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

Step	Purpose	Action	Screenshots
1	Log on to the SUNY Time & Attendance System	 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. 	<page-header><page-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></page-header></page-header>
2	Access the Time & Attendance Section	Click on Time and Attendance under the Self Service section.	Self Service Time and Attendance Paycheck Resources Self Service

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3	Select your Current Employment Role	 Verify that your current Employment Role is selected. Or, select the radio button for your current Employment Role. Click Time and Attendance. 	Employment Roles Status Role Type Current Regular State Employee History Student Assistant State Employee History Graduate Student State Employee Time and Attendance					
4	Viewing your Employees Time Records	• At the top of the page, click Work Roster.	SUNY SECURE Internet of the Compast code of the Net Net Net Net Net Net Net Net Net Ne					
5	Review list of Current Employees	The bottom section on the screen lists your Current Employees . *Note: only State funded employees will be listed under Current Employees .	Employee Roster Current Employees Employee Tile Next Treashet Date Actions Sharon M Personnel Associate 01/01/2016 [Employee Infe Time Record History Recuest Time Off]					
6	Reviewing Pending Time Records	 The middle section lists the Pending Time Records Approvals for your employees. To review an employee's time record, click the Details link. A pop-up window opens. Review the employee's time record for the month selected 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. 	Pending Time Records Approvals Uncauting Explore Notice Uncauting Explore Approval Approval Approval Perspective Approval Approval Perspective Perspective Sharon Approval Inter Explore Approval Perspective Perspective Sharon Approval Inter Explore Approval Perspective Perspective Sharon Approval Inter Explore Approval Perspective Sharon Approval Inter Explore Approval Perspective Sharon Approval Inter Explore Approval Perspective Sharon Approval Inter Explore Approval Perspective Sharon Approval Inter Explore Approval Inter					

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7	Making corrections (optional)	 Review the record and enter any changes, if necessary. 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. 	Time Record Posting Notes: Please enter comments if charging less than a full day." Single Day Leave (using quarter units) From Date: 01/12/2018 Vacation: 0 §jok: 0.25 Family Sick: 0 Holiday: 0 Fjoater: 0 Voluntary Work Reduction: 0 Lost Time: 0 Military Leave: 0 Non-Chargeable: 0 Non-Chargeable: 0 Non-Chargeable: 0 Comments (i) : Select Vote: Pressing <alic> and an underlined character will focus the cursor on the associated form field.) Save Delete</alic>				
8	Approving or Denying Time Records	 Under the Pending Time Records Approvals section, you will see a list of all of your employees' time records that have been submitted. To approve the time record, click the Approve radio button. To deny the time record, click the Deny radio button. If you are denying the record, enter a reason for the denial. Click Submit. 	Pending Time Records Approvals Mg Accual Time Charged (Dryl) Approval Sharon M 13 January 2016 Approval Image: Charged (Dryl) Image: Charged (Dryl) Approval Image: Charged (Dryl) Image: Charged (Dryl) Image: Charged (Dryl) Image: Charged (Dryl) Approval Image: Charged (Dryl) Image: Charged (Dryl) Image: Charged (Dryl) Image: Charged (Dryl) Image: Charged (Dryl) Image: Charged (Dryl) Image: Charged (Dryl) Image: Charged (Dryl) Image: Charged (Dryl) Image: Charged (Dryl) Image: Charged (Dryl) Image: Charged (Dryl) Image: Charged (Dryl) Image: Charged (Dryl)				
9	Review Pending Leave Requests (Optional)	 Any Pending Leave Requests submitted by your employees will be listed in the first section. *Note: this feature is optional and is used at the discretion of each department. 	Supervisor Pending Approvals Roster Supervisor Pending Approvals Roster Notes: As submitted at 1:40:40 FM • Time records must be approved in chronological order." Approved Pending Leave Requests #of Charge Approved Approved Uncessified Employee Unc #of Charge Approved A				

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10	Pending S Leave for Requests (optional)	 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. Under the Pending Leave Requests section, you will see a list of all of your employees' requests for time off. To approve the leave request, click the Approve radio button. To deny the leave request, click the Deny radio button. If you are denying the request, enter a reason in the Comment for Denial field. 	Pending Leave Requests Nag. Nag.output Statut For Charge Charge Approval Uncessified Employee Unit Leave Dates Date Percent Approval Approval					
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	Need advice?							
Our Time & Attendance Experts are here to help.								
	www.buffalo.edu/hr or Email: ub-hr-timeandattendance@buffalo.edu							