Welcome
Time and Attendance

FOR 10-MONTH FACULTY AND ADJUNCT FACULTY

PAYROLL OFFICE
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.
Electronic Time and Attendance

Overview of the Basic Process for 10-MONTH AND ADJUNCT FACULTY
Overview of the Basic Process

Monthly – 10-MONTH AND ADJUNCT FACULTY

1. **SIGN-IN and SELECT MONTH**
   - In Internet Explorer, Sign-in to SUNY HR and select “TIME AND ATTENDANCE”

2. **RECORD ANY SICK TIME USED, IF NONE . . .**
   - Record any SICK TIME (if used) on the Calendar View

3. **SUBMIT AND LOG-OFF**
   - Submit
   - 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.
Electronic Time and Attendance

10-MONTH AND AJUNCT FACULTY
STEP-BY-STEP
Access to SUNY HR will be found at:
https://www.suny.edu/hrportal
You will need to use Internet Explorer

FIRST:
ONE-TIME SECURITY SCREEN

SECOND:
SIGN-IN SCREEN

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

Security Questions

<table>
<thead>
<tr>
<th>First Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>SUNY ID (found on Employee Profile)</td>
<td></td>
</tr>
<tr>
<td>Date of Birth (in MM/DD/YYYY format)</td>
<td></td>
</tr>
</tbody>
</table>

User ID and password – same as used to sign on computer each day
To enter, click on the “Time and Attendance” tab

- 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.
Step 1, "Charge" to enter sick time. If none, go directly to Step 2.

- If you have NO Sick Leave to record – you are done after you “Select Month” and “Submit”!
- If you DO HAVE Sick Leave to record, select “Charge” and proceed to the slides on the next few page.
If you have Sick Leave to record: Select Month(Accrual Period)

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
Accrual Balances & Charges

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

Non-Chargeable Time
- Such as conferences, jury duty.
- Tracked here, not deducted.
1) Enter charges for any sick leave used

2) Then save

<table>
<thead>
<tr>
<th>Time Charged</th>
<th>January 2012</th>
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<tbody>
<tr>
<td></td>
<td>Sunday</td>
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<td>1</td>
<td>2</td>
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<td>8</td>
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<td>15</td>
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<td>22</td>
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<td>29</td>
</tr>
</tbody>
</table>

1) Enter charges for Sick Time used

2) Then save
A) View of Sub-Menu produced by clicking on individual calendar dates

Single-Day Entries

(Note: Pressing <ALT> and an underlined character will focus the cursor on the associated form field.)
B) View of Sub-Menu produced by clicking on individual calendar dates

Multiple Day Entries

Click here to change to SINGLE DAY view

MULTI-DAY view
"TIME RECORD COMMENTS"

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</tr>
</tbody>
</table>

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)
3) Submit to Supervisor
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).
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 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.
View of Employee Work Roster

The State University of New York
Human Resources | Time & Attendance System

Pending Time Record Approvals

Pending Leave Requests

Employee List

* - 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.
1) View Employee’s Time Record

2) Determine an action

3) Then, “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).
Thank You!

Please contact Susan Cortes for further assistance.
Phone: 673-3775
E-mail: Susan.Cortes@fredonia.edu