SUNY Old Westbury

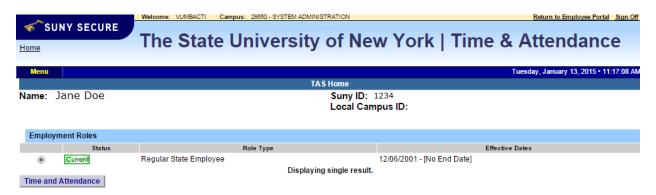# Student Employees' Time and Attendance System

Sign On:

Student-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

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. The Time and Attendance System is available 24 hours a day/7 days a week.

TAS Home Page:

- Select Current Employment Role (shown above). If you only have one role, the radio button will be defaulted to the current role. If you have multiple roles, please select the role in which you will be entering your time in/out for.

- Click on Time and Attendance button to work on your Time Record.

Entering Time Record:

The State University of New York | Time & Attendance

Menu						Thursday, April 14, 2016 • 10:26:35 AM

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

Time and Attendance Record for

Jane Doe (01234)

Employee Info | Time Record | History

Campus: 28020

Commitment Stack

Select	Stack	Group Comt ID	Effective - End Date	Account	Rate	Department	Supervisor	Duties
●	17	rec sports	05/20/2016 - 08/27/2016	9000870000	10.00			
○	18	rec sports	05/20/2016 - 08/27/2016	9000870000	13.75			

Accrual Period

05/19/2016 ~ 06/01/2016 ~ New ▼

If you do not see the right commitment or accrual period on this timesheet, please contact your supervisor/department

Hourly Time Record for 05/20/2016 - 06/01/2016 - Duties :

Day of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+	Hours
Fri	5/20	08:00a	12:00p					[±]	4.00
Sat	5/21							[±]	0.00
Sun	5/22							[±]	0.00
Mon	5/23	03:00p	09:00p					[±]	6.00
Tue	5/24							[±]	0.00
Wed	5/25							[±]	0.00
				Week 1 Totals					**14.00**
Thu	5/26	05:00p	09:00p					[±]	4.00
Fri	5/27	08:00a	12:00p					[±]	4.00
Sat	5/28							[±]	0.00
Sun	5/29							[±]	0.00
Mon	5/30							[±]	0.00
Tue	5/31	02:00p	07:00p					[±]	5.00
Wed	6/1							[±]	0.00
				Week 2 Totals					**9.00**
				Total Hours					**23.00**

- Please select the commitment stack from the above list in which you would need to enter time in/out.

- Choose the correct accrual period from the drop down box.

- Enter the appropriate time in and out directly in the time record (displayed above). Please enter "a" for AM and "p" for PM. If more time in/out fields for a specific day is required, click on the + button next to the hours column.

- If you need to send comments on the time record for your supervisor, please enter in additional comment sections.

- After each entry, please click on the save time record button. Once the time record is complete for the pay period, select the "I certify" box and submit time record to supervisor (see below).

Time Record Comments

[No Comments.]

Additional Comments:

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

[Save Time Record] [Submit To Supervisor]