

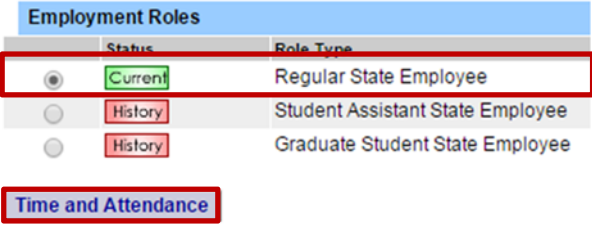
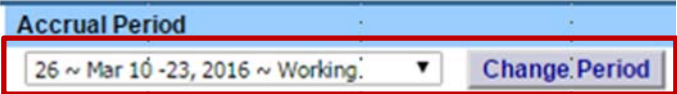

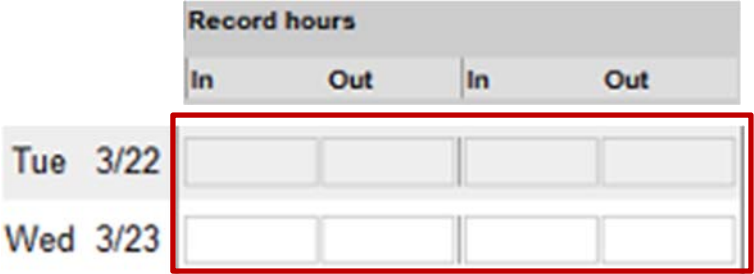
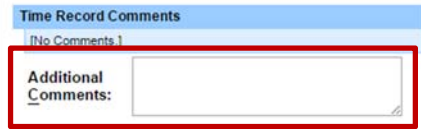




SUNY TIME & ATTENDANCE INSTRUCTIONS (CLASSIFIED EMPLOYEE TIME RECORDS)

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 SUNY Buffalo Administrative Services Gateway. The 'Managing My Time' link is highlighted with a red box. Other visible links include 'What's Trending?', 'Announcements', 'Calendar', 'Quick Links', 'Getting Started at UB', 'My Benefits and Perks', 'Helping Me', and 'Fulfilling My Potential'.</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 with 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. 	 <p>The screenshot shows a section titled "Employment Roles" with a table. The table has two columns: "Status" and "Role Type". The first row has a selected radio button, "Current" status, and "Regular State Employee" role type. The second row has an unselected radio button, "History" status, and "Student Assistant State Employee" role type. The third row has an unselected radio button, "History" status, and "Graduate Student State Employee" role type. Below the table is a button labeled "Time and Attendance".</p>
4	Select Accrual Period	<ul style="list-style-type: none"> • Under the Accrual Period section, click the drop-down to select the correct period. • Click Change Period. 	 <p>The screenshot shows a section titled "Accrual Period" with a dropdown menu. The dropdown menu is open, showing the selected period "26 ~ Mar 10 -23, 2016 ~ Working.". To the right of the dropdown is a button labeled "Change Period".</p>
5	Submit Time Off Requests	<ul style="list-style-type: none"> • All time off for Classified employees must be requested using the Request Time Off feature in this system. • To learn how to use the Request Time Off feature, view the training module on the SUNY Time and Attendance webpage. • Any approved Time Off Requests will automatically appear on your timesheet. 	 <p>The screenshot shows a section titled "Time and Attendance Record for Angela". Below the title are four navigation links: "Time Record", "History", "Request Time Off", and "Work Schedule". The "Request Time Off" link is highlighted with a red box.</p>

Step	Purpose	Action	Screenshots
6	Enter Leave Time	<ul style="list-style-type: none"> Click the In cell to enter the time you started to work Enter in the time you began and enter 'a' for AM or 'p' for PM and press Tab In the Out cell, enter in the time you either finished working or started your meal break and enter 'a' for AM or 'p' for PM and press Tab In the second In cell, enter in the time you returned to work and press Tab In the second Out cell, enter in the time you finished for the day and press Tab Confirm that the hours worked is accurate. If it is not, then make necessary corrections Continue entering your Time In and Out in the appropriate fields 	
7	Enter optional Comments	<ul style="list-style-type: none"> Enter Additional Comments if applicable. <p><i>*Note: Comments cannot be edited or deleted once submitted and become a permanent part of your time record.</i></p>	
8	Save Time Record	<ul style="list-style-type: none"> Click the 'Save Time Record' button to save your timesheet without submitting to your supervisor 	
11	Submit Time Record	<ul style="list-style-type: none"> Click the checkbox to certify that this time report represents a correct accounting for the specified period. Click Submit to Supervisor. 	

Need advice?

Our **Time & Attendance Experts** are here to help.

www.buffalo.edu/hr or Email: ub-hr-timeandattendance@buffalo.edu