## SUNY TIME & ATTENDANCE INSTRUCTIONS (EMPLOYEE TIME RECORDS)

Step	Purpose	Action	Screenshots
1	Log on to the SUNY Time & Attendance System	<ul> <li>Using Firefox or Chrome, begin at www.buffalo.edu/hr. *We recommend using Firefox or Chrome as your Internet browser.</li> <li>Click on SUNY Time and Attendance System in the Managing My Time section.</li> <li>Scroll down the page and click on SUNY Portal under Employee Resources.</li> <li>If prompted, select Buffalo Univ.</li> <li>If prompted, log in with UBITName and password.</li> </ul>	<complex-block><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></complex-block>
2	Access the Time & Attendance Section	Click on <b>Time and Attendance</b> under the Self Service section.	Self Service <u>Time and</u> <u>Attendance</u> <u>View</u> <u>Paycheck</u> <u>Resources</u> <u>Self Service</u>

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3	Select your Current Employment Role	<ul> <li>Verify that your current Employment Role is selected.         <ul> <li>Or, select the radio button for your current Employment Role.</li> </ul> </li> <li>Click Time and Attendance.</li> </ul>	Employment Roles         Status       Bole Type         Current       Regular State Employee         History       Student Assistant State Employee         History       Graduate Student State Employee         Time and Attendance
4	Select Accrual Period	<ul> <li>Under the Accrual Period section, click the drop-down to select the correct period.</li> <li>Click Change Period.</li> </ul>	Accrual Period       December 2015 ~ Working ▼   Change Period
5	Review Accrual Balances	• Review your <b>Accrual Balances</b> .	Employee Time Record for December 2015           Accrual Period         Change Period           Accrual Balances         Name         Vacation         Sick*         Family Sick         Lost         Holiday           Beginning         8.25         157.75         0.00         0.00         0.00         0.00           Sub-Total         8.25         157.75         0         0         0.00<

Step	Purpose	Action	Screenshots
6	Enter Leave Time	<ul> <li>Click the date on the calendar to enter Leave Time.         <ul> <li>Note: A pop-up window opens.</li> </ul> </li> <li>Entering a Single date</li> <li>Click in the appropriate Leave Type and enter the amount for your leave time.         <ul> <li>*Please note: you can only charge in quarter day increments, (i.e25, .50, .75 or 1)</li> </ul> </li> <li>Enter in a Comment if appropriate.         <ul> <li>*Comments cannot be edited or deleted once submitted and become a permanent part of your time record.</li> <li>Click the Show Multi-Day button to the top right of the pop-up window.</li> <li>The From Date defaults to the date you originally selected.</li></ul></li></ul>	None of the control of
		<ul> <li>calendar.</li> <li>Select the Accrual/Leave Type from the drop down list.</li> <li>Enter in a Comment if applicable.</li> <li>*Comments cannot be edited or deleted once submitted and become a permanent part of your time record.</li> <li>Click Save.</li> </ul>	To Date (2):     (mm/dd/yyyy)     Charge Per Day:     I     Accrual/Leave Type: Select     Adjustment Reason: Select     Comments (c):     Comments (c):     Comments (c):     Save   Cancel

Step	Purpose	Action	Screenshots			
7	<b>Verify</b> that the correct leave time was entered	<ul> <li>Under Time Charged, verify that the information that you entered is correct.</li> </ul>	Cite & day to add or update an Accival Charge           December 2015           Genday         Transform         Policy         Samuelay           6         7         8         9         10         11         12           6         7         8         9         11         12         11         12           13         14         15         16         17         18         19           20         21         22         23         24         25         26           27         28         29         30         27         28         29         27         27         28         29         30         27         28         29         30         27         26         27         28         29         30         27         28         29         30         27         26         27         28         29         30         27         26         27         28         29         27         28         29         30         27         27         28         29         30         27         26         26         27         26         27         26         27         27 <td< td=""></td<>			
8	Enter <b>Holiday</b> <b>Time</b> worked	<ul> <li>In the Holiday Time Worked section (located under the Time Charged calendar), you will see the holidays that fall in the Accrual Period.</li> <li>If you worked the holiday, enter 1 in the Earned Amount field.</li> <li>*Note: No action is necessary if you were off on the holiday</li> <li>To view the holidays, click the View Holidays button.</li> <li>A pop-up window will open.</li> <li>Click Cancel to close.</li> <li>*Note: If the holiday is accrued and used on the same date, the Holiday Amount and Charge Amount fields will both be zero</li> </ul>	Holiday Time Worked         Holiday Name       Floater?       Observed Date       Earned Amount         New Year's Day       N       01/01/2016       0         Martin Luther King Day       N       01/18/2016       0         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 Holiday       Holiday       Holiday       Charge       Expiration       Floater?         12/25/2015       Christmas Day       0       0       12/31/2016       N         01/01/2016       New Year's Day       0       0       01/17/2017       N         01/18/2016       Martin Luther       0       0       01/17/2017       N			
10	Enter optional <b>Comments</b>	• Enter <b>Additional Comments</b> if applicable. *Note: Comments cannot be edited or deleted once submitted and become a permanent part of your time record.	Time Record Comments         INo Comments.1         Additional         Comments:			
11	<b>Submit</b> Time Record	<ul> <li>Click the checkbox to certify that this time report represents a correct accounting for the specified period.</li> <li>Click Submit to Supervisor.</li> </ul>	I certify that this time report represents a correct accounting for the spe         Submit To Supervisor       Save Time Record       Cancel/Return to Home         View Holidays       PDF Report			
Need advice?						
Our <b>Time &amp; Attendance Experts</b> are here to help.						
www.buffalo.edu/hr or Email: ub-hr-timeandattendance@buffalo.edu						