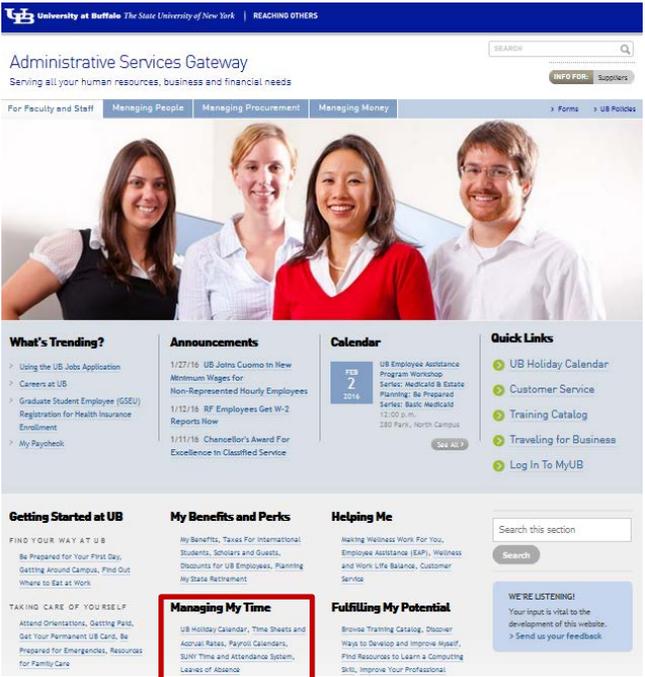
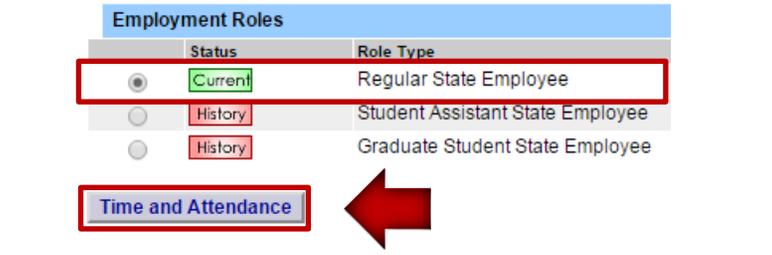
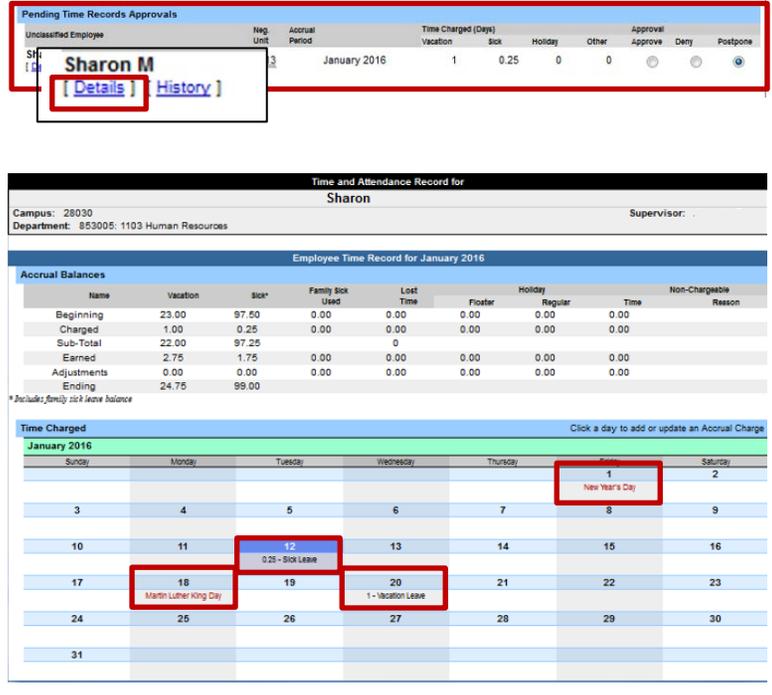
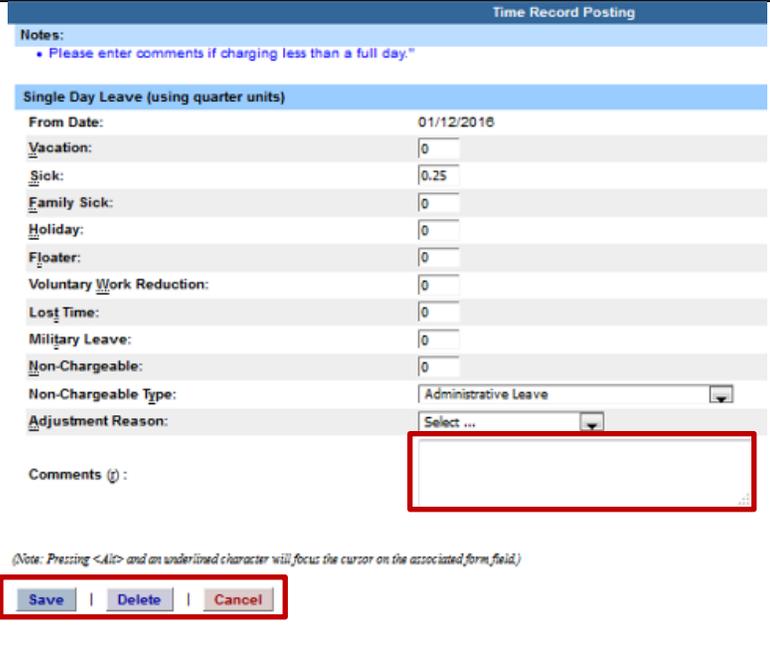
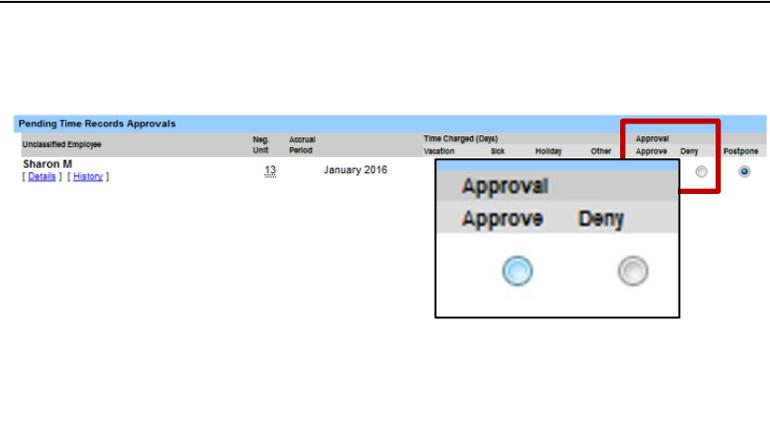
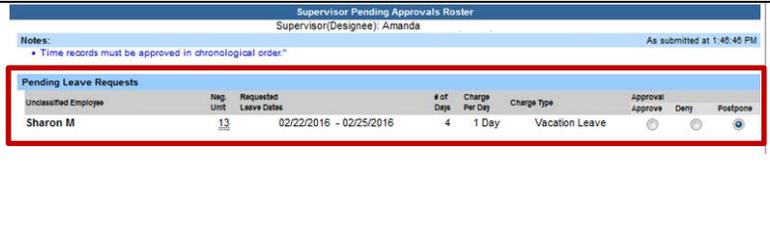


SUNY TIME & ATTENDANCE INSTRUCTIONS (APPROVING TIME RECORDS FOR SUPERVISORS)

Step	Purpose	Action	Screenshots
1	Log on to the SUNY Time & Attendance System	<ul style="list-style-type: none"> Using Firefox or Chrome, begin at www.buffalo.edu/hr. *We recommend using Firefox or Chrome as your Internet browser. Click on SUNY Time and Attendance System in the Managing My Time section. Scroll down the page and click on SUNY Portal under Employee Resources. If prompted, select Buffalo Univ. If prompted, log in with UBITName and password. 	 <p>The screenshot shows the 'Administrative Services Gateway' for the University at Buffalo. The 'Managing My Time' link is highlighted in a red box. Other visible links include 'What's Trending?', 'Announcements', 'Calendar', 'Quick Links', 'Getting Started at UB', 'My Benefits and Perks', and 'Helping Me'.</p>
2	Access the Time & Attendance Section	<ul style="list-style-type: none"> Click on Time and Attendance under the Self Service section. 	 <p>The screenshot shows the 'SUNY SECURE Sign On' page. The 'Time and Attendance' link is highlighted in a red box. Other visible links include 'View Paycheck' and 'Human Resources Self Service'.</p>

Step	Purpose	Action	Screenshots
3	Select your Current Employment Role	<ul style="list-style-type: none"> Verify that your current Employment Role is selected. <ul style="list-style-type: none"> Or, select the radio button for your current Employment Role. Click Time and Attendance. 	
4	Viewing your Employees Time Records	<ul style="list-style-type: none"> At the top of the page, click Work Roster. 	
5	Review list of Current Employees	<p>The bottom section on the screen lists your Current Employees.</p> <p><i>*Note: only State funded employees will be listed under Current Employees.</i></p>	
6	Reviewing Pending Time Records	<p>The middle section lists the Pending Time Records Approvals for your employees.</p> <ul style="list-style-type: none"> To review an employee's time record, click the Details link. <ul style="list-style-type: none"> A pop-up window opens. Review the employee's time record for the month selected <ul style="list-style-type: none"> Holidays are displayed in red text. The time off your employee submitted is listed on that date. To view more detailed information on the leave time, click on the date. The time record will open in the same window. 	

Step	Purpose	Action	Screenshots
7	Making corrections (optional)	<p>Review the record and enter any changes, if necessary.</p> <ul style="list-style-type: none"> If you make changes, indicate in the Comments field why you are making the change. If changes are made, click Save. If no changes are made, click Cancel. 	
8	Approving or Denying Time Records	<p>Under the Pending Time Records Approvals section, you will see a list of all of your employees' time records that have been submitted.</p> <ul style="list-style-type: none"> To approve the time record, click the Approve radio button. To deny the time record, click the Deny radio button. <ul style="list-style-type: none"> If you are denying the record, enter a reason for the denial. Click Submit. 	
9	Review Pending Leave Requests (Optional)	<p>Any Pending Leave Requests submitted by your employees will be listed in the first section.</p> <ul style="list-style-type: none"> <i>*Note: this feature is optional and is used at the discretion of each department.</i> 	

Step	Purpose	Action	Screenshots
10	Pending Leave Requests (optional)	<p>Some departments may choose to use the "Time Off Request" feature within the system for their UUP and M/C Professional employees. For Classified employees, this feature is mandatory.</p> <ul style="list-style-type: none"> Under the Pending Leave Requests section, you will see a list of all of your employees' requests for time off. <ul style="list-style-type: none"> To approve the leave request, click the Approve radio button. To deny the leave request, click the Deny radio button. <ul style="list-style-type: none"> If you are denying the request, enter a reason in the Comment for Denial field. Click Submit. 	<p>The screenshots illustrate the 'Pending Leave Requests' interface. The top screenshot is a table listing requests for Sharon, with columns for Unclassified Employee, Neg Unit, Requested Leave Dates, # of Days, Charge Per Day, Charge Type, and Approval (Approve, Deny, Postpone). The middle screenshot shows a detailed view of a 'Vacation Leave' request with radio buttons for 'Approve', 'Deny', and 'Postpone'. The bottom screenshot shows a 'Comment for Denial' text input field.</p>
Need advice?			
Our Time & Attendance Experts are here to help. www.buffalo.edu/hr or Email: ub-hr-timeandattendance@buffalo.edu			