used:

- .25
- .50
- .75
- 1.00

2) Then save

A) View of Sub-Menu Produced by Clicking on Individual Calendar Dates – Single-Day Entries

SINGLE DAY view

Time Record Posting

Click here to change to MULTI-DAY view

Show Multi-Day

Single Day Leave

From Date: 01/09/2012

Vacation:

Sick:

Family Sick:

Holiday:

Floater:

Voluntary Work Reduction:

Deficit Reduction Leave (M/C only):

Non-Chargeable:

Non-Chargeable Type:

Adjustment Reason:

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

Submit Single-Day | Cancel

Remember to scroll down and click the save button

B) View of Sub-Menu Produced by Clicking on Individual Calendar Dates- Multiple Day Entries

The screenshot shows a web form titled "Time Record Posting" with a sub-section for "Multiple Day Leave". The form includes the following fields and controls:

- From Date:** A date field containing "11/09/2012".
- * To Date (2):** A date field with a placeholder "(mm/dd/yyyy)".
- * Number of Consecutive Days:** A numeric input field.
- * Charge Per Day (0-1.0):** A numeric input field containing "1".
- * Accrual/Leave Type:** A dropdown menu with "Select ..." as the current selection.
- Adjustment Reason:** A dropdown menu with "Select ..." as the current selection.
- Comments (3):** A text area for entering notes.
- Show Single-Day:** A button located in the top right corner of the form area.
- Submit Multi-Day | Cancel:** A row of buttons at the bottom of the form.

Annotations on the form include:

- A large yellow arrow pointing left from the center of the form, labeled "MULTI-DAY view".
- A large yellow arrow pointing right from the center of the form, labeled "Click here to change to SINGLE DAY view", pointing towards the "Show Single-Day" button.
- A yellow arrow pointing up from a text box at the bottom left towards the "Submit Multi-Day" button.

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

Remember to scroll down and click the save button

“TIME RECORD COMMENTS”

Time Charged Double-click a day to add or update an Accrual Charge

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Holiday Comp Leave	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25			
29	30	31				

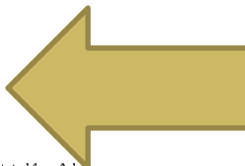
Time Record Comments
[No Comments.]

Additional Comments:

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

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

All Employees:
Use this box to
indicate any
items you'd like
noted on your
record for your
supervisor or
for audit
purposes.



LAST STEPS:

- 1) Review Entries for Accuracy,
- 2) Certify (Sign), and lastly,
- 3) Submit to Supervisor.

1) Review your entries for accuracy

2) Certify

3) Submit

Time Charged Double-click a day to add or update an Accrual Charge

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Holiday Comp Leave	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Holiday Time Earned

Holiday Name	Floater?	Observed Date	Earned Amount
New Year's Day	<input type="radio"/> Y <input checked="" type="radio"/> N	01/02/2012	<input type="text" value="1"/>
Martin Luther King Day	<input type="radio"/> Y <input checked="" type="radio"/> N	01/16/2012	<input type="text" value="1"/>

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

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

Sign out of the SUNY browser and close

To ensure your privacy and system security, in addition to “Logging Off,” you will also need to “X” out of the SUNY browser. (You can do this by clicking on the box in the upper right hand corner of your screen).

The screenshot shows the SUNY Human Resources Time & Attendance (TAS) system interface. The browser address bar shows the URL: www.suny.edu/time/flow/home-flow?execution=e1s1. The page header includes "THE STATE UNIVERSITY of NEW YORK" and "Human Resources | Time & Attendance". A navigation bar contains "Menu", "Welcome, LHA", and "(Log Off)". The main content area displays "TAS Home" and fields for "Name:", "Suny ID:", and "Local Campus ID:". Below this is a table titled "Employment Roles" with columns for "Status", "Role Type", and "Effective Dates". A single row is shown with "Current" status, "Regular State Employee" role type, and "01/28/2008 - [No End Date]". At the bottom, there are buttons for "Time and Attendance" and "View Paycheck". Two yellow callout boxes are overlaid: "Step 1: Log-Off" points to the "(Log Off)" link, and "Step 2: Close browser" points to the browser window's close button.

Status	Role Type	Effective Dates
Current	Regular State Employee	01/28/2008 - [No End Date]

Displaying single result.

E-MAIL NOTIFICATIONS

Time record submission is a MONTHLY process.

System-generated e-mail reminders will be sent when your monthly time records are overdue. Notifications will also be sent if your time record is denied by your supervisor.

***Helpful Tip: Set a calendar reminder to complete your previous month attendance record on the first of every month**

SUPERVISOR GUIDELINES ELECTRONIC TIME AND ATTENDANCE

SUPERVISORS RESPONSIBILITIES

View Work
Roster

- View time information of your Direct Reports using the “Work Roster”

Review and
Approve

- Select “Approve,” “Deny,” or “Postpone”

Submit

- Submit, Log-off, and Close Browser

Supervisors will have a “Work Roster” showing the electronic timesheets for direct reports

THE STATE UNIVERSITY of NEW YORK Human Resources | Time & Attendance System

Menu | Welcome, JHADLEY at 28020 - (Log Off) | Thursday, January 12, 2012 • 2:13:27 PM

Employee: Time Record | History | Request Time Off | Home | Work Roster | Proxy: Proxy Roster | Facilitator: Search | Work Roster | Campus Rules

Pending Approvals Roster

Pending Time Records Approvals

Employee	Approval Period	Time Charged				Time Unit	Approval		
		Vacation	Sick	Holiday	Other		Approve	Deny	Ignore
[Details] [History]	December 2011	3.0	0.0	1.0	0.0	Days	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Pending Leave Requests

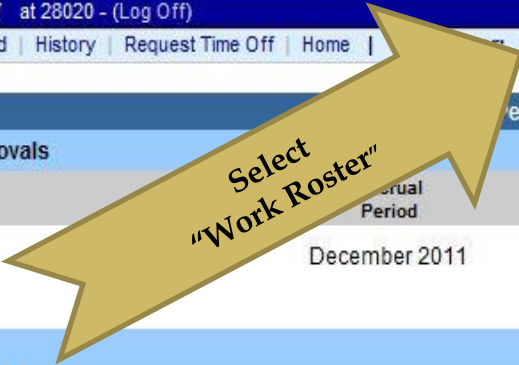
[No Pending Leave Requests.]

|

Employee Roster

Current Employees

Employee	Title	Next Timesheet Date	Actions
----------	-------	---------------------	---------



View of Employee Work Roster

THE STATE UNIVERSITY of NEW YORK Human Resources | Time & Attendance System

Menu | Welcome, JHADLEY at 28020 - (Log Off) Friday, March 9, 2012 - 2:06:43 PM

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

Pending Time Records Approvals Pending Approvals Roster

Employee	Unit	Period	Vacation	Sick	Holiday	Other	Time Unit	Approve	Approval Deny	Ignore
	08	February 2012	0.0	1.0	2.0	0.0	Days	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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

Pending Leave Requests

Employee	Unit	Requested Leave Dates	# of Days	Charge Per Day	Charge Type	Post-Request Balance*	Approve	Approval Deny	Ignore
	13	07/17/2012	1	1	Vacation Leave	30.2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

* - 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.

|

Employee Roster

Employee	Title	Next Timesheet Date	Actions
	Staff Assistant	02/01/2012	[View Info Update Info Time Record History Request Time Off Work Schedule]
	Personnel Assistant	03/01/2012	[View Info Update Info Time Record History Request Time Off Work Schedule]
	Personnel Associate	03/01/2012	[View Info Update Info Time Record History Request Time Off Work Schedule]

1) View Employee's Time Record

2) Determine an Action

3) Then, "Submit"

THE STATE UNIVERSITY of NEW YORK Human Resources | Time & Attendance System

Menu | Welcome, JHADLEY at 28020 - (Log Off) Thursday, January 12, 2012 • 2:13:27 PM

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

Supervisor Pending Approvals Roster

Pending Time Records Approvals

Employee	Neg.	Accrual	Vacation	Time Charged	Time	Approval
Alison Gierlach (3100)		2011	3.0	0.0		Approve Deny Ignore

[Details] [History]

Pending Leave Requests

[No Pending Leave Requests.]

Submit | Reset

Employee Roster

Current	Title	Next Timesheet Date	Actions
---------	-------	---------------------	---------

1) View details or history of time record

2) Select action

3) Submit

Sign out of the SUNY browser and close

To ensure your privacy and system security, in addition to “Logging Off,” you will also need to “X” out of the SUNY browser. (You can do this by clicking on the box in the upper right hand corner of your screen).

The screenshot shows a web browser window displaying the SUNY Time and Attendance system. The browser's address bar shows the URL www.suny.edu/time/flow/home-flow?execution=e1s1. The page header includes the SUNY logo and navigation links. A yellow callout arrow labeled "Step 1: Log-Off" points to the "Log Off" link in the top navigation bar. Another yellow callout arrow labeled "Step 2: Close browser" points to the close button (X) in the browser window's title bar.

THE STATE UNIVERSITY of NEW YORK
Human Resources | Time and Attendance

Menu | Welcome | (Log Off) | Wednesday, 01/28/2012 12:03:23 PM

TAS Home
Suny ID: 216376
Local Campus ID: B00190029

Status	Role Type	Effective Dates
Current	Regular State Employee	01/28/2008 - [No End Date]

Displaying single result.

[Time and Attendance](#) [View Paycheck](#)

ADDITIONAL FEATURES AND INFORMATION

Electronically Requesting Time Off

- Use of this feature is completely *OPTIONAL* between you and your supervisor.
- Discuss with your supervisor how this may change your current procedures.

THE STATE UNIVERSITY of NEW YORK | Human Resources | Time & Attendance System

Menu | Welcome, LHAVT | 28020 - (Log Off) | Friday, March 9, 2012 • 10:12:14 AM

Time Record | History | Request Time Off | Campus Rules

Time and Attendance Record for
 (216376)

Supervisor:

Time Off Request

Name	Vacation	Sick*	Family Sick Used	DRL (M/C only)	Floater	Holiday	Regular
Current	3	24.25	0	0	0		0
Post-Request* (on 02/29/12)	4.5	24.75	0.0	0.0	0.0		0.0

* - Estimated Post-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.

Existing Time Off Requests | Double-click a day to add or update a Leave Request

March 2012 | << Year | < Month | Today | Month > | Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Sick Leave	2	3
4	5	6 Off Campus Meeting	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Click on TIME RECORD to return to the MAIN SCREEN

REQUEST TIME OFF Selection

Time Off Request Form

Single Day Request

Time Off Request

Single Day Leave [Show Multi-Day](#)

Click for Multiple Day requests

From Date: 01/05/2011

Vacation:

Sick:

Family Sick:

Holiday:

Floater:

Voluntary Work Reduction:

Non-Chargeable:

Non-Chargeable Type:

Ajustment Reason:

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

- 1) Enter charges in appropriate categories
- 2) Click Submit

When Using This Feature, Remember to “SUBMIT” Your Request

THE STATE UNIVERSITY of NEW YORK Human Resources | Time & Attendance System

Welcome, JHADLEY at 28020 - (Log Off) Friday, March 9, 2012 - 11:32:33 AM

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

Time and Attendance Record for
View Info | Update Info | Time Record | History | Request Time Off | Adjust Balances | Setup Proxy
Campus: 28020 Department: 853010: 3 315 Human Resources Supervisor: Joseph Sebitta

Time Off Request

Entitlement Balances

Name	Vacation	Sick*	Family Sick Used	DRL (M/C only)	Holiday
Current	36.5	197.25			
Post-Request* (on 07/31/12)	45.25	200			

* - Estimated Post-Request Balances are based on the current accrual and employment information.

Existing Time Off Requests

July 2012

Sunday	Monday	Tuesday
1	2	3
8	9	
15	16	
22	23	
29		31

Previously Submitted

Select	Status	Requested Leave Dates	# of Days
<input type="radio"/>	Saved	07/05/2012 - 07/06/2012	2

Remember to "SUBMIT" your request

- Once your supervisor has approved your request, it automatically populates on your record so you won't have to enter it. (Will appear with a "P" while the request is pending)
- Changes, additions, deletions can be made at any point; this is not a "contract."
- Be aware that unresolved requests can prevent your successful monthly-time record submittal.

Copyright © 2009 The State University of New York. All Rights Reserved. Contact Us | Web Accessibility | Privacy Policy

ABOUT LEAVE DONATIONS

FOR THOSE WILLING TO DONATE VACATION DAYS:

Your generous Leave Donations will continue to be administrated through the Human Resources and Payroll Office, following the current procedure.

Upon receipt of your Leave Donation Form, the Payroll Office will make the necessary electronic transactions.

THANK YOU!

Please contact Susan Cortes for further assistance.

Phone: 673-3775

E-mail: Susan.Cortes@fredonia.edu