Online Time Certifications
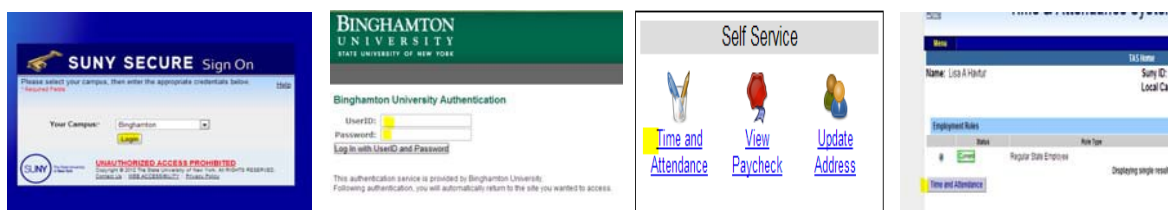## BASIC MONTHLY INSTRUCTIONS
10-MONTH AND ADJUNCT FACULTY

WITH NO SICK LEAVE TO RECORD

1. SIGN IN
Sign in to SUNY electronic Time and Attendance at: **https://www.suny.edu/time**

This Sign in is accomplished via your PODS User ID and Password (Info used to sign into BU Brain)
If you don't remember what that is or if you need assistance, visit: https://password.binghamton.edu/index.html

2. IF NO SICK TIME USED, CLICK IN THE BOX PRECEDING "I CERTIFY," THEN "SUBMIT" NEXT TO THE MONTH SELECTED FOR ENTRY
The next sequential month will come up after you have submitted the current month's certification.
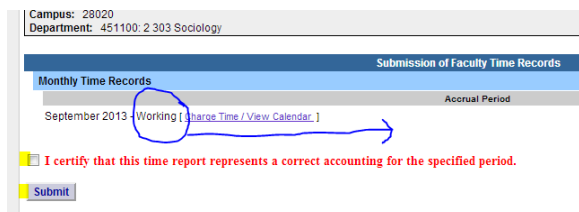
Working: Unsubmitted/Unapproved; entries can be made.
Pending: Submitted/Unapproved, entries can still be made.
Approved: Submitted/Approved, supervisor has approved the record. Entries cannot be made or corrected without going through HR Department.

3. SIGN-OFF AND SIGN-OUT OF THE SUNY BROWSER
(Sign-off on the top right of the page, then Sign-out via the "X" out at the top right of the screen).

CONTACT INFORMATION FOR QUESTIONS AND ASSISTANCE
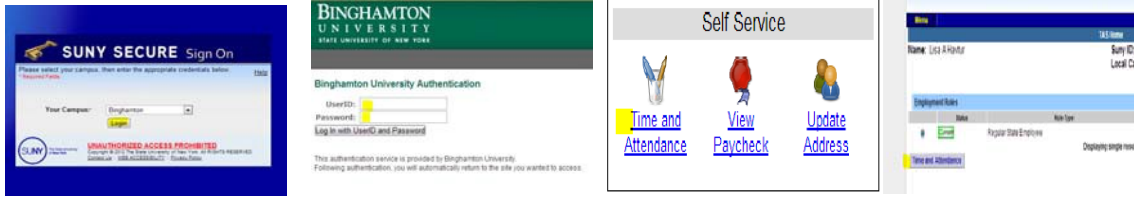Meaghan Bensley mbensley@binghamton.edu 7-6288

Holly Seidel hseidel@binghamton.edu   7-5344

Vicki Metritikas   vmetriti@binghamton.edu 7-6613

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2. ENTER CHARGES FOR ANY SICK TIME USED (Click on Charge Time/View Calendar link next to month)

Enter any sick time used by double-left clicking on the day as it shows on the calendar. This action produces a pop-up box, where you may charge any quarter day entry up to "1" in the box beside the Sick Leave selection. (Sequential days charged for the same reason code can be entered via the multi-day entry selection.) Click on "SAVE TIME RECORD."

3. CERTIFY AND SUBMIT YOUR RECORD FOR APPROVAL
Review your sick leave entries for correctness, then click in "Certify" box. Next, click on "SUBMIT TO SUPERVISOR" (on the bottom of the screen toward the left).

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Updated: October 2020