

Welcome

Time and Attendance

FOR 10-MONTH FACULTY AND ADJUNCT FACULTY

PAYROLL OFFICE

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.

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

SIGN-IN and SELECT MONTH

- In Internet Explorer, Sign-in to SUNY HR and select “TIME AND ATTENDANCE”

RECORD ANY SICK TIME USED, IF NONE . . .

- Record any SICK TIME (if used) on the Calendar View

SUBMIT AND LOG-OFF

- Submit
- Log-off AND Close Browser

Before You Begin...

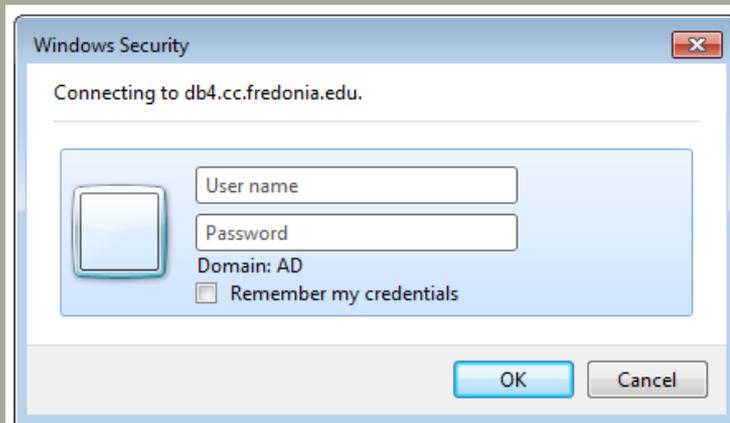
You will need your SUNY ID

- 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.

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.

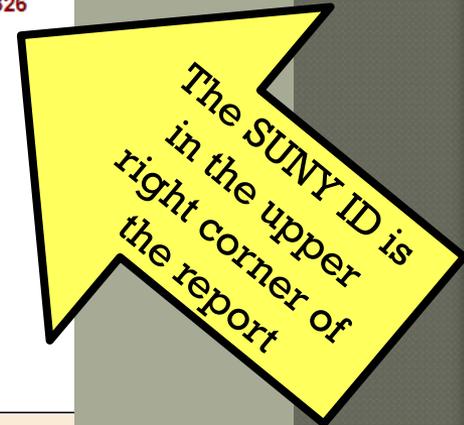
Step 2: If your information is complete and accurate, click the "No Changes" hyperlink below to continue.

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



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**

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

**SECOND:
SIGN-IN SCREEN**

SUNY SECURE Sign On

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

* Required Fields

Campus:**

Remember me?

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!

Enter your eServices username and password.

Username:

Password:

Fredonia Secure
secure
Go to sign in page

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

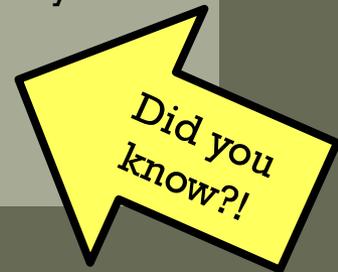
Early Deadline Reminder: ADMIN 20122013 PP19
FOR Administrative Payroll Cycle: ADMIN 20122013 PP 19, Monday, December 17, 2012 is an early AI deadline for ADMIN 20122013 PP19. Tuesday, December 18, 2012 is an early payment deadline for ADMIN 20122013 PP19. Early deadline reminders are outlined in Bulletin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



Faculty-Only view

THE STATE UNIVERSITY of NEW YORK

Human Resources | Time & Attendance

Menu

Welcome, LHAVTUR at 28020 - (Log Off)

Thursday, February 9, 2012

Employee: Time Record | History | Request Time Off | Home | 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: 110700: 2 305 Computer Science

Supervisor:

Submission of Faculty Time Records

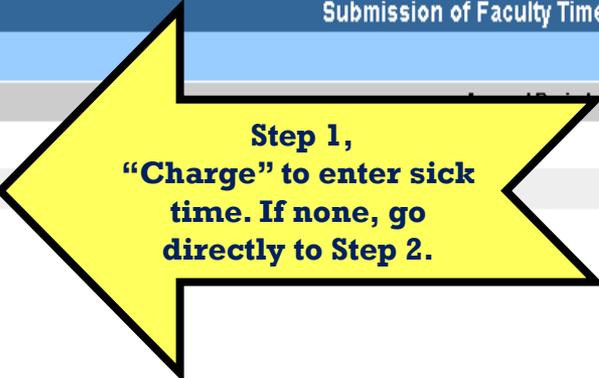
Monthly Time Records

February 2012 - Working [[Charge](#)]

January 2012 - Pending [[Charge](#)]

[Submit](#)

[Cancel/Return](#)



Step 1,
“Charge” to enter sick
time. If none, go
directly to Step 2.



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)

SUNY SECURE | Welcome: DTHOMPSON | Campus: 28150 - SUNY BROCKPORT | [Return to Employee Portal](#) | [Sign Off](#)

Time & Attendance System

Home | **Menu** | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Campus Rules | Friday, April 26, 2013 • 1:17:35 PM

Time and Attendance Record for

Employee Info | Time Record | History | Request Time Off | Adjust Balances | Manage Holidays | Setup Designee

Campus: 28150 | Department: 841200: Eoc Administration | Supervisor: _____

Accrual Period
 April 2013 ~ Working | [Change Period](#)

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Floater	Holiday	Regular	Non-Chargeable Time	Reason
		178.5	28	0	0	0		0	0	
		0.0	0.0	0.0	0.0	0.0		0.0	0.0	
		178.5	28.0							
		1.75	0.0	0.0	0.0	0.0		0.0	0.0	
		0.0	0.0	0.0	0.0	0.0		0.0	0.0	
		180.25	28.0							

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

Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				



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

Accrual Balances								
Name	Vacation	Sick*	Family Sick Used	DRL (M/C only)	Holiday		Non-Chargeable	
					Floater	Regular	Time	Reason
Beginning		200	0				0	
Charged		0.0	0.0				0.0	
Sub-Total		200.0						
Earned		1.75	0.0				0.0	
Adjustments		0.0	0.0				0.0	
Ending		200						

* Includes family sick leave balance

Time Charged							Double-click a day to add or subtract from Accrual Charge	
February 2012								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
				2	3			
5	6			9	10			
12	13			16	17			
19	20			23	24	25		
26	27							

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

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				

Time Record Comments
[No Comments.]

Additional Comments:

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

The report represents a correct accounting for the specified period.

Submit | Save Time Record | Cancel/Return to Home



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

Single-Day Entries

Single Day Leave Time Record Posting [Click here to change to MULTI-DAY view](#) [Show Multi-Day](#)

From Date: 10/1/2012

Vacation:

Sick:

Family Sick:

Holiday:

Floating:

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](#)

B) View of Sub-Menu produced by clicking on individual calendar dates

Multiple Day Entries

The screenshot shows a web form titled "Multiple Day Leave" under the heading "Time Record Posting". The form includes the following fields and controls:

- Multiple Day Leave**: A blue header bar with a yellow arrow pointing left labeled "MULTI-DAY view" and a yellow arrow pointing right labeled "Click here to change to SINGLE DAY view". A "Show Single-Day" button is located on the right.
- From Date:** A text field containing "04/09/2012".
- * To Date (2):** A text field with a placeholder "(mm/dd/yyyy)".
- * Number of Consecutive Days:** A text field containing "1".
- * Charge Per Day (0-1.0):** A text 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 (j):** A large text area for entering comments.

At the bottom of the form, there are two buttons: "Submit Multi-Day" and "Cancel".

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

“TIME RECORD COMMENTS”

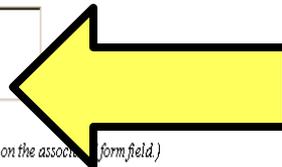
Time Charged Double-click a day to add or update an Accrual Charge

January 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	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				

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.

Submit To Supervisor

Save Time Record

Cancel/Return to Home

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

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				

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.

[Submit To Supervisor](#) [Save Time Record](#) [Cancel/Return to Home](#)

[View Holidays](#) [PDF Report](#)

1) Review your entries for accuracy

2) Certify

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 the SUNY Human Resources Time & Attendance System interface. The browser address bar displays `www.suny.edu/time/flow/home-flow?execution=e1s1`. The page header includes the SUNY logo and navigation links for 'Human Resources | Time & Attendance System'. A blue navigation bar contains a 'Menu' link, a welcome message for 'LHAVTU', and a '(Log Off)' link. A yellow arrow labeled 'Step 1: Log-Off' points to this link. Below the navigation bar, the user's name is partially visible as 'Name: Li'. To the right, the user's identification numbers are listed: 'Suny ID: 216376' and 'Local Campus ID: B00190029'. A yellow arrow labeled 'Step 2: Close browser' points to the 'X' button in the browser window's title bar. The main content area features a 'TAS Home' section with a table of employment roles. The table has columns for 'Status', 'Role Type', and 'Effective Dates'. A single row is displayed with the status 'Current', role type 'Regular State Employee', and effective dates '01/28/2008 - [No End Date]'. Below the table, the text 'Displaying single result.' is shown. At the bottom of the page, there are two buttons: 'Time and Attendance' and 'View Paycheck'.

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

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

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

Menu | Welcome, [redacted] 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	Accrual Period	Vacation	Time Charged			Time Unit	Approval		
			Sick	Holiday	Other		Approve	Deny	Ignore
[Details] [History]	December 2011		0.0		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

[Details] [History]

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

Pending Leave Requests

Employee	Reg. Unit	Requested Leave Dates	# of Days	Charge Per Day	Charge Type	Post-Request Balance*	Approve	Deny	Ignore
)	07/17/2012	1	1	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.

[Submit](#) | [Reset](#)

Current Employees

Employee	Next Timesheet Date	Actions
)	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

Emplo	Neg. Unit	Accrual Period	Vacation	Time Charged	Sick	Holiday	Other	Time	Approval	Deny	Ignore
Alison Gierlach (311)		11		0.0					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Details] [History]

Pending Leave Requests

[No Pending Leave Requests.]

Employee Roster

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



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 Time & Attendance System interface. The browser address bar displays `www.suny.edu/time/flow/home-flow?execution=e1s1`. The page header includes "THE STATE UNIVERSITY of NEW YORK" and "Human Resources | Time & Attendance System". A navigation bar contains "Menu", "Welcome, [User Name]", and "(Log Off)". The main content area shows "TAS Home" and user information: "Suny ID: 216376" and "Local Campus ID: B00190029". Below this is a table with columns for "Status", "Role Type", and "Effective Dates". The table contains one row with "Current" status, "Regular State Employee" role, and "01/28/2008 - [No End Date]". A "View Paycheck" button is visible. Two yellow callout arrows are present: one pointing to the "(Log Off)" link in the navigation bar, labeled "Step 1: Log-Off", and another pointing to the close button (X) in the browser window's title bar, labeled "Step 2: Close browser".

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

Thank You!

Please contact Susan Cortes for further assistance.

Phone: 673-3775

E-mail: Susan.Cortes@fredonia.edu