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

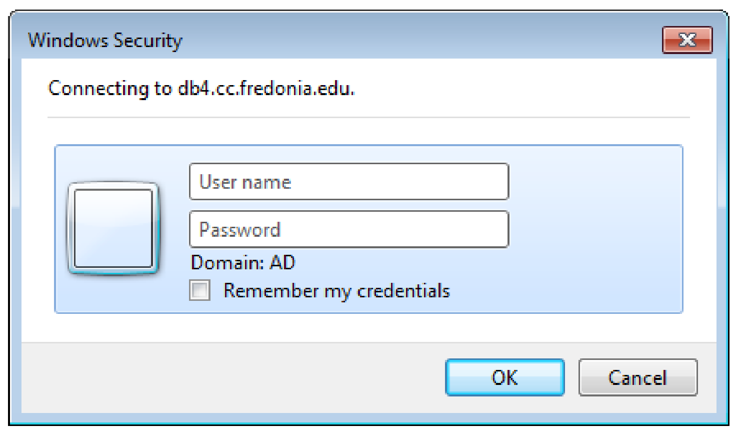
Before You Begin…

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

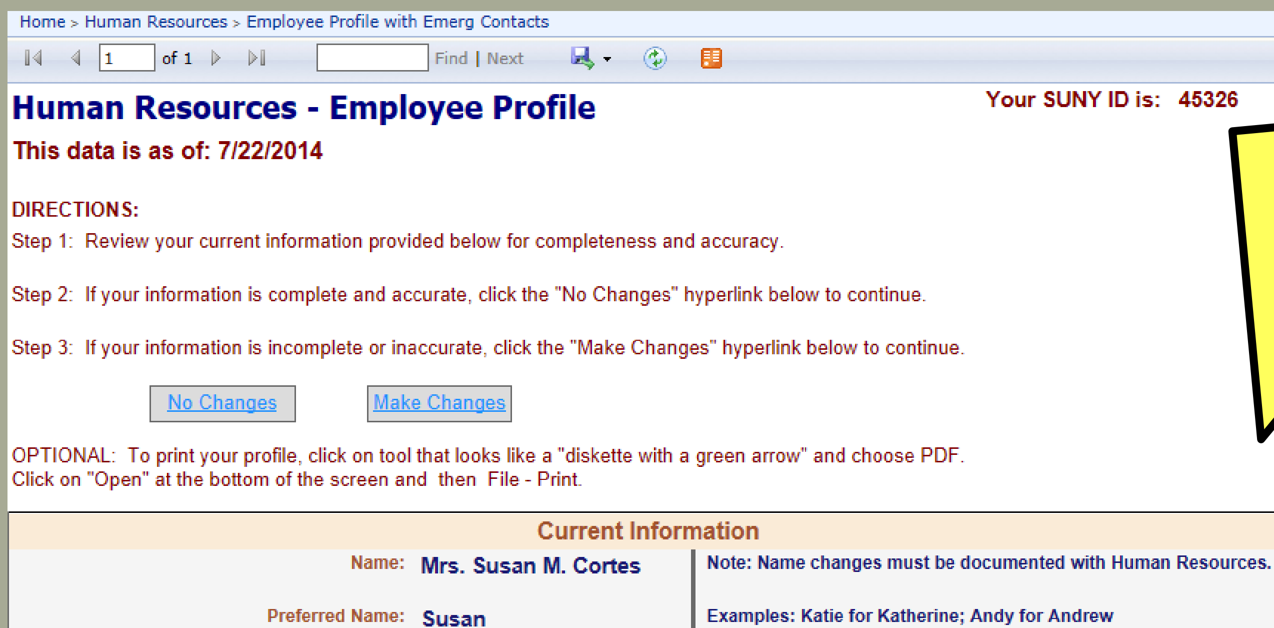


If you are asked to log on, use your eServices ID (ad\eServicesID) and the password you use to log on to your computer each day.

- 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.

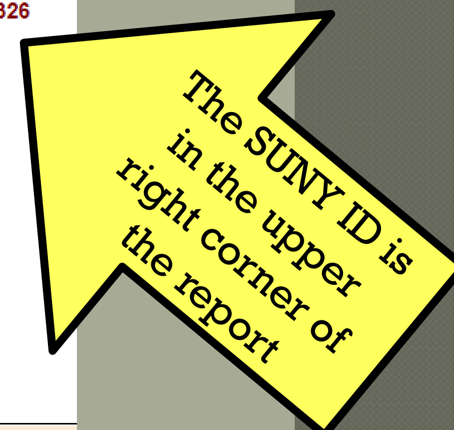
Step 3: If your information is incomplete or inaccurate, click the "Make Changes" hyperlink below to continue.

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

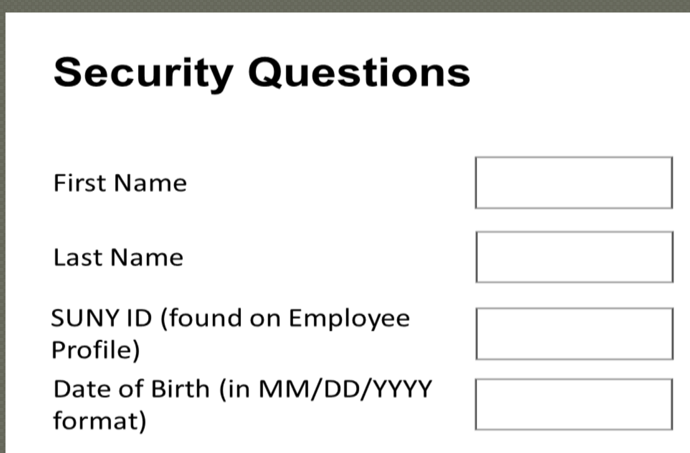
10-MONTH AND AJUNCT FACULTY

STEP-BY-STEP

Access to SUNY HR will be found at: https://www.suny.edu/hrportal You will need to use Internet Explorer

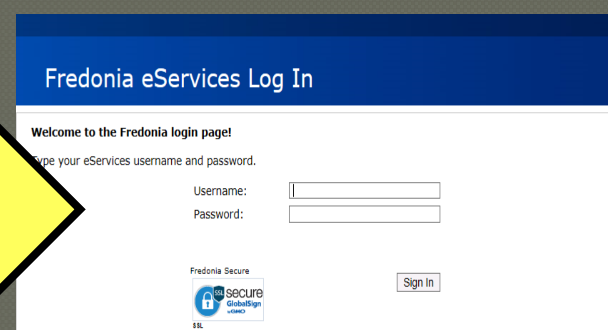
FIRST: ONE-TIME SECURITY SCREEN

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

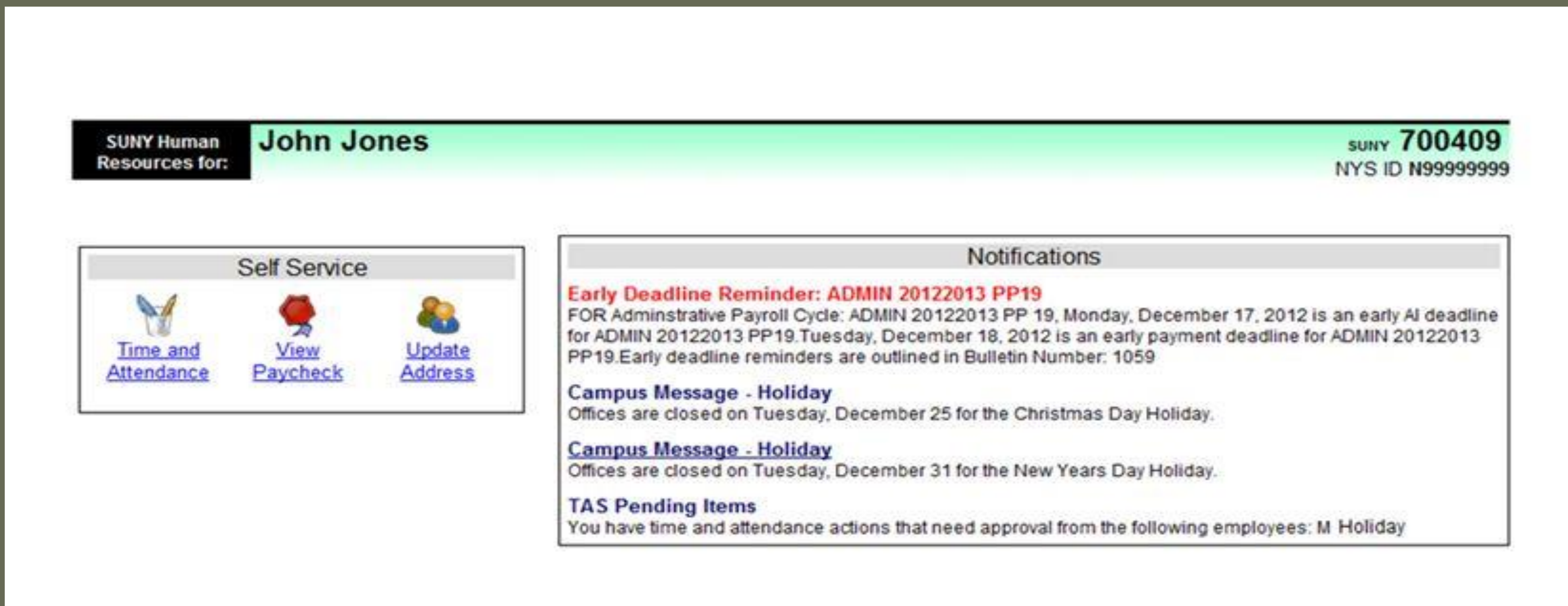


SECOND: SIGN-IN SCREEN

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



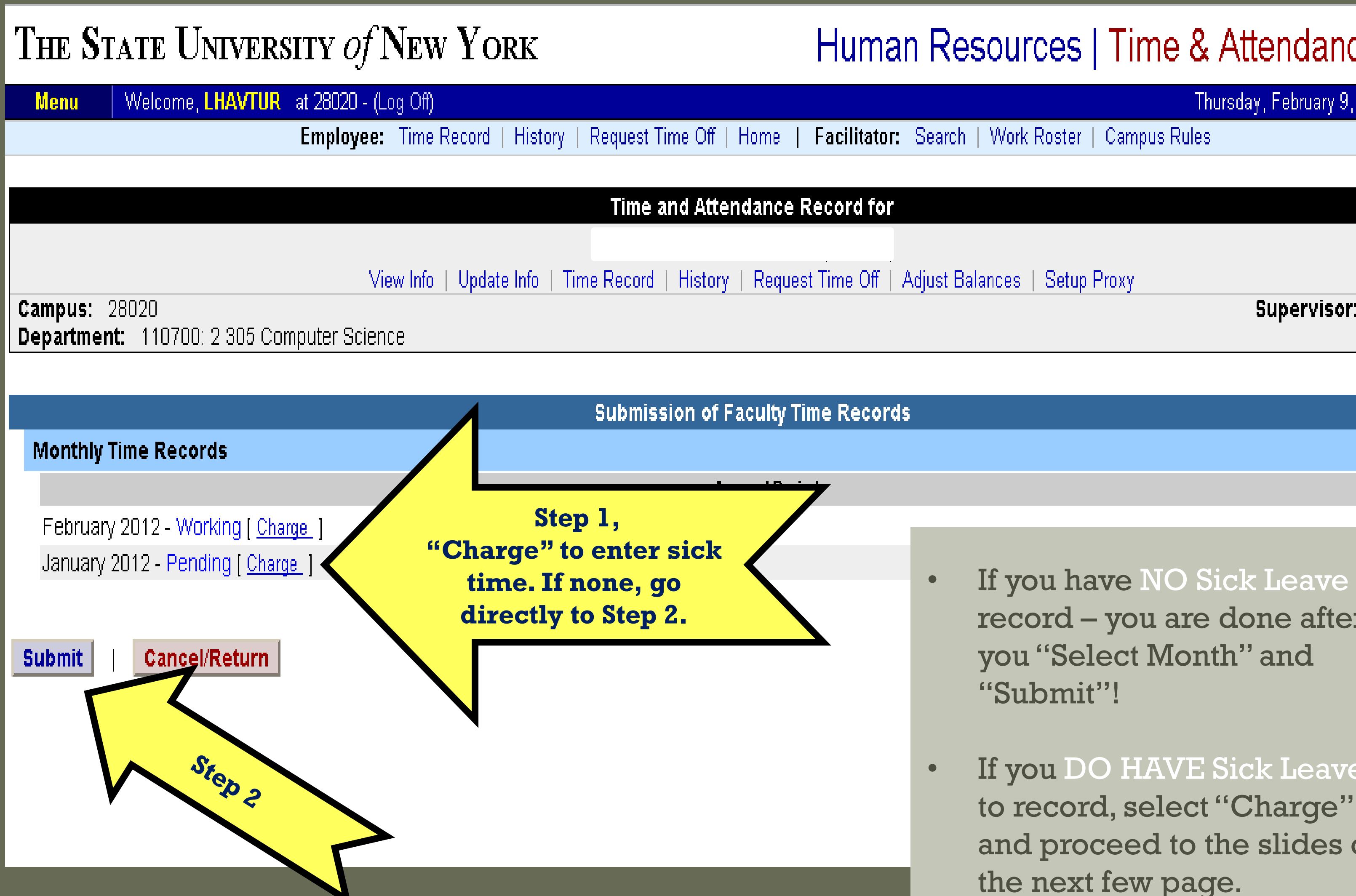
To enter, click on the “Time and Attendance” tab



- 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.

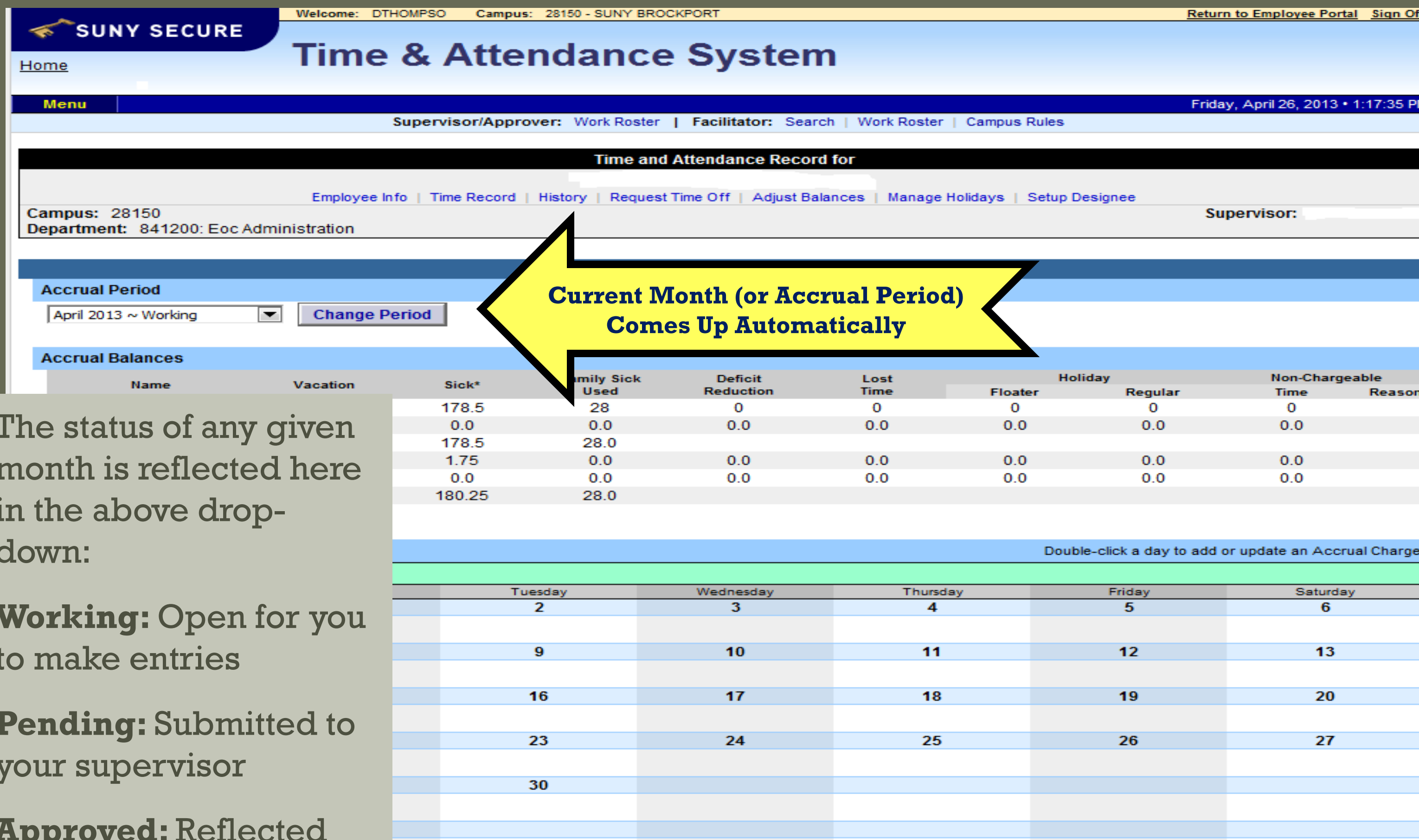
Did you know?!

Faculty-Only view



- 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

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	DRL (M/C only)	Holiday: Floater	Holiday: Regular	Non-Chargeable: Time	Non-Chargeable: Reason
Beginning	[illegible]	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*

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.

Time Charged

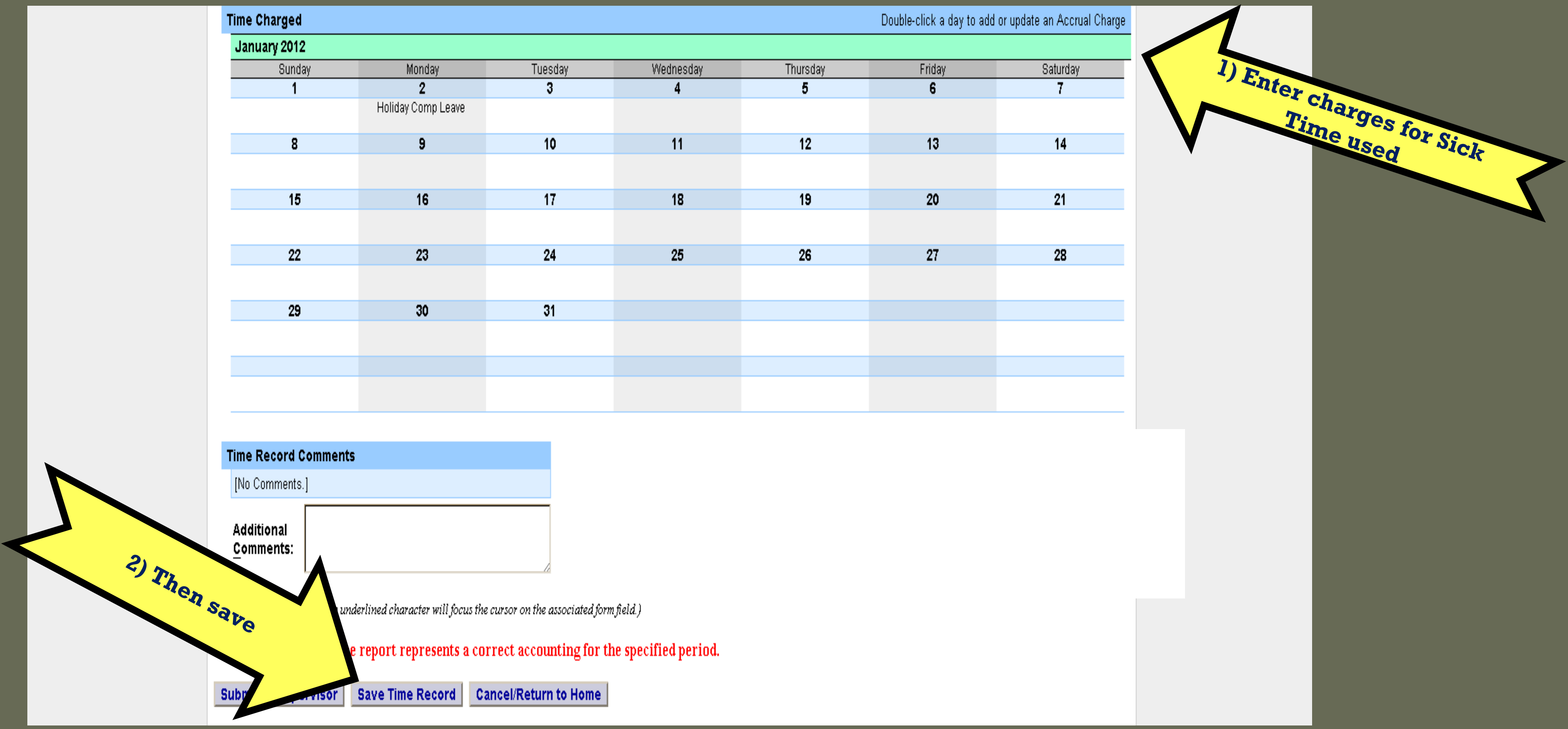
Double-click a day to add or ... Accrual Cha...

February 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Frida	
				2	3	
5	6			9	10	
12	13			16	17	
19	20			23	24	25
26	27					

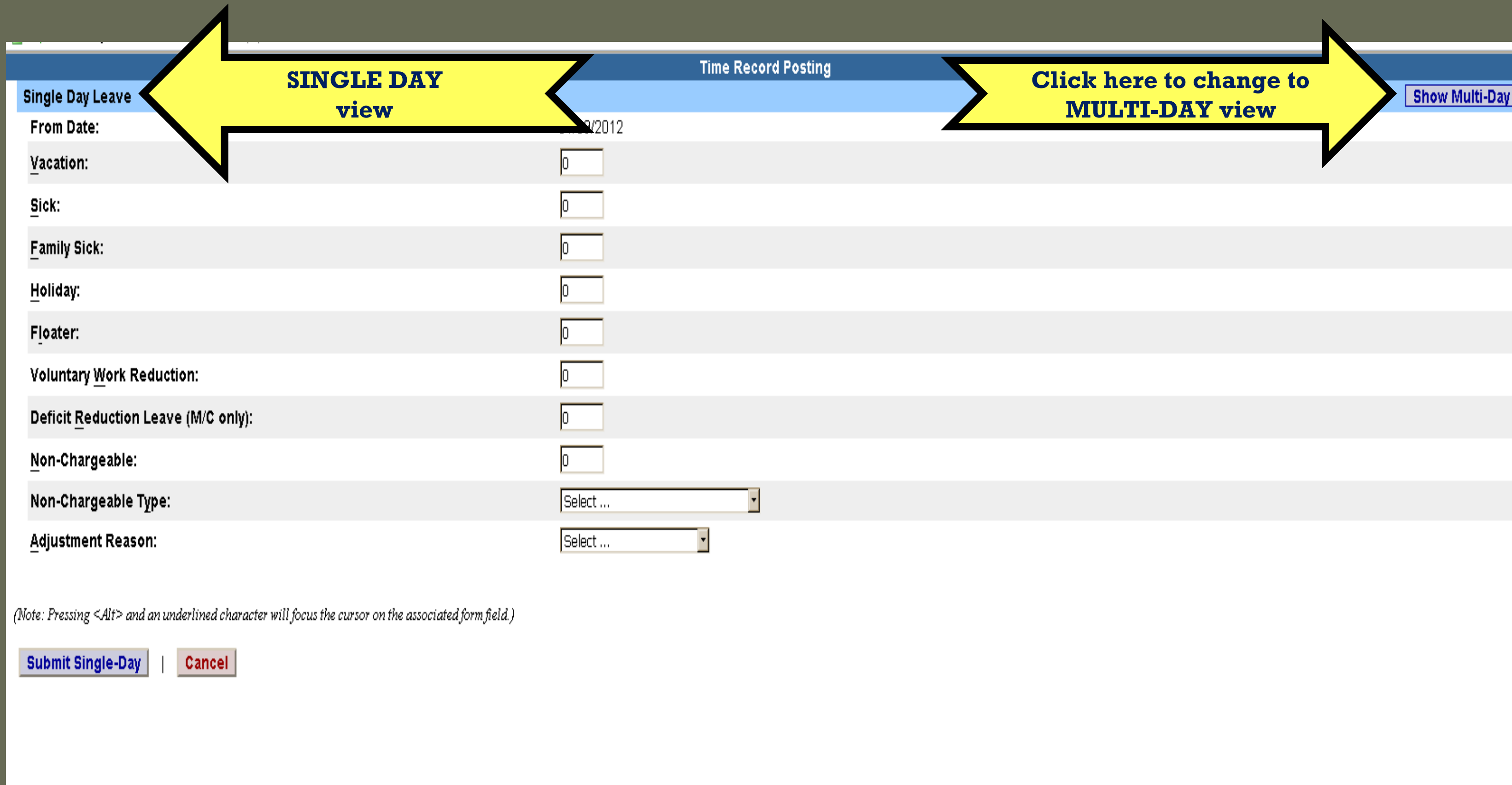
1)Enter charges for any sick leave used

2)Then save



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

Single-Day Entries



SINGLE DAY view

Click here to change to MULTI-DAY view

Time Record Posting

Single Day Leave | Show Multi-Day

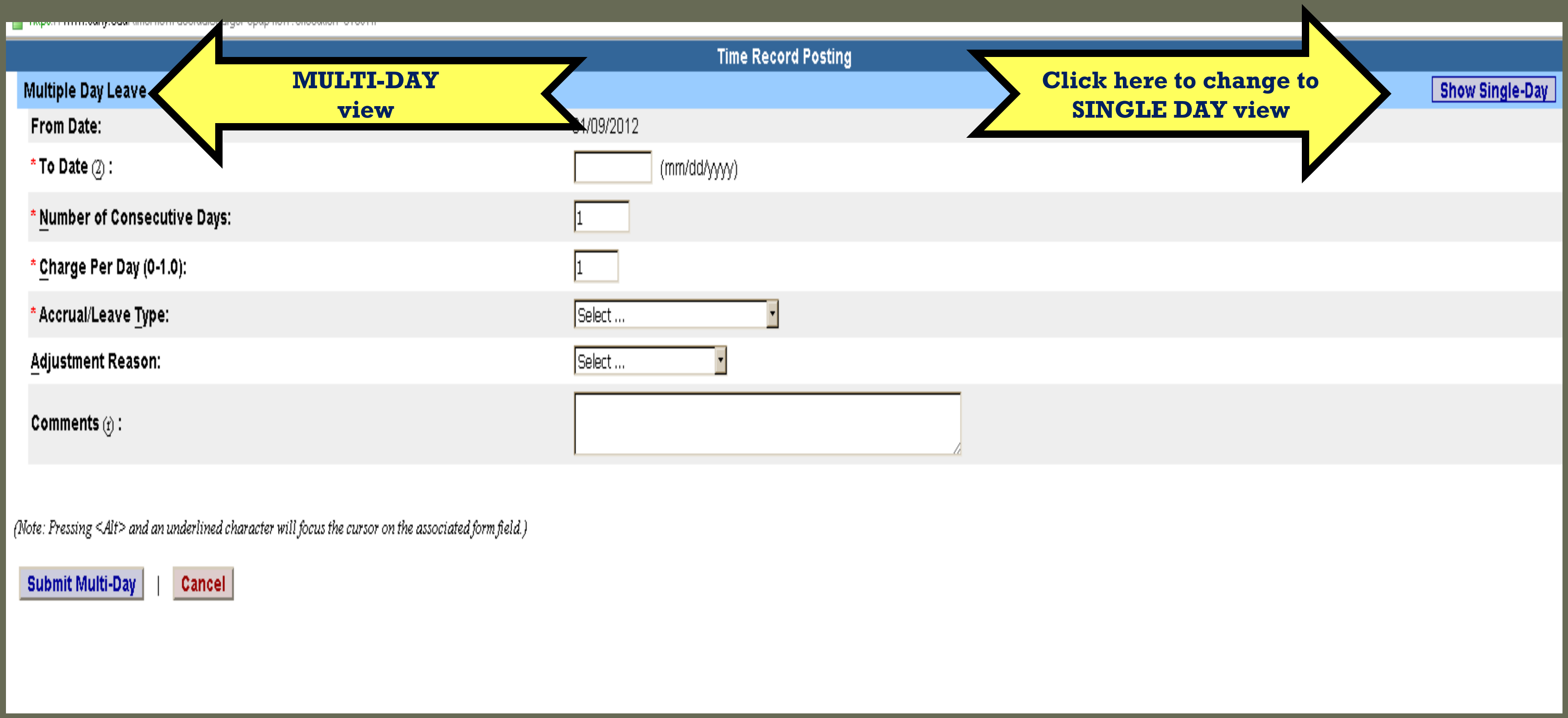
From Date:	/2012
Vacation:	0
Sick:	0
Family Sick:	0
Holiday:	0
Floater:	0
Voluntary Work Reduction:	0
Deficit Reduction Leave (M/C only):	0
Non-Chargeable:	0
Non-Chargeable Type:	Select ...
Adjustment Reason:	Select ...

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

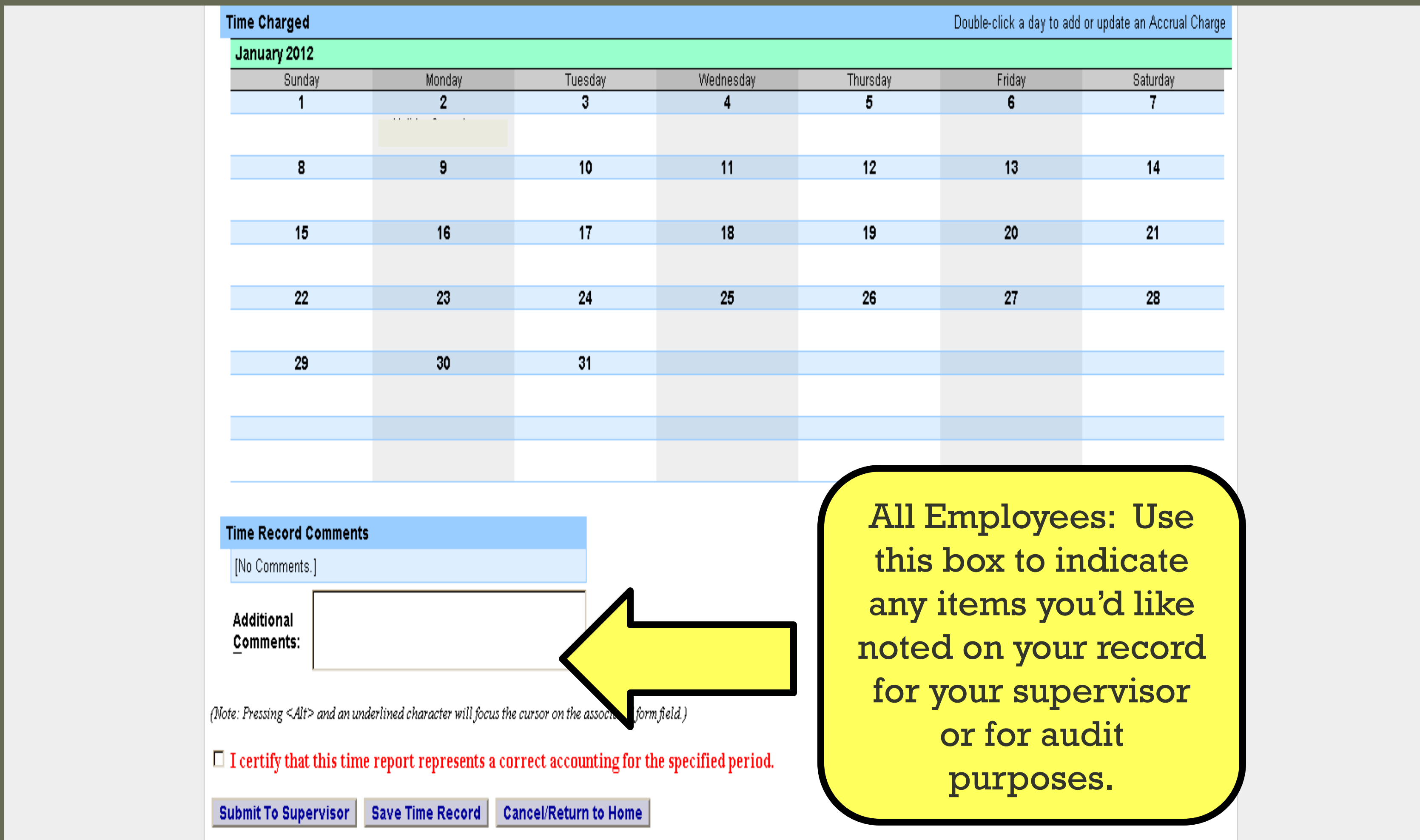
Submit Single-Day | Cancel

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

Multiple Day Entries

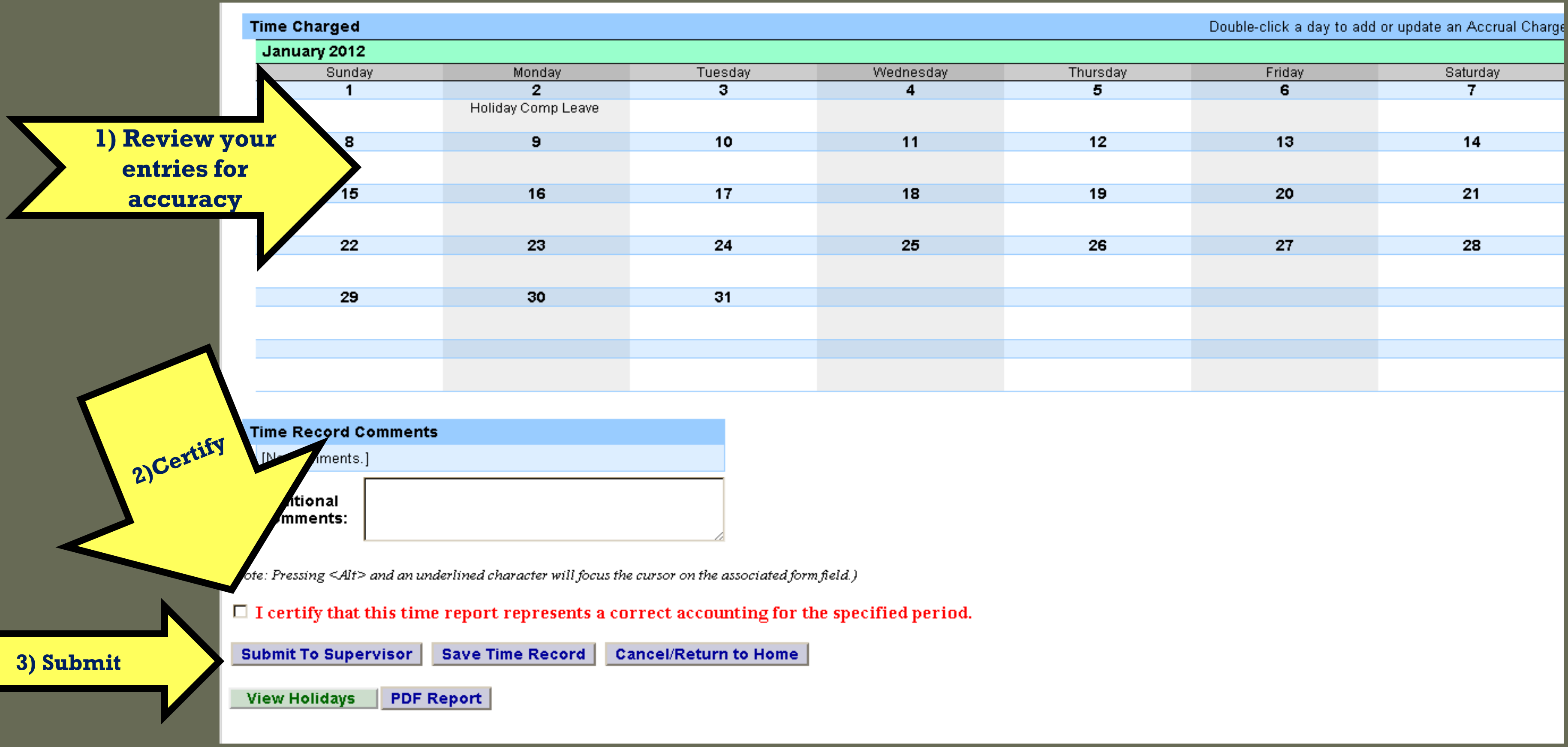


"TIME RECORD COMMENTS"



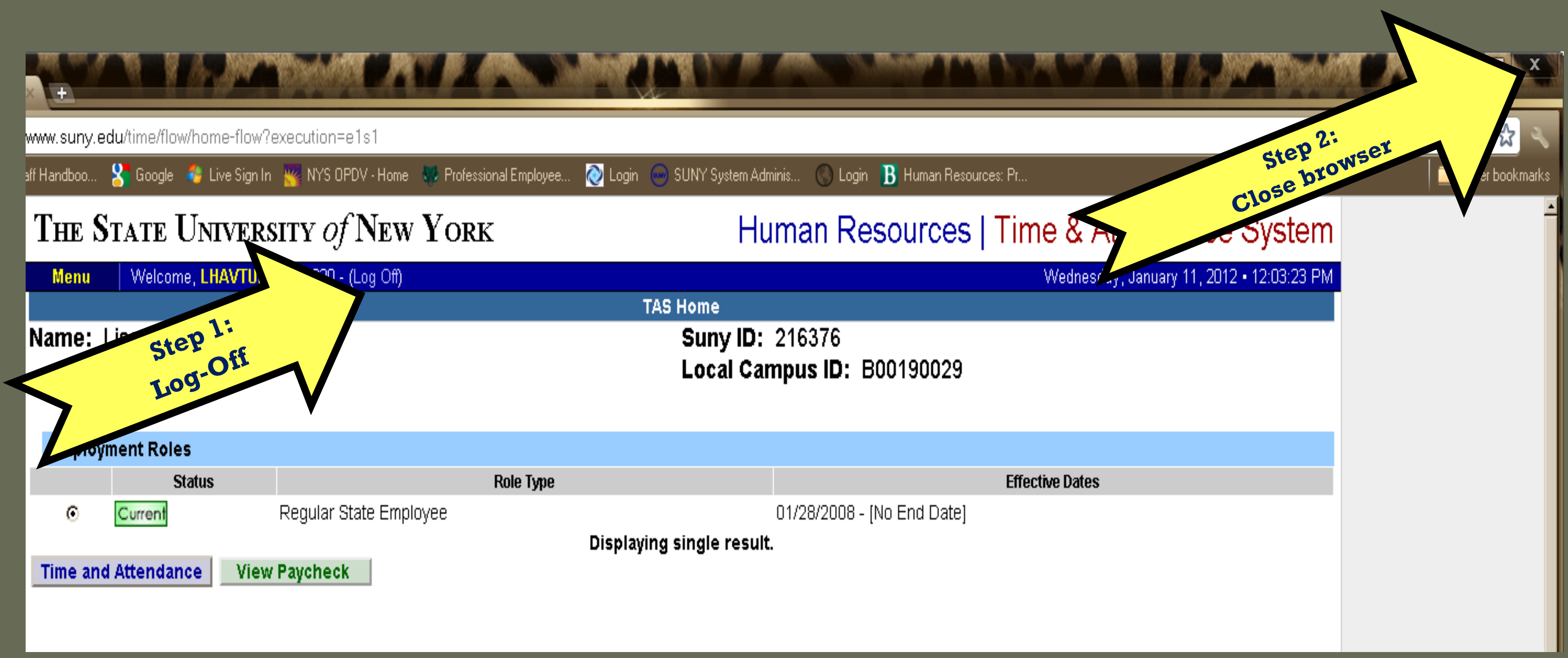
LAST STEPS:

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"

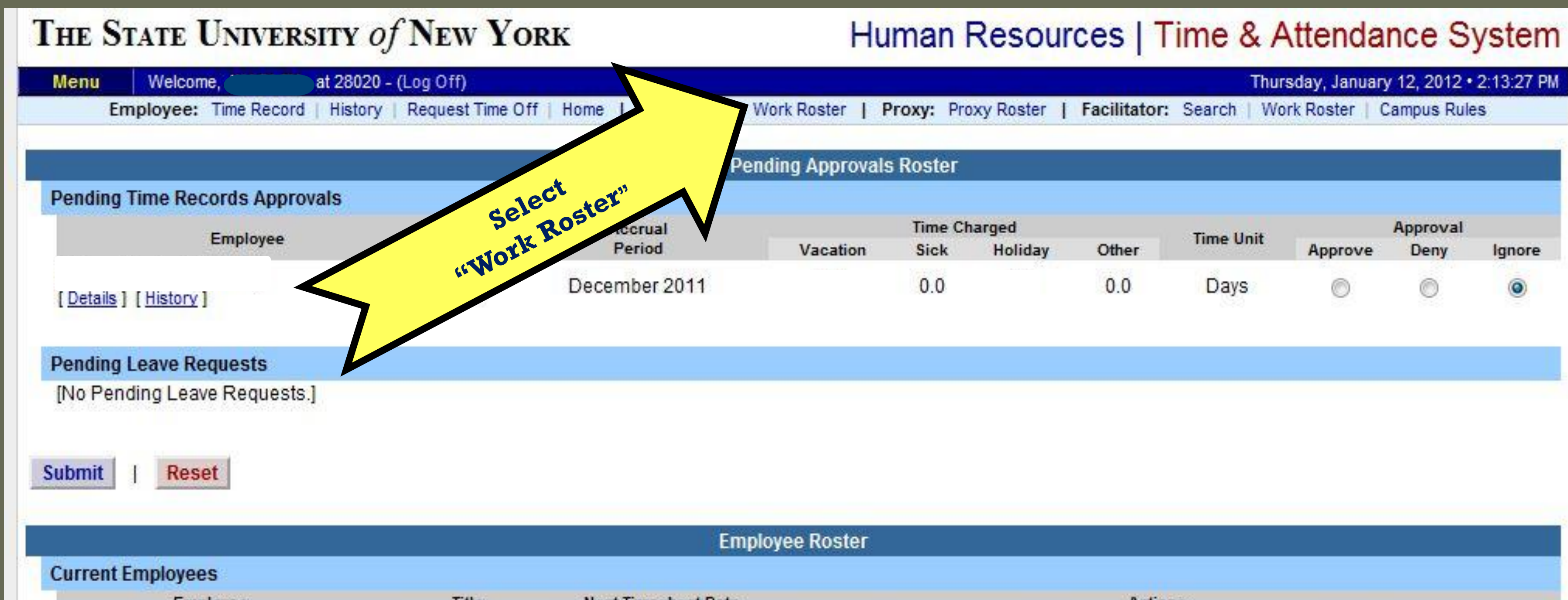
Review and Approve

- 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

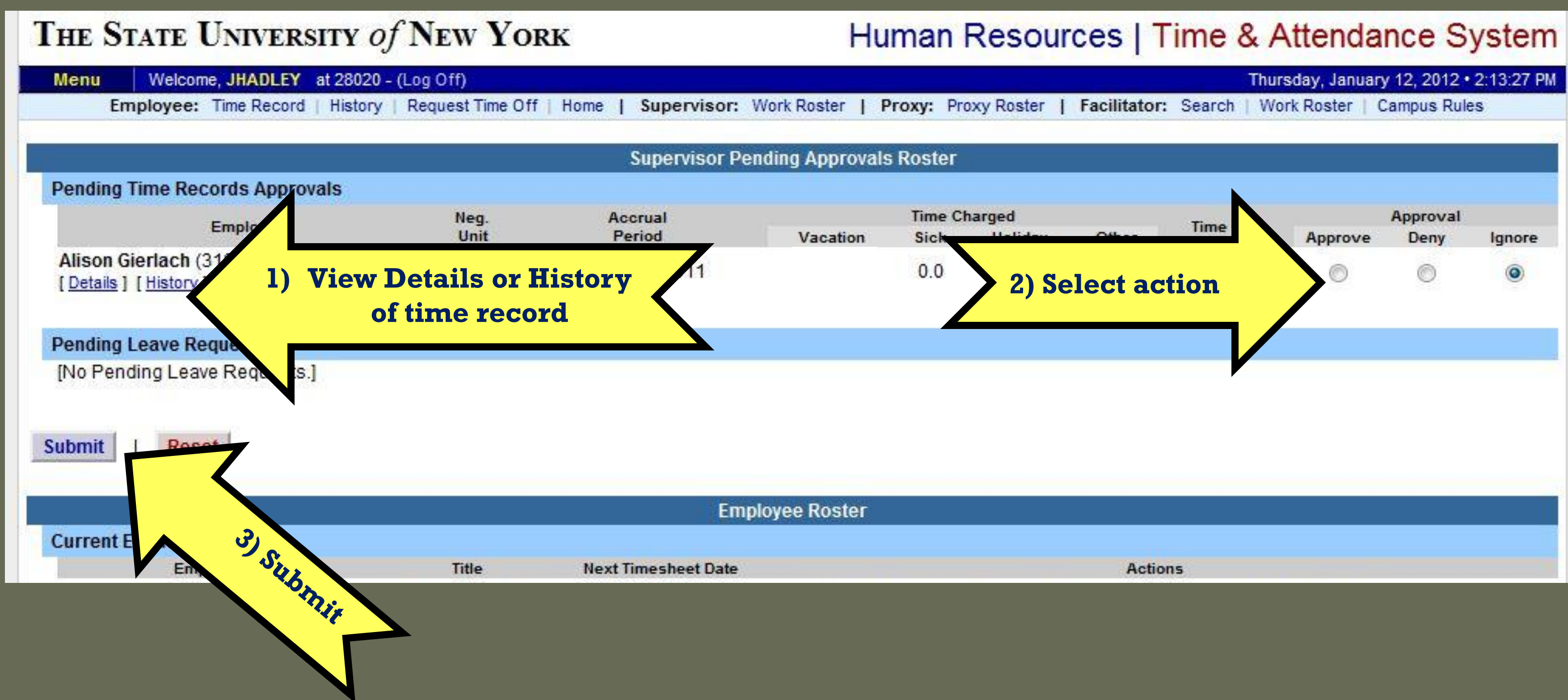


View of Employee Work Roster

1) View Employee's Time Record

2) Determine an action

3) Then, "Submit"



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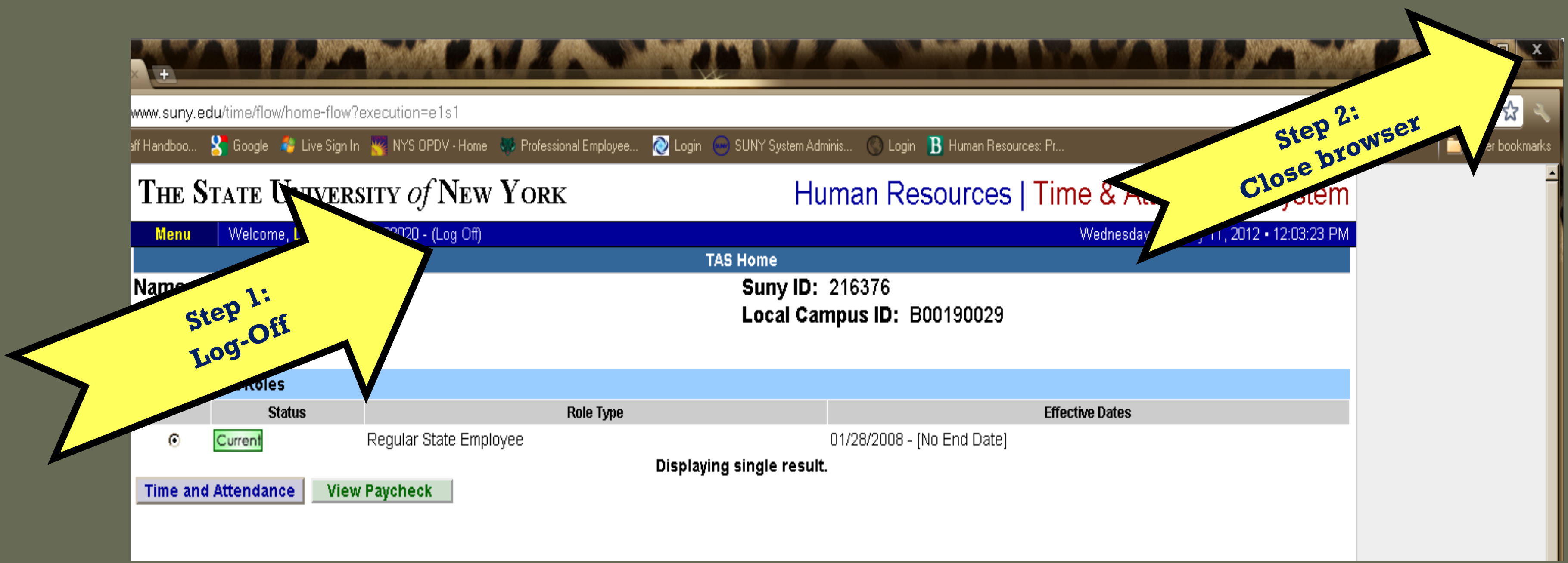

Thank You!

Please contact Susan Cortes for further assistance.

Phone: 673-3775

E-mail: Susan.Cortes@fredonia.edu