Time and Attendance System

Supervisor Role

Sign On:

Employees will sign into the Time and Attendance System (TAS) using the link below and enter their existing user id and password. The first time you sign on, you will be asked to verify your First/Last Name, SUNY ID, and Date of Birth. This verification is to authenticate your user id to your SUNY ID assigned in the system. Click on Submit Answers.

- [https://www.suny.edu/time](https://www.suny.edu/time)

If EduPerson has been established at the campus, employees will simply sign into the link above and entering their existing user id and password. The verification process is not necessary.

TAS Home Page:

From the TAS Home Page (shown above), click on the Time and Attendance button to be brought into your Time Record, Time off Request or Supervisor Work Roster.

If you wish to view your paycheck click the View Paycheck button. Paycheck information will be available the Monday before payday.
Supervisor Pending Approval Roster:

To begin working on any pending time records and/or time off requests, click on Supervisor Work Roster highlighted on the tool bar above.

To Approve employees time record– select APPROVE radio button

To Disapprove – select DENY radio button. Denial of an employee’s time record requires comments. Once the Deny button is selected a comment field will open to allow comments to be entered.

The Postpone radio button can be selected if supervisor does not wish to take action on the employee’s time record at that time. The time record will remain on the supervisors work roster until further action is taken.

Supervisor also has the option of clicking on the VIEW DETAILS button to see the employee’s time record in its entirety.

☑ Once action has been selected, click Submit.

Pending Leave Requests:

Same steps noted above apply to approve, deny and/or Postpone Pending Leave Requests.
**Employee Roster:** - Is a list of all employees that report directly to the supervisor (shown below).

<table>
<thead>
<tr>
<th>Employee Roster</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Employees</strong></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td>Title</td>
</tr>
<tr>
<td>Personal Associate</td>
<td>03/01/2011</td>
</tr>
<tr>
<td>Personal Associate</td>
<td>03/01/2011</td>
</tr>
<tr>
<td>Personal Associate</td>
<td>03/01/2011</td>
</tr>
</tbody>
</table>

Supervisors are able to view Employee Information Detail, Time Record, History and Time off Requests from their work roster.

If […] icon appears under an employee’s name, this indicates the employee is also a supervisor within the department. If you click on the […] icon their supervisor work roster will be brought up, and you have all the same supervisor privileges.

**Notes:**

Supervisors have access to set up a Designee for their employees (see separate instructions on how to set up a Designee).

Supervisors are an automatic designee for their employees to submit time records.

All Time off Requests must be approved by the supervisor before employees are able to submit their time record for that particular month.