SUNY-ESF

SUNY Time & Attendance System

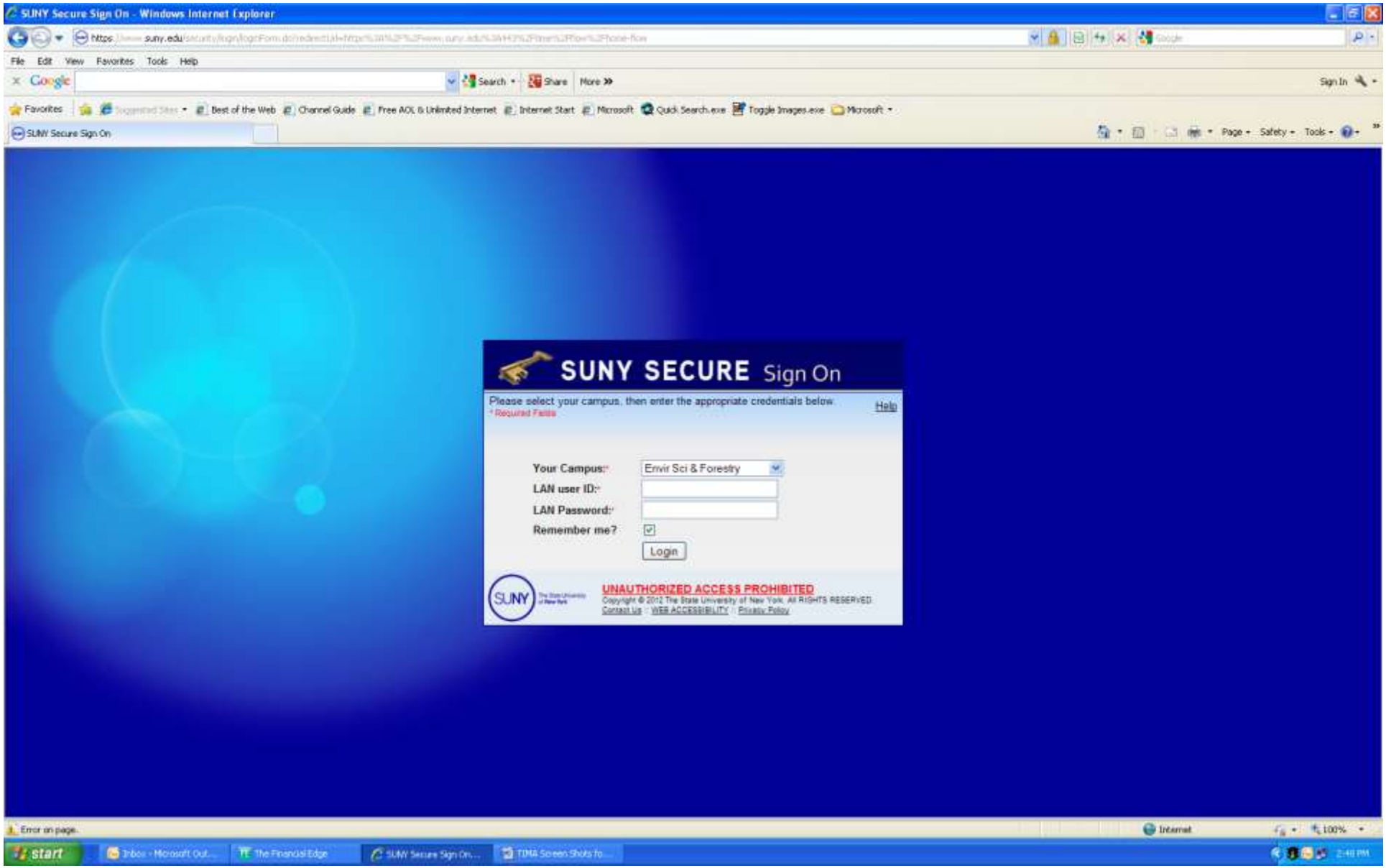
Screen Prints for Preparing Time Reports

SUNY-ESF Business Office

SUNY Time & Attendance System website: https://www.suny.edu/hrportal

Please use Internet Explorer

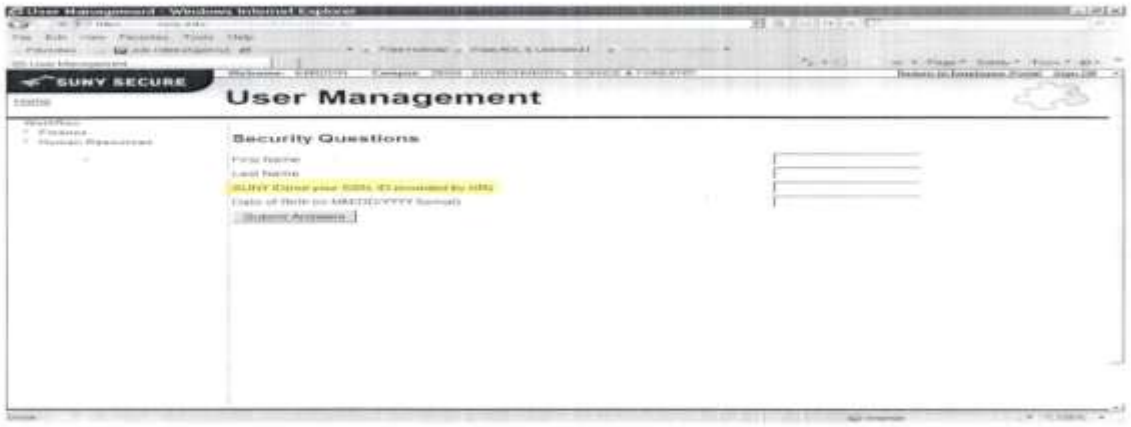
Following are sample screen prints for preparing time reports on the SUNY online Time & Attendance System (TIMA)



1. Sign on using the same ID and password as you would when logging on to your computer.
2. If you don't have an ID/Password or you have forgotten it, please email the helpdesk at helpdesk@esf.edu or stop in to 317 Baker.

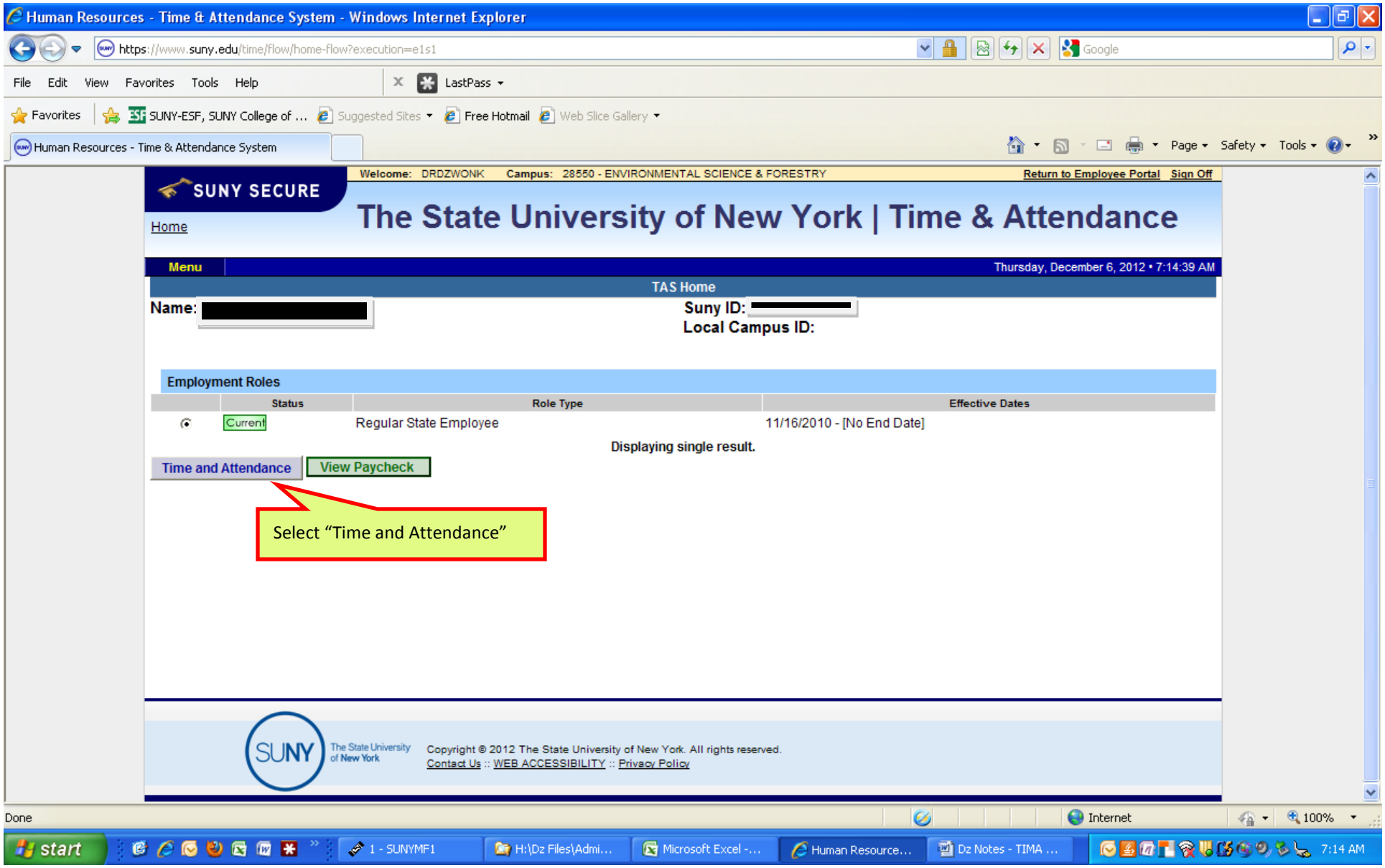
1ST Time Log-in Screen

First time users will need to complete a security validation screen which includes name, SUNY ID number and birth date. Please contact the Payroll Office for your SUNY ID number.



NOTE: YOU WILL ONLY SEE THIS SCREEN THE VERY FIRST TIME YOU LOG IN TO THE TIME & ATTENDANCE SYSTEM*

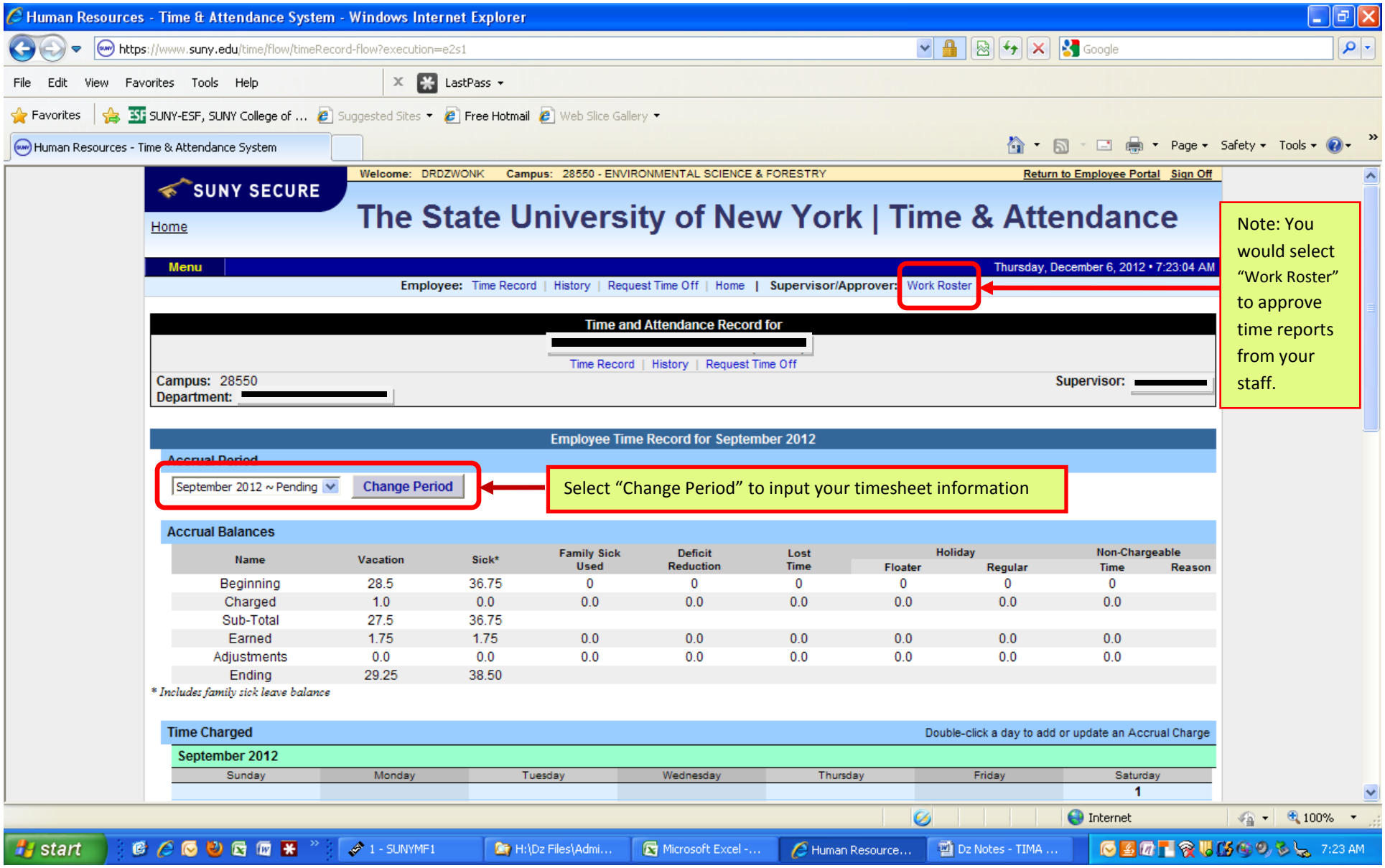
Subsequent "log-ins" will take you directly to the next screen (see page 4)



Initial Screen → allows you to:

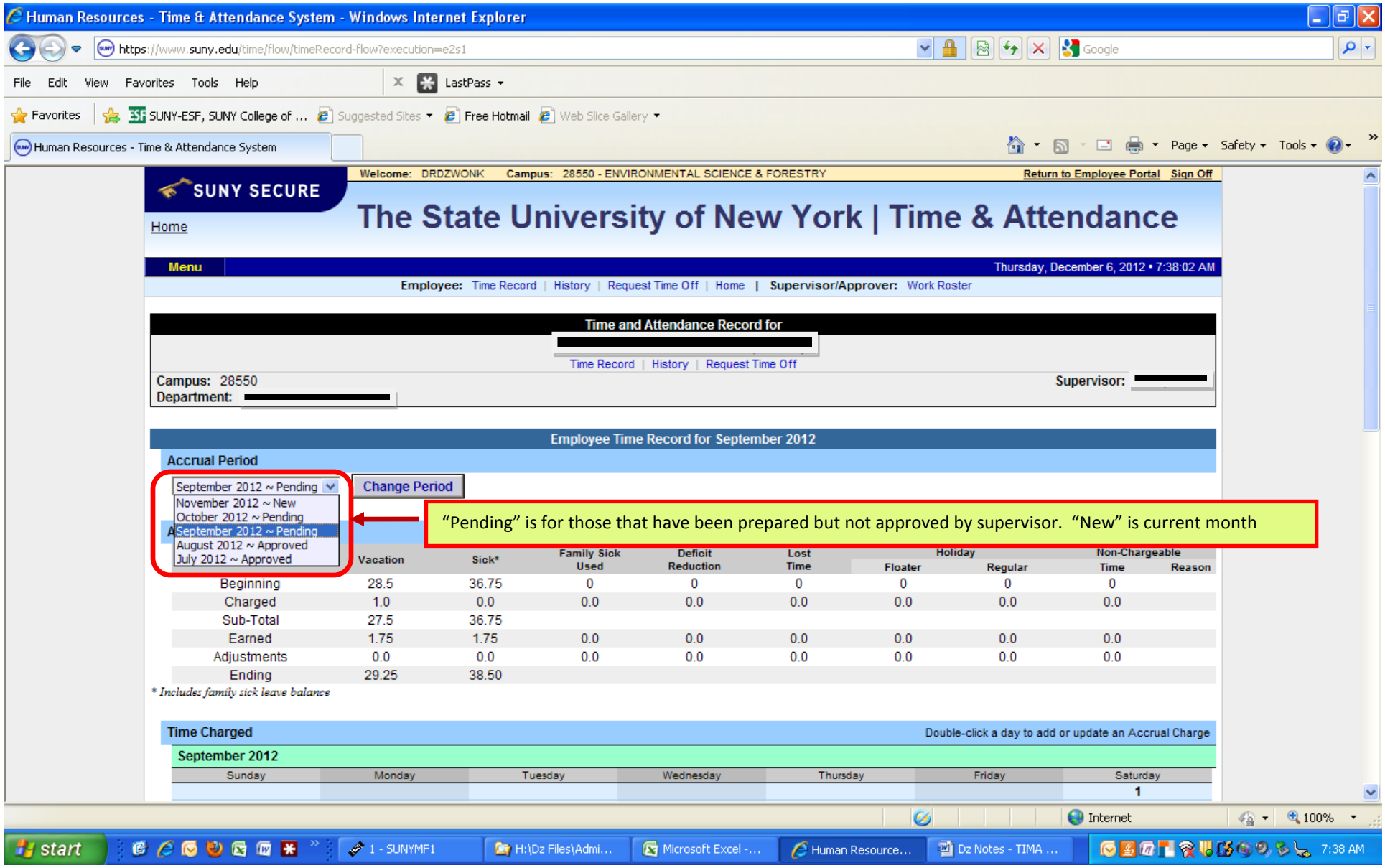
1. Input your time report information
2. Approve time reports from any of your direct reports
3. View your paycheck.

Whether you plan to input your time report information or approve time records from direct reports, select the "Time and Attendance" tab.



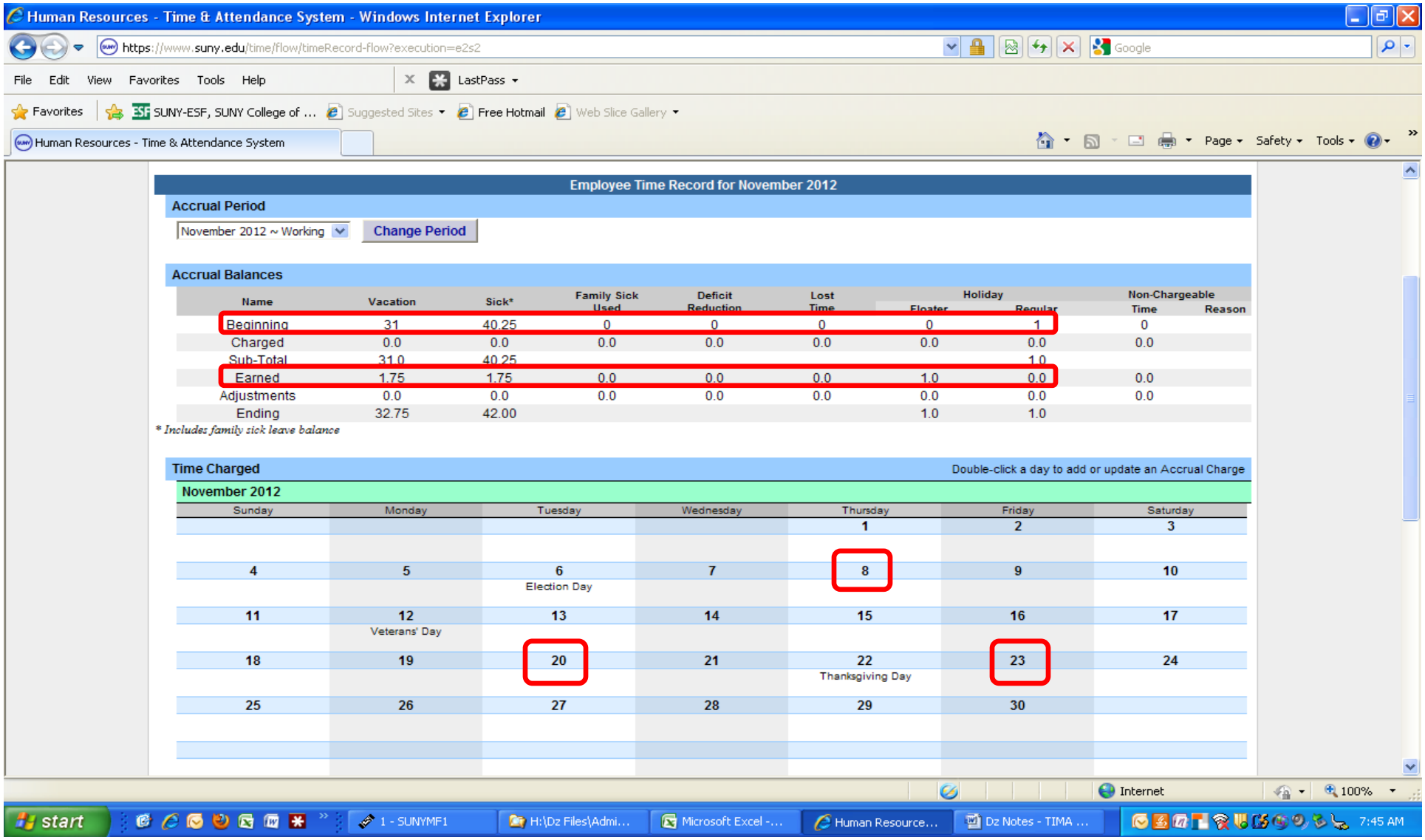
Screen 2 → gives you the two options to either input your own time & attendance information or approve time reports from your staff.

The following screens demonstrate <u>inputting your own time & attendance information</u>.



Select the month of the report you wish to complete

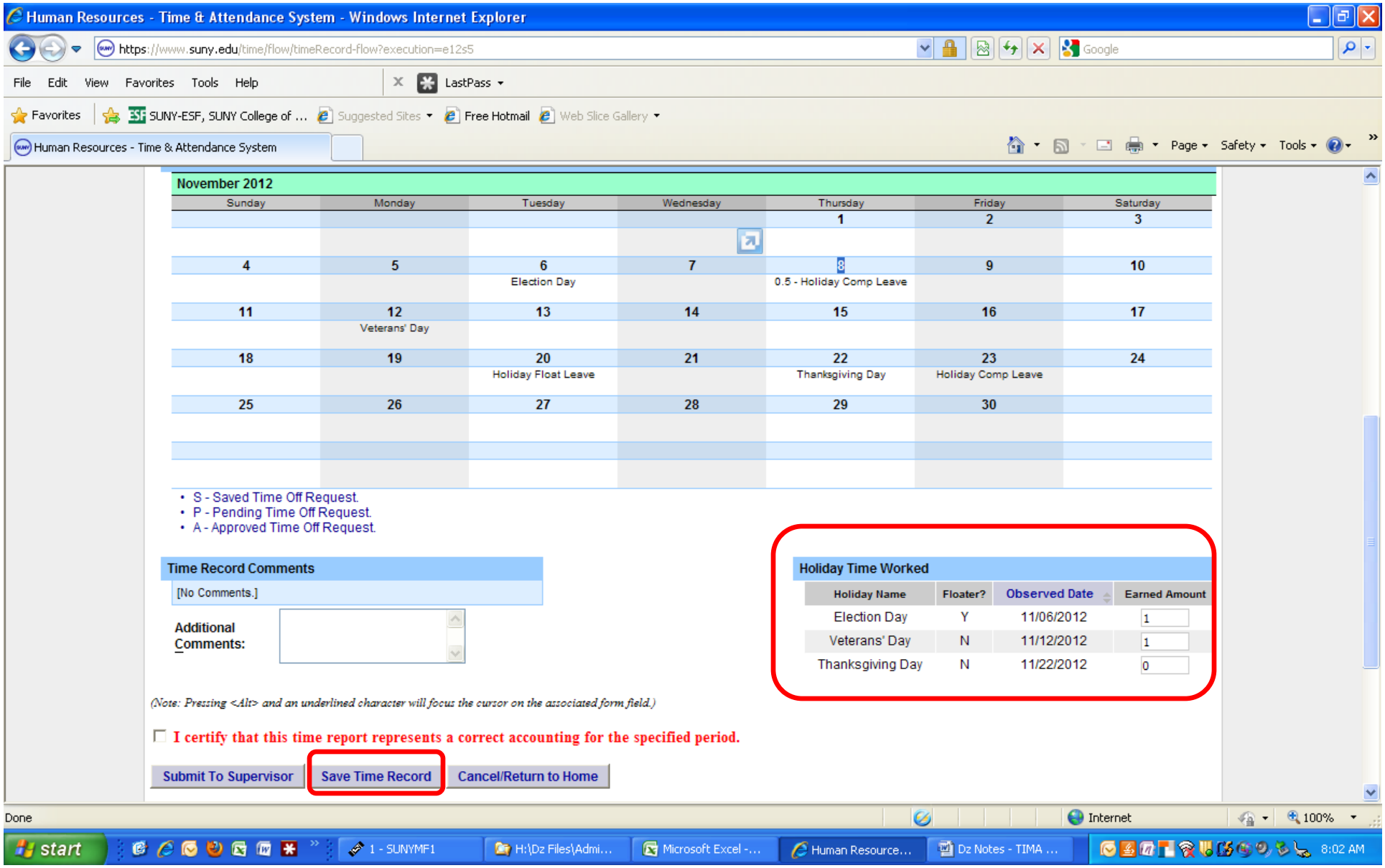
- ⇨ In this case, the user is working on November ("New"). They have completed September and October reports but they reflect "pending" because they have yet to be approved by the supervisor. Leave accruals are still carried forward correctly even though prior months need to be approved.
- ⇨ To proceed with working on November, select "November 2012 - New" and click "Change Period" to bring up November information.



Beginning Balances roll forward from the prior month and earned vacation and sick leave amounts are automatically generated. This individual has 31 vacation days; 40.25 sick days; and 1 holiday accrued as of November 1st. **<u>The next steps are to update new holiday time accruals earned and charge any time used.</u>**

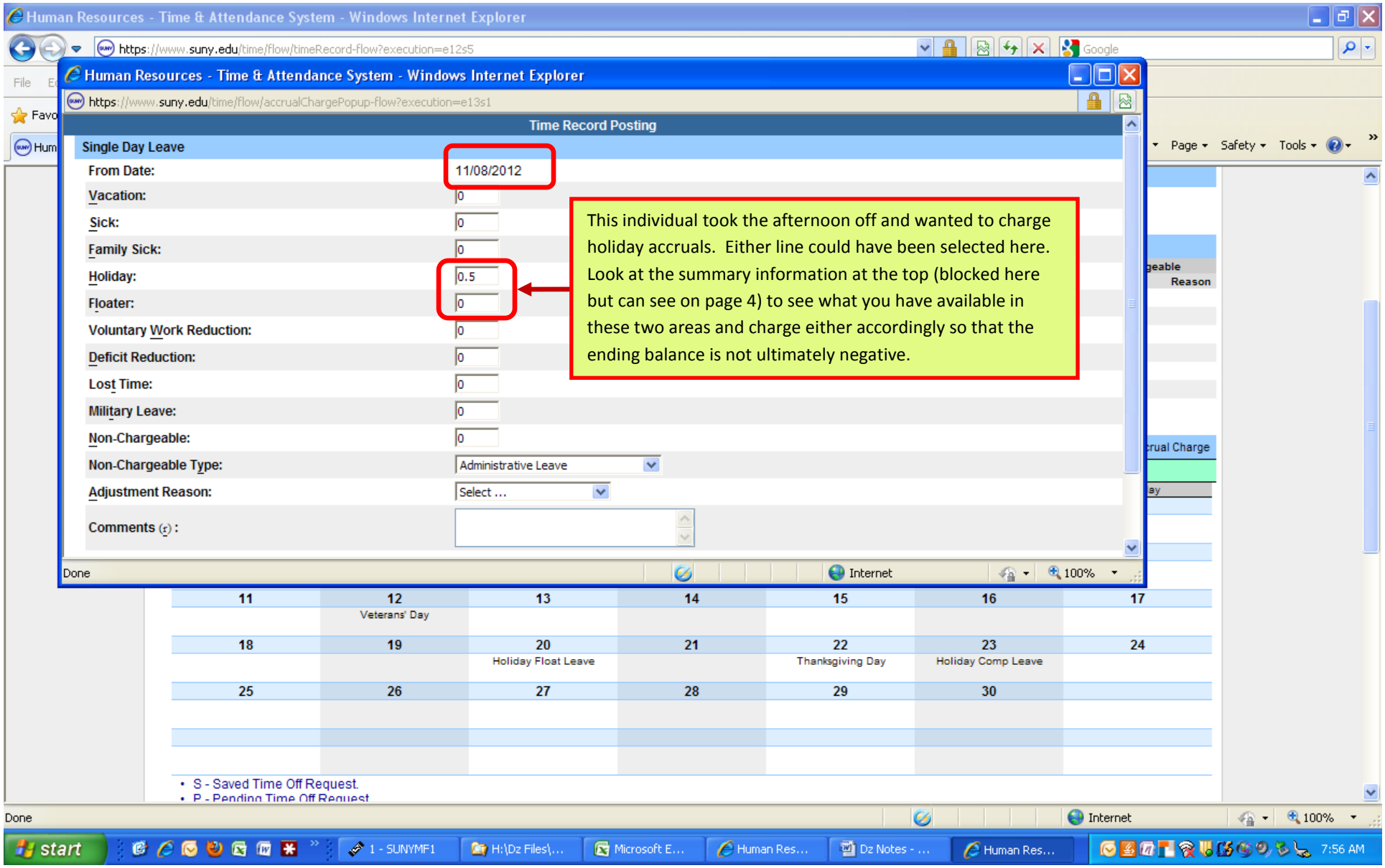
In November, this individual earned 2 more holidays for working on Election and Veteran's Day. They took a half-day vacation on 11/8 and two full vacation days on 11/20 and 11/23 but all time was charged against holiday accruals (Columbus Day, Election Day & Veteran's Day)

- ⇨ Step 1 is to update holiday time earned (see next screen – Page 5).
- ⇨ Step 2 is to record time charged. To do this, you will have to click on the individual days where you have activity. (See Page 6 for an example of 11/8 time charged).



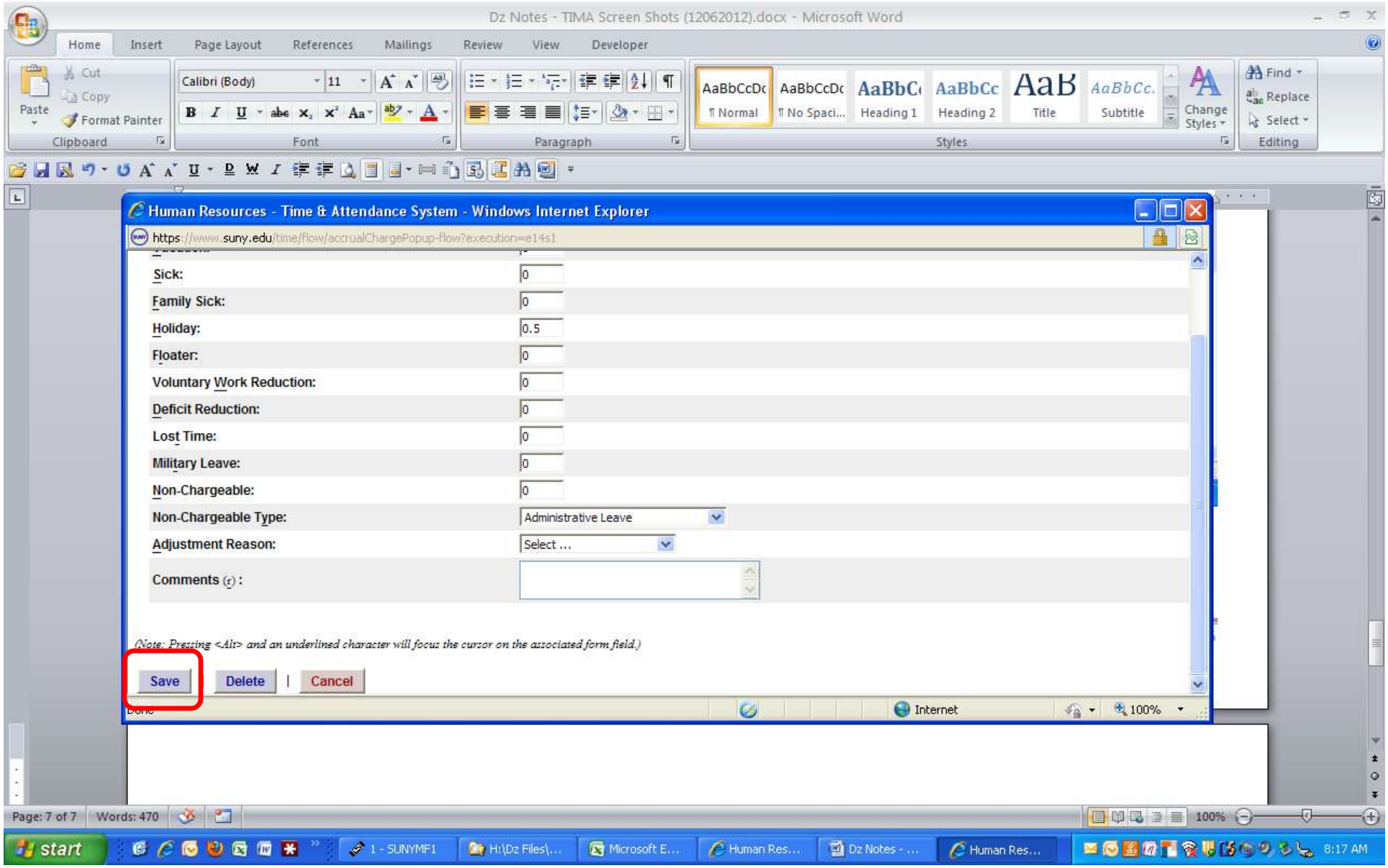
You will need to add the days for which the State recognized a holiday but the campus was open and you worked. These are added to your "Earned Holiday" accruals and can be used at a later time. The state may recognize floating holidays differently than the campus. In cases where they agree a "1" will be pre-populated. In cases where State agencies are assumed closed, but the College was open (e.g., Veteran's Day), you will need to add a "1".

Select "Save Time Record" to update the leave banks summarized above (outside the view of this screen shot but can be see on other pages in this file).



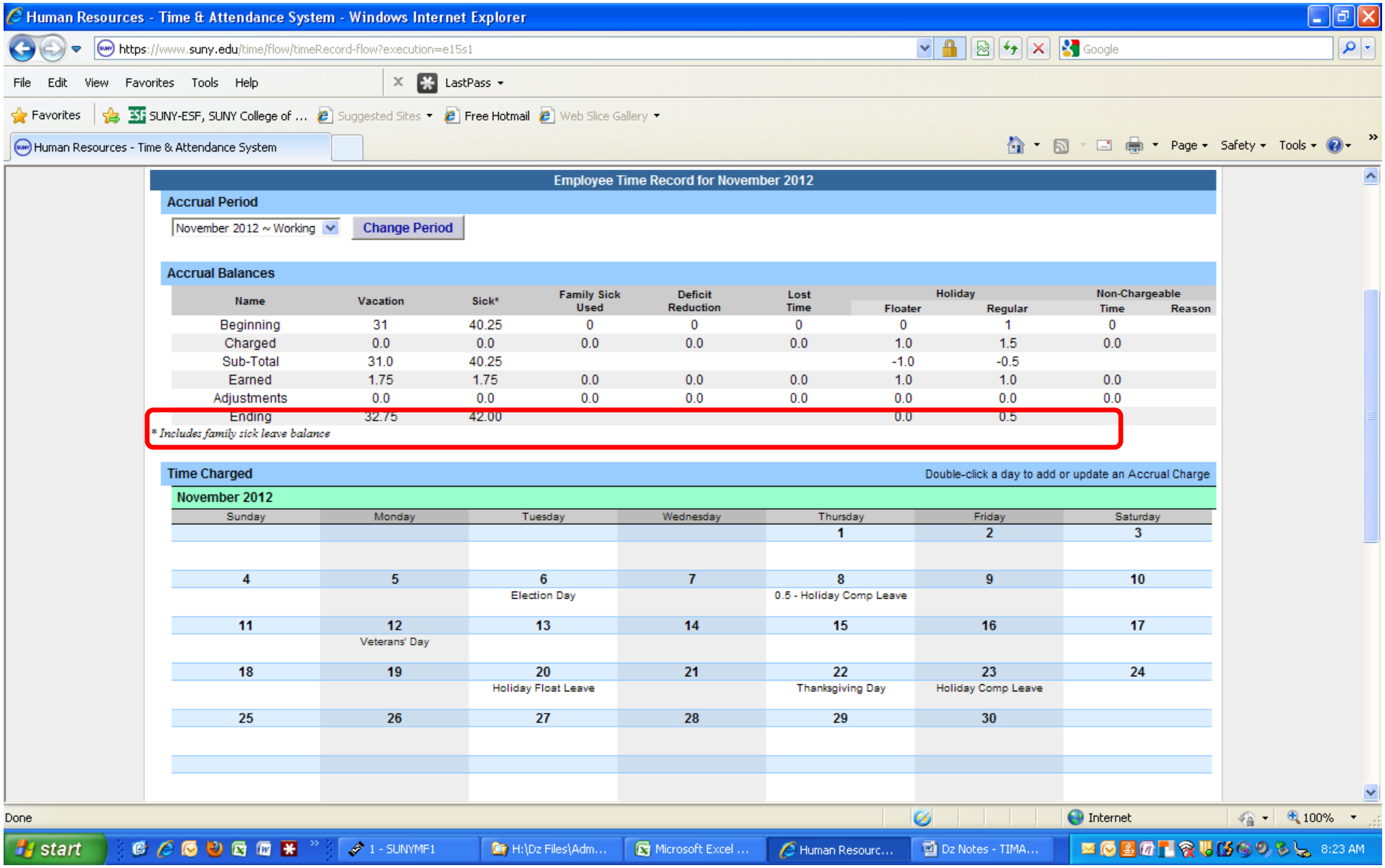
Top Portion of Drop Down Box

- ⇨ This screen shows how time off on the afternoon of 11/8 was recorded against available holiday accruals. See the next page (page 7) to demonstrate how to save this since the screen shot did not capture the bottom of the drop down box.



Bottom Portion of Drop Down Box

- ⇨ This is the bottom of the previous screen for charging time on 11/8. Click the "Save" tab to update. After you click "Save" you will automatically be brought back to the main screen and will see the summary information updated (see page 8).

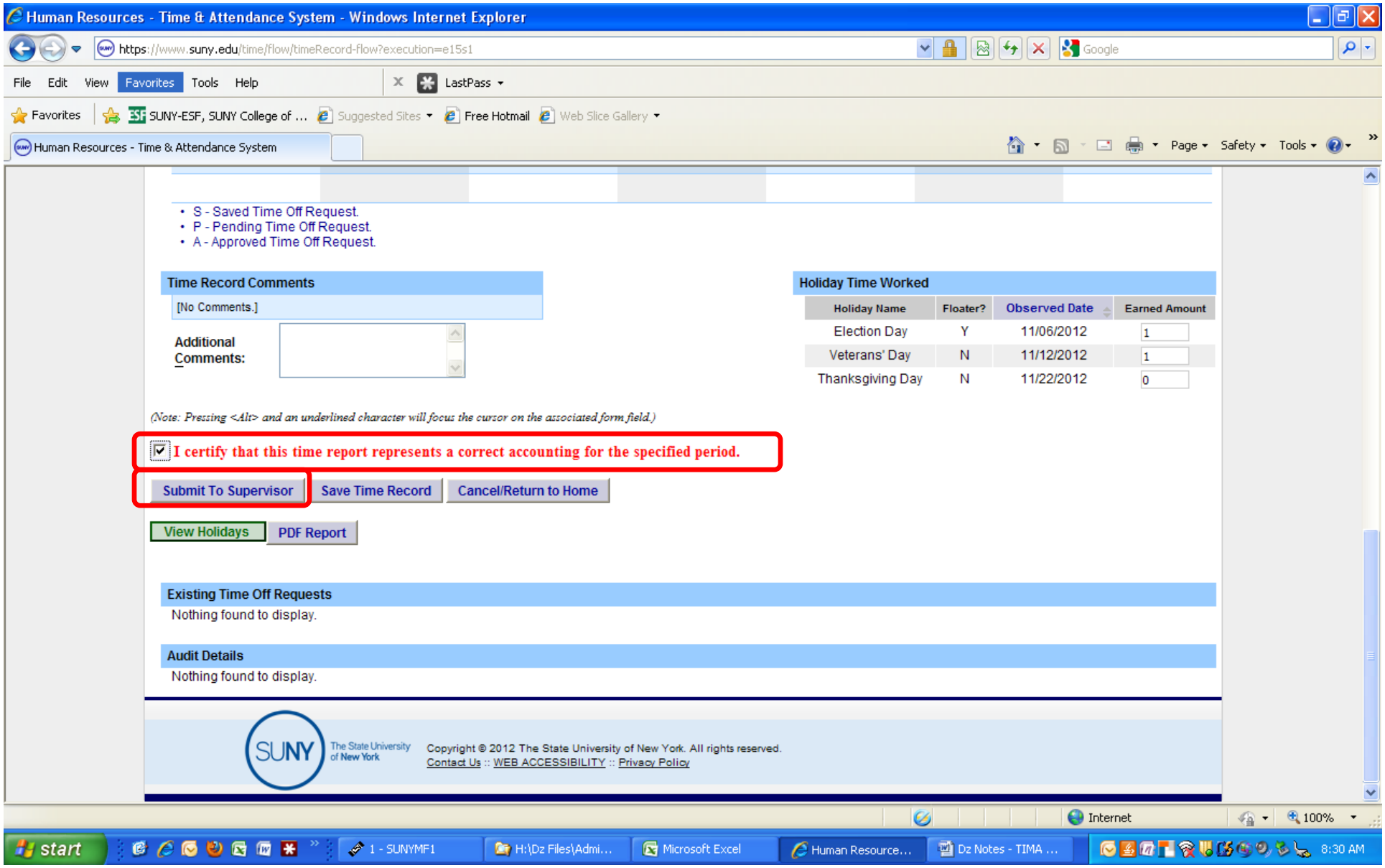


(Note: Top Portion of Main Screen is shown here):

November was completed by following the same steps in the previous two pages for both 11/20 and 11/23 and now you are now back at the main screen. Here you should do the following:

(1) Review the updated ending balances to make sure they agree with you records. If you have changes, click back on the individual days to modify.

(2) If you agree with everything shown, submit the completed time report to your supervisor (see next page).

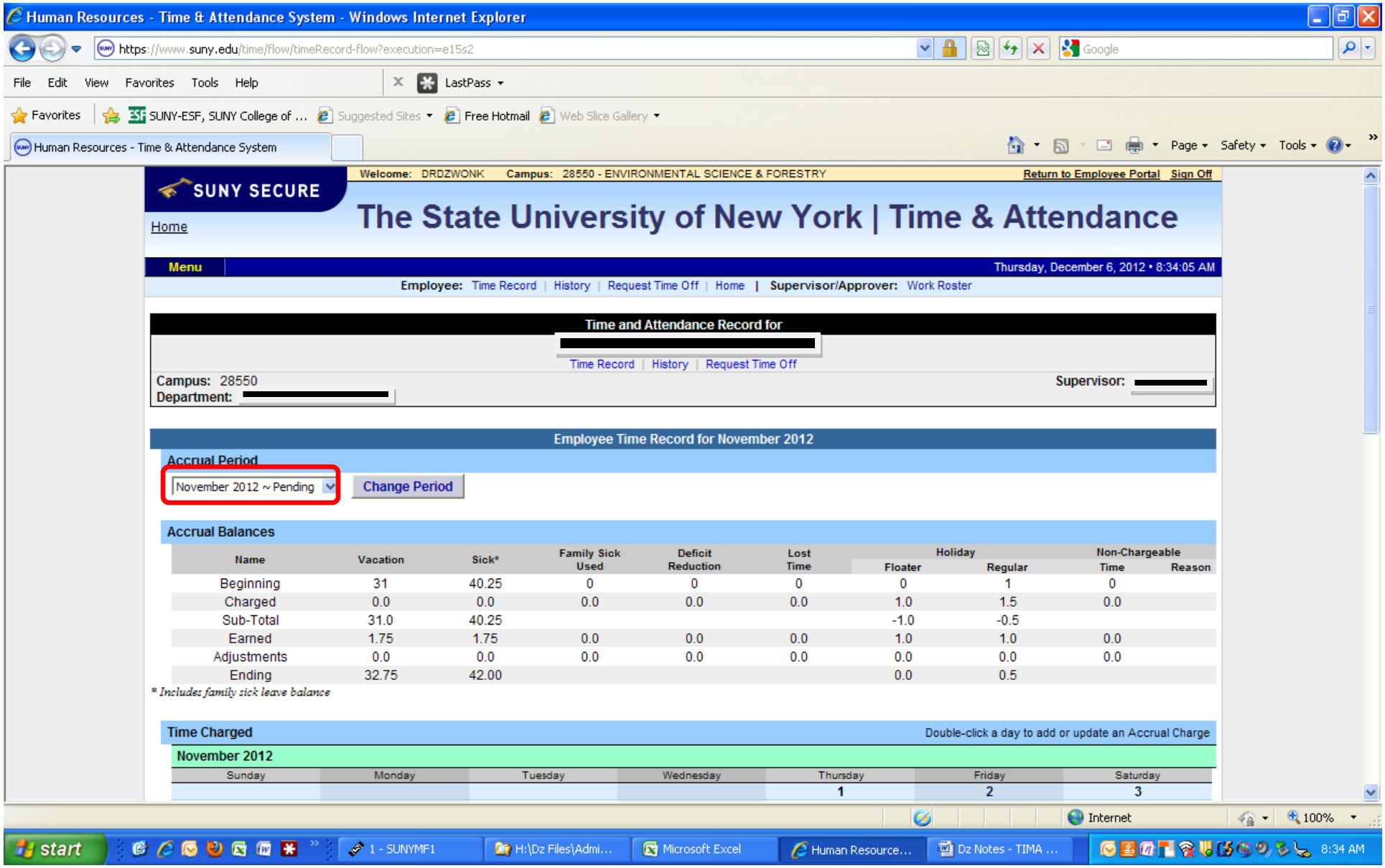


(Note: Bottom Portion of Main Screen is shown here):

To submit your time report to your Supervisor:

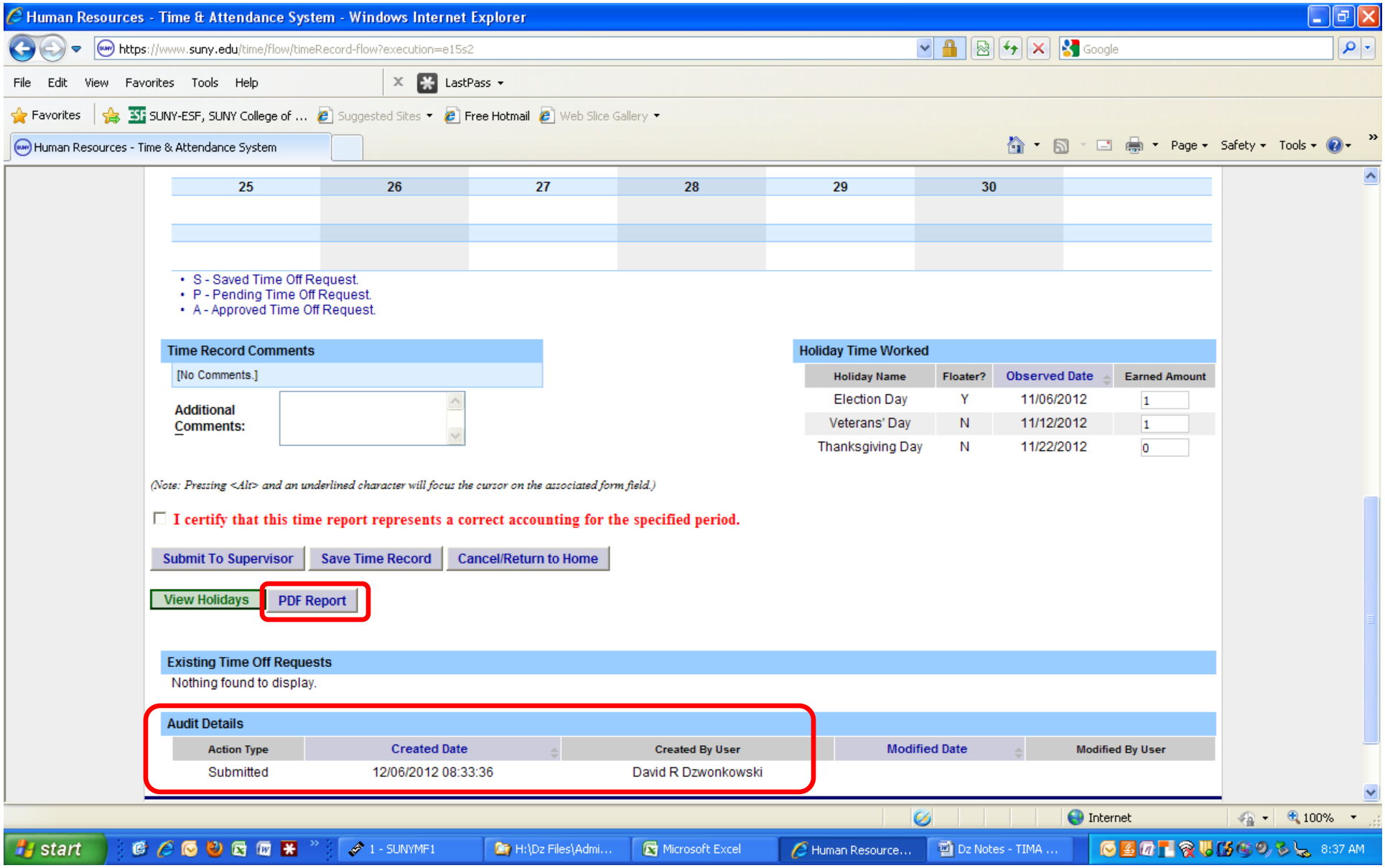
(1) Check the box to "certify" the accuracy of the information and that you are approving the data you are submitting.

(2) Click the "Submit to Supervisor" box for electronic routing.



Summary Screen → Top Portion shown here:

- ⇨ Note that you now see the "Pending" reference signifying that you have completed and submitted your time record and that your supervisor must now approve it. "Pending" will change to "Approved" when the Supervisor approves the report.



Summary Screen → Lower Portion shown here:

- ⇨ You can print a PDF copy for your records if you wish
- ⇨ You can see the time stamp to show when you electronically sent the report to your supervisor.