



Using the SUNY Time and Attendance System Requesting Time Off

To Request Time Off:

- Log on to the SUNY system at www.suny.edu/hrportal and access your time record.
- Access the Time Off Request Section by clicking on Request Time Off.
- On the calendar, double click on the day you wish to enter the accrual charge.
- This will open a single day request.

Time and Attendance Record for Deborah
Campus: 28150
Department:
Employee Info | Time Record | History | Request Time Off | Work Schedule | Actual Balances | Manage Holidays

Employee Time Record for December 14-27, 2017

Notes:

Accrual Period
19 - Dec 14-27, 2017 - Working

Time Record

Date	In	Out	In	Out	On	Off	Stand	Summary	Accrual Type	Personal Leave	Administrative	Time Charged	Phone
Thu 12/14								0 0 0 0 0 0 0 0					
Fri 12/15								0 0 0 0 0 0 0 0					
Sat 12/16								0 0 0 0 0 0 0 0					
Sun 12/17								0 0 0 0 0 0 0 0					
Mon 12/18								0 0 0 0 0 0 0 0					
Tue 12/19								0 0 0 0 0 0 0 0					
Wed 12/20								0 0 0 0 0 0 0 0					
Week 1 Totals:								0 0 0 0 0 0 0 0					

Single Day Request

From Date: 09/15/2015
To Date: 09/15/2015
Accrual Type: Administrative Leave
Reason: Administrative Leave
Comments:

Single Day Request

- Enter the increment (increments of .25 hours only) in the accrual type you want to charge, then select Save and Submit to submit to your supervisor.
- Once approved, the accrual charge will appear on your time record.

Single Day Request

From Date: 09/15/2015
To Date: 09/15/2015
Accrual Type: Administrative Leave
Reason: Administrative Leave
Comments:



Multi-Day Request

- From the Time Off Request pop-up, click on Show Multi-Day.
- Enter the increment (increments of .25 hours only) in the accrual type you wish to charge, then select Save and Submit to submit to your supervisor.
- Charged accruals cannot span across multiple pay periods.
- If the request begins on the first day of the pay period, enter the beginning of a pay period as a single day request and then the rest can be entered as a multiple day request.
- If a holiday falls within the time charged, a separate entry must be submitted, excluding the holiday.

Time Off Request
Notes: Please enter comments if charging less than a full day.
As submitted at 10:33:04 AM

Single Day Leave (using quarter units) [Show Multi-Day](#)

From Date: 12/12/2017

Vacation:

Sick:

Family Sick:

Holiday:

Floater:

Voluntary Work Reduction:

Lost Time:

Military Leave:

Non-Chargeable:

Non-Chargeable Type: Administrative Leave

Personal:

Compensatory:

Adjustment Reason: Select ...

Comments (g):

[Save](#) | [Save And Submit](#) | [Cancel](#)

Time Off Request
Notes: Please enter comments if charging less than a full day.
As submitted at 10:33:04 AM

Multiple Day Leave (using quarter units) [Show Single-Day](#)

From Date: 12/12/2017

To Date (g): (mm/dd/yyyy)

Charge Per Day:

Accrual/Leave Type: Select ...

Adjustment Reason: Select ...

Comments (g):

[Save](#) | [Save And Submit](#) | [Cancel](#)

Previously Submitted Requests

- You can view your Previously Submitted Leave Requests along with the status (Saved, Pending and Approved).
- To withdraw a previously submitted leave request, simply select the withdraw radio button next to the associated request and then click Submit Actions.

Previously Submitted Leave Requests									
Status	Requested Leave Dates	# of Hours	Type	Scheduled?	Reason	Date Submitted	Date Approved	Actions	
				Yes	No			Submit	Withdraw
Approved	05/18/2018 - 05/22/2018	22.5	Vacation Leave			10/23/2017	10/30/2017	<input type="radio"/>	<input type="radio"/>
Approved	12/04/2017	1.75	Compensatory Leave		Need to leave at 2:15 pm	11/28/2017	11/29/2017	<input type="radio"/>	<input type="radio"/>
Approved	11/30/2017	7.5	Sick Leave	<input checked="" type="radio"/>	<input type="radio"/>	09/29/2017	09/29/2017	<input type="radio"/>	<input type="radio"/>

[Submit Actions](#) [Reset](#)