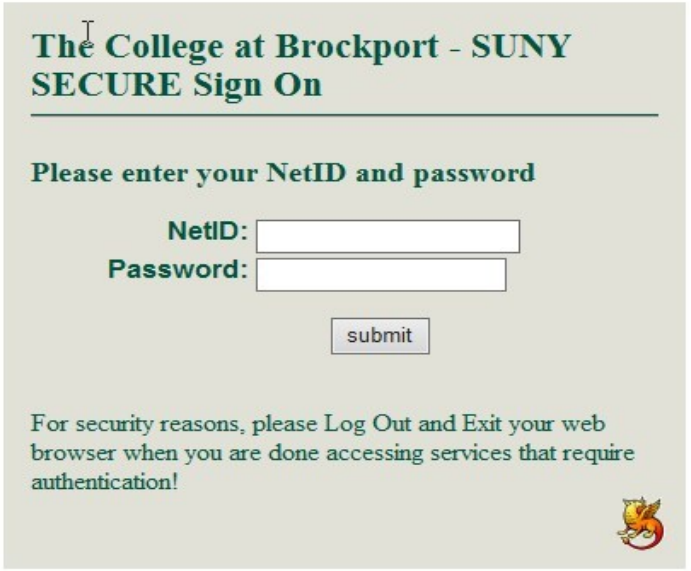
SUNY Time & Attendance Instructions (Classified Employee) completing time records

Step	Purpose	Action	Screenshots
1	Log on to the **SUNY Time & Attendance System**	• Begin at **www.suny.edu/hrportal**. *We recommend using Firefox or Chrome as your Internet browser. • If prompted, select **Brockport.** • Log in with **Brockport username** and **password**.	 
2	Access the **Time & Attendance Section**	• Click on **Time and Attendance** under the Self Service section.	

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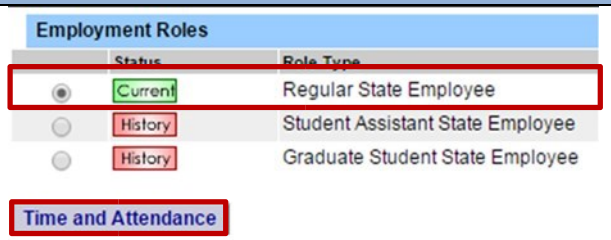
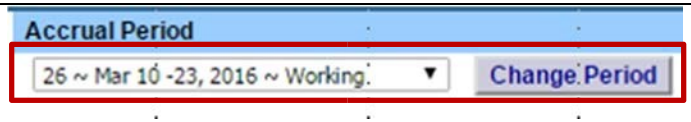
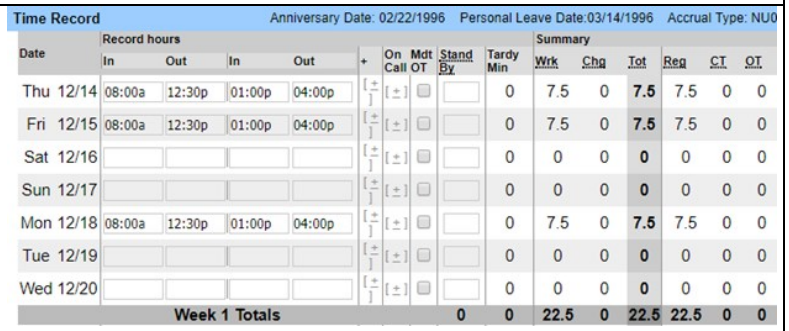
3	Select your **Current Employment Role**	• Verify that your current **Employment Role** is selected. o Or, select the radio button for your current **Employment Role.** • Click **Time and Attendance.**	
4	Select **Accrual Period**	• Under the **Accrual Period** section, click the drop-down to select the correct period. • Click **Change Period.**	
5	Enter **Work Hours**	• 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** • Continue entering your **Time In and Out** in the appropriate fields • If you need additional fields, please click on the first (+) button. This will open up more time in and out fields. • Once time worked has been entered, TAS will calculate the time worked within the summary columns (worked, charged, total, regular, comp time and overtime).	

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6	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.*	
7	Submit **Time Off Request**	• All time off for Classified employees must be requested using the Request Time Off feature in this system. • Time charged hours are only displayed on the time record once the time off request has been approved by the supervisor. To charge accruals, employees must submit a time off request to their supervisor. See Requesting Time Off Instructions	
8	**Save** Time Record	• Click the **'Save Time Record'** button to save your time record to work on at a later time. • Warning: If you do not click the "Save Time Record" button, all of your work hours will be deleted. • Clicking "Save Time Record" will not submit your time record to your supervisor (see next step).	
9	**Submit** Time Record	• Click the **checkbox** to "Certify that this time report represents a correct accounting for the specified period". • Click **Submit to Supervisor.**	
Questions?			
Please contact the Office of Benefits and Payroll			