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

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| 1    | Log on to the SUNY Time & Attendance System | • Using Firefox or Chrome, begin at [www.buffalo.edu/hr](http://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. | ![Screenshot 1] |
<p>| 2    | Access the Time &amp; Attendance Section | • Click on Time and Attendance under the Self Service section. | ![Screenshot 2] |</p>
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| 3    | Select your Current Employment Role | • Verify that your current Employment Role is selected.  
  o Or, select the radio button for your current Employment Role.  
  • Click Time and Attendance. | ![Employment Roles](https://via.placeholder.com/150)  
![Time and Attendance](https://via.placeholder.com/150) |
| 4    | Viewing your Employees Time Records | • At the top of the page, click Work Roster. | ![Work Roster](https://via.placeholder.com/150) |
| 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.* | ![Current Employees](https://via.placeholder.com/150) |
| 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.  
  o A pop-up window opens.  
• Review the employee’s time record for the month selected  
  o Holidays are displayed in red text.  
  o The time off your employee submitted is listed on that date.  
  o 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](https://via.placeholder.com/150) |
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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. | ![Screenshot](image) |
| 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.  
  o If you are denying the record, enter a reason for the denial.  
• Click Submit. | ![Screenshot](image) |
| 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. | ![Screenshot](image) |
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| 10   | Pending Leave Requests   | 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.  
    - Click **Submit**. |

**Need advice?**

Our **Time & Attendance Experts** are here to help.  
[www.buffalo.edu/hr](http://www.buffalo.edu/hr) or Email: ub-hr-timeandattendance@buffalo.edu