## SUNY Time & Attendance Instructions (Employee Time Records)

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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](image1.png) |
<p>| 2    | Access the Time &amp; Attendance Section | - Click on Time and Attendance under the Self Service section. | <img src="image2.png" alt="Screenshot 2" /> |</p>
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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](image1)  
      ![Time and Attendance](image2) |
| 4    | Select Accrual Period | • Under the **Accrual Period** section, click the drop-down to select the correct period.  
      • Click **Change Period**. | ![Accrual Period](image3)  
      ![Change Period](image4) |
<p>| 5    | Review Accrual Balances | • Review your <strong>Accrual Balances</strong>. | <img src="image5" alt="Accrual Balances" /> |</p>
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| 6    | Enter Leave Time | - Click the date on the calendar to enter **Leave Time**.  
  - Note: A pop-up window opens.  
**Entering a Single date**  
- Click in the appropriate Leave Type and enter the amount for your leave time.  
  *Please note: you can only charge in quarter day increments, (i.e. .25, .50, .75 or 1)  
- Enter in a **Comment** if appropriate.  
  *Comments cannot be edited or deleted once submitted and become a permanent part of your time record.  
- Click **Save**.  
**Entering Multiple dates**  
- Click the **Show Multi-Day button** to the top right of the pop-up window.  
- The **From Date** defaults to the date you originally selected.  
  *To change this date, click Cancel and start again.  
- Click in the **To Date**, select your last leave date from the calendar.  
- Select the **Accrual/Leave Type** from the drop down list.  
- Enter in a **Comment** if applicable.  
  *Comments cannot be edited or deleted once submitted and become a permanent part of your time record.  
- Click **Save**. | Single Day  
[Image: Single Day]  
Multi-Day  
[Image: Multi-Day] |
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<td>7</td>
<td>Verify that the correct leave time was entered</td>
<td>• Under <strong>Time Charged</strong>, verify that the information that you entered is correct.</td>
<td>![Screenshot of Time Charged section]</td>
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| 8    | Enter Holiday Time worked | In the **Holiday Time Worked** section (located under the Time Charged calendar), you will see the holidays that fall in the Accrual Period.  
• If you worked the holiday, **enter 1** in the **Earned Amount** field.  
  *Note: No action is necessary if you were off on the holiday*  
• To view the holidays, click the **View Holidays** button.  
  o A **pop-up window** will open.  
  o Click **Cancel** to close.  
  *Note: If the holiday is accrued and used on the same date, the **Holiday Amount** and **Charge Amount** fields will both be zero | ![Screenshot of Holiday Time Worked section] |
| 10   | Enter optional Comments | • **Enter Additional Comments** if applicable.  
  *Note: Comments cannot be edited or deleted once submitted and become a permanent part of your time record.* | ![Screenshot of Additional Comments] |
| 11   | Submit Time Record | • Click the **checkbox** to certify that this time report represents a correct accounting for the specified period.  
  • Click **Submit to Supervisor**. | ![Screenshot of Submit Time Record] |

**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**