

SUNY Student Time & Attendance - Students



To access SUNY SECURE Sign On

- Visit suny.edu/time
- Select Binghamton as your campus



The image shows a screenshot of the SUNY SECURE Sign On login page. The page has a dark blue header with a gold key icon and the text "SUNY SECURE Sign On". Below the header, there is a light blue section with the text "Please select your campus, then enter the appropriate credentials below." and a "Help" link. A red asterisk indicates required fields. The form includes a "Campus:" label, a dropdown menu with "Binghamton" selected, a "Remember me?" checkbox, and a "Login" button. At the bottom, there is a SUNY logo, a copyright notice for 2012, and links for "Contact Us", "WEB ACCESSIBILITY", and "Privacy Policy".

SUNY SECURE Sign On

Please select your campus, then enter the appropriate credentials below. [Help](#)

* Required Fields

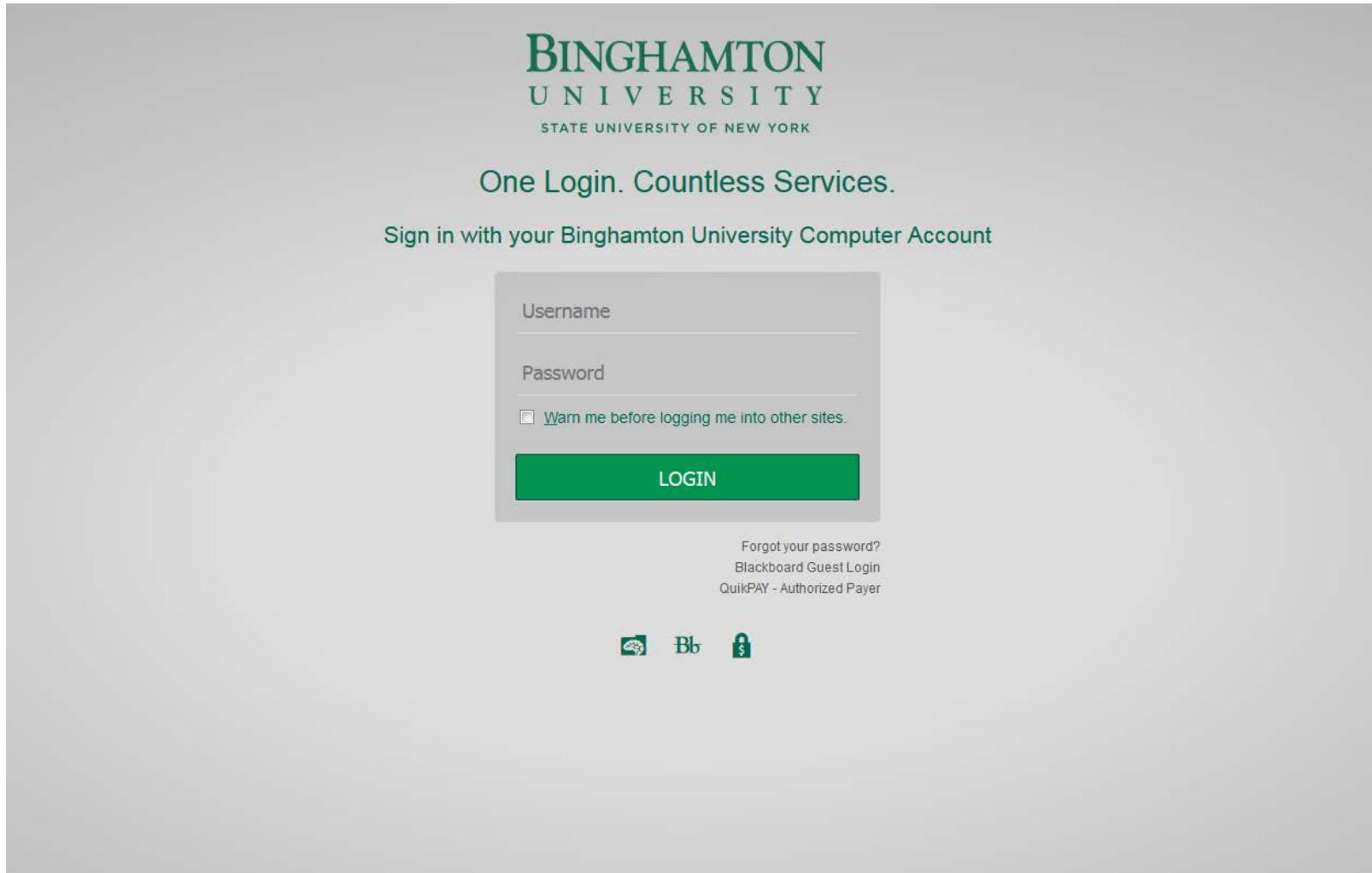
Campus:

Remember me? ☐

 The State University of New York

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[Contact Us](#) :: [WEB ACCESSIBILITY](#) :: [Privacy Policy](#)

Sign-in using your PODS Username and Password



The image shows the login page for Binghamton University. At the top, the university's name "BINGHAMTON UNIVERSITY" is displayed in a green serif font, with "STATE UNIVERSITY OF NEW YORK" in a smaller green sans-serif font below it. The tagline "One Login. Countless Services." is centered in green. Below this, the instruction "Sign in with your Binghamton University Computer Account" is shown in green. The login form is a light gray box containing two input fields: "Username" and "Password". Below the password field is a checkbox with the text "Warn me before logging me into other sites.". A green "LOGIN" button is at the bottom of the form. To the right of the form, there are links for "Forgot your password?", "Blackboard Guest Login", and "QuikPAY - Authorized Payer". At the very bottom, there are three small icons: a brain, the letters "Bb", and a padlock.

BINGHAMTON
UNIVERSITY
STATE UNIVERSITY OF NEW YORK

One Login. Countless Services.

Sign in with your Binghamton University Computer Account

Username

Password

☐ Warn me before logging me into other sites.

LOGIN

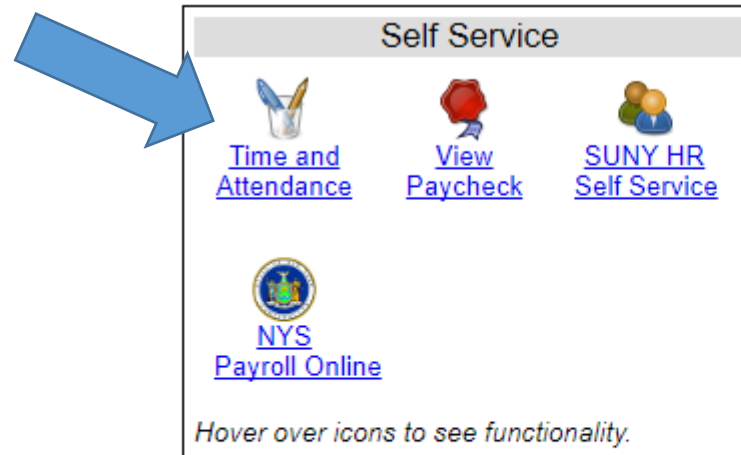
Forgot your password?
Blackboard Guest Login
QuikPAY - Authorized Payer

New Hires to the Payroll

- If this is the first time on the state payroll you may have a waiting period before you can access the time and attendance system
- To ensure that your timesheet is submitted on time
 - **Come to Human Resources and complete the I9/new hire paperwork**
 - New student employees cannot be entered into the SUNY payroll system until this paperwork is complete
 - **Your Supervisor will need to submit your first electronic time sheet on your behalf**
 - During this time you will want to keep a written copy of your hours worked and provide it to your supervisor at the end of the pay period

Click “Time and Attendance”



Select “Federal College Work Study” or “Student Assistant State Employee” then select “Time and Attendance”



SUNY SECURE Welcome:: Campus: 28020 - BINGHAMTON UNIVERSITY [Return to Employee Portal](#) [Sign Off](#)

[Home](#) **The State University of New York | Time & Attendance**

Menu Wednesday, May 4, 2016 • 11:10:28 AM

TAS Home

Name:

Employment Roles

	Status	Role Type	Effective Dates
☐			
☒		Federal College Work Study Student	

Displaying all 2 records.

Time and Attendance

Hourly Time Record will show all of your student jobs on campus

- TIP: Select the correct Department, Hourly Rate & Supervisor



SUNY SECURE Welcome:: Campus: 28020 - BINGHAMTON UNIVERSITY [Return to Employee Portal](#) [Sign Off](#)

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Employee: [Time Record](#) | [History](#) | [Request Time Off](#) | [Home](#) | Supervisor/Approver: [Work Roster](#) | Facilitator: [Search](#) | [Work Roster](#) | [Campus Rules](#)

Time and Attendance Record for
Your Name Here
[Employee Info](#) | [Time Record](#) | [History](#)

Campus: 28020

Hourly Time Record

Please select a commitment to view the time record

Select	Stack	Group Comt ID	Effective - End Date	Account	Rate	Department	Supervisor	Duties
☐	6	1410	01/14/2016 - 05/18/2016	2115021000	10.75	3 316 Human Resources	Your Name Here	Human Resources

If you do not see the right commitment or accrual period on this timesheet, please contact your supervisor/department

Select the Correct Pay Period

 **SUNY SECURE**

Welcome::

Campus: 28020 - BINGHAMTON UNIVERSITY

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Menu

Wednesday, May 4, 2016 • 10:53:12 AM

Employee: [Time Record](#) | [History](#) | [Request Time Off](#) | [Home](#) | Supervisor/Approver: [Work Roster](#) | Facilitator: [Search](#) | [Work Roster](#) | [Campus Rules](#)

Time and Attendance Record for

[Employee Info](#) | [Time Record](#) | [History](#)

Campus: 28020

Hourly Time Record

Please select a commitment to view the time record

Commitment Stack

Select	Stack	Group Comt ID	Effective - End Date	Account	Rate	Department	Supervisor	Duties
☒	6	1410	01/14/2016 - 05/18/2016	2115021000	10.75	3 316 Human Resources	Your Name Here	Human Resources

Accrual Period

Select ... ▼

If you do not see the right commitment or accrual period on this timesheet, please contact your supervisor/department



Complete your time record daily

- Status is “Working”
- Make sure you use an “a” for am and “p” for pm
- If you make any changes, hit “Save Time Record”

Accrual Period

04/21/2016 ~ 05/04/2016 ~ Working ▼

If you do not see the right commitment or accrual period on this timesheet, please contact your supervisor/department

Hourly Time Record for 04/21/2016 - 05/04/2016 - Duties : Human Resources

Date of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+	Hours
Thu	4/21	01:00p	04:00p					[±]	3.00
Fri	4/22							[±]	0.00
Sat	4/23							[±]	0.00
Sun	4/24							[±]	0.00
Mon	4/25							[±]	0.00
Tue	4/26							[±]	0.00
Wed	4/27							[±]	0.00
Week 1 Totals									3.00
Thu	4/28							[±]	0.00
Fri	4/29							[±]	0.00
Sat	4/30							[±]	0.00
Sun	5/1							[±]	0.00
Mon	5/2							[±]	0.00
Tue	5/3							[±]	0.00
Wed	5/4							[±]	0.00
Week 2 Totals									0.00
Total Hours									3.00
Hourly Rate									10
Total Amounts									30.00

Time Record Comments

[No Comments.]

Additional Comments:

☐ I certify that this time record represents a correct accounting for the specified period.

Save Time Record Submit To Supervisor Approve Deny PDF Report

At the end of the pay period, check over your record

- Then check
“I certify that this time....”
- Hit “Submit to supervisor”

Accrual Period

04/21/2016 ~ 05/04/2016 ~ Working ▼
If you do not see the right commitment or accrual period on this timesheet, please contact your supervisor/department

Hourly Time Record for 04/21/2016 - 05/04/2016 - Duties : Human Resources

Date of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+	Hours
Thu	4/21	01:00p	04:00p					[±]	3.00
Fri	4/22							[±]	0.00
Sat	4/23							[±]	0.00
Sun	4/24							[±]	0.00
Mon	4/25							[±]	0.00
Tue	4/26							[±]	0.00
Wed	4/27							[±]	0.00
Week 1 Totals									3.00
Thu	4/28							[±]	0.00
Fri	4/29							[±]	0.00
Sat	4/30							[±]	0.00
Sun	5/1							[±]	0.00
Mon	5/2							[±]	0.00
Tue	5/3							[±]	0.00
Wed	5/4							[±]	0.00
Week 2 Totals									0.00
Total Hours									3.00
Hourly Rate									10
Total Amounts									30.00

Time Record Comments

[No Comments.]

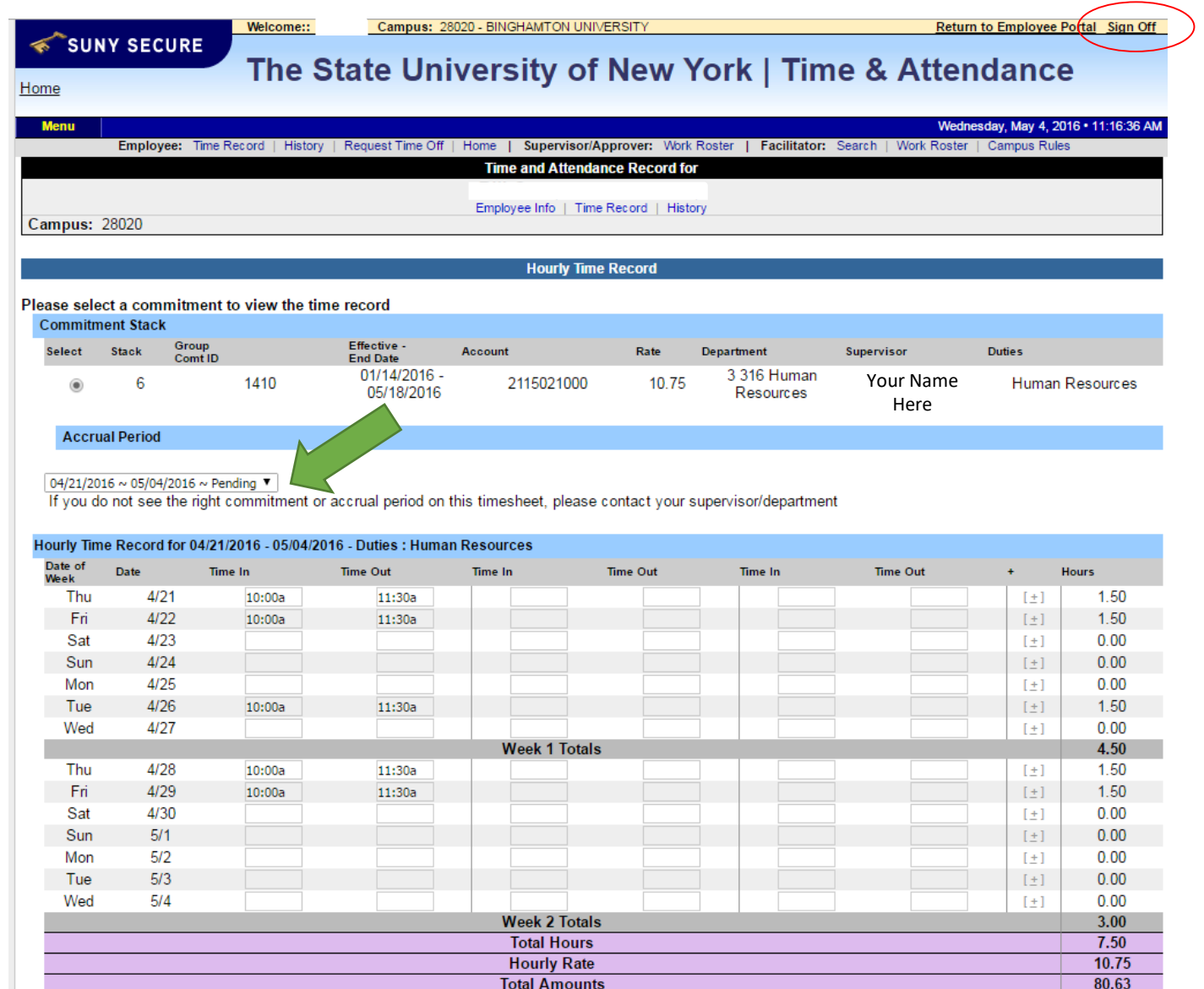
Additional Comments:

☐ I certify that this time record represents a correct accounting for the specified period.

Save Time Record Submit To Supervisor Approve Deny PDF Report

Sign-Off and Close your browser

- Status changes to “Pending”
- Sign-Off
- Close your browser



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The State University of New York | Time & Attendance

Home

Menu Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Campus Rules Wednesday, May 4, 2016 • 11:16:36 AM

Time and Attendance Record for

Campus: 28020 [Employee Info](#) | [Time Record](#) | [History](#)

Hourly Time Record

Please select a commitment to view the time record

Select	Stack	Group Comt ID	Effective - End Date	Account	Rate	Department	Supervisor	Duties
☒	6	1410	01/14/2016 - 05/18/2016	2115021000	10.75	3 316 Human Resources	Your Name Here	Human Resources

Accrual Period

04/21/2016 ~ 05/04/2016 ~ Pending ▼

If you do not see the right commitment or accrual period on this timesheet, please contact your supervisor/department

Hourly Time Record for 04/21/2016 - 05/04/2016 - Duties : Human Resources

Date of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+	Hours
Thu	4/21	10:00a	11:30a					[±]	1.50
Fri	4/22	10:00a	11:30a					[±]	1.50
Sat	4/23							[±]	0.00
Sun	4/24							[±]	0.00
Mon	4/25							[±]	0.00
Tue	4/26	10:00a	11:30a					[±]	1.50
Wed	4/27							[±]	0.00
Week 1 Totals									4.50
Thu	4/28	10:00a	11:30a					[±]	1.50
Fri	4/29	10:00a	11:30a					[±]	1.50
Sat	4/30							[±]	0.00
Sun	5/1							[±]	0.00
Mon	5/2							[±]	0.00
Tue	5/3							[±]	0.00
Wed	5/4							[±]	0.00
Week 2 Totals									3.00
Total Hours									7.50
Hourly Rate									10.75
Total Amounts									80.63