Online Time and Attendance
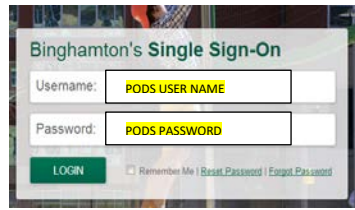
BASIC MONTHLY INSTRUCTIONS

ALL 12-MONTH EMPLOYEES

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

This Sign in is accomplished using your PODS User ID and Password. If you don't remember what that is or if you need assistance, visit: https://password.binghamton.edu/index.html or contact our Help Desk at 777-6420.

2**)** IN THE *SELF SERVICE* SECTION OF THE PORTAL PAGE**, SELECT "TIME AND ATTENDANCE" TWICE**

3) SELECT AN ACCRUAL PERIOD (OR MONTH)

Once you have successfully entered the Time and Attendance system, you will see the current reporting month displayed. If you wish to submit for a month other than current, you can change it by using the drop down box entitled "Accrual Period" (toward the top left of the screen).

4) DOCUMENTING HOLIDAYS

IF YOU DID NOT WORK THE HOLIDAY, NO ACTION IS REQUIRED. As part of the updated process, effective 09/01/12, you will not deposit or charge the holiday if you are entitled to it and you did not work on the date the holiday is officially observed.

IF YOU DID WORK THE HOLIDAY, ACTION IS STILL REQUIRED: Enter the time you are entitled to in the "Holiday Time Worked" box for each holiday (at the bottom right of the screen). Click on "SAVE TIME RECORD" button (on the bottom of the screen toward the left). This deposits the holiday(s) into your "bucket" for use within that month or at a future date.

Holidays will always be listed on the bottom right of your screen.

5) ENTER CHARGES FOR VACATION, SICK, OR OTHER TIME USED

Next, enter any sick and or holiday by double-left clicking on the day as it shows on the calendar. This action reveals a pop-up box, from which you will select a reason code and enter any quarter day increment charge up to "1". (Sequential days charged for the same reason code can be entered via the multi-day entry selection.) Click on "SAVE TIME RECORD."

6) CERTIFY AND SUBMIT YOUR RECORD FOR APPROVAL

Review your entries for correctness, then click in "CERTIFY" box. Next, click on "SUBMIT TO SUPERVISOR" (on the bottom of the screen toward the left).


You can view the status of any month in the "Accrual Period" box (top left of the screen) where a word descriptor will advise you of that month's status. "Working" means you can make entries. "Pending" means you can still make entries, but the record as gone on to your supervisor for their electronic signature. "Approved" means your supervisor has approved the record.

Changes can be made in the "Approved" state, working through the HR Department, with a cc to both employee and supervisor.

7) SIGN-OFF, THEN SIGN-OUT OF THE SUNY BROWSER (Sign-off in the top right of the page, then Sign-Out of the browser via the "X" out at the top right of the screen).
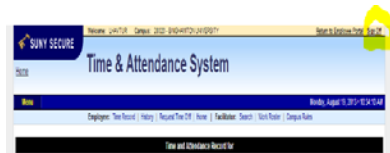
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