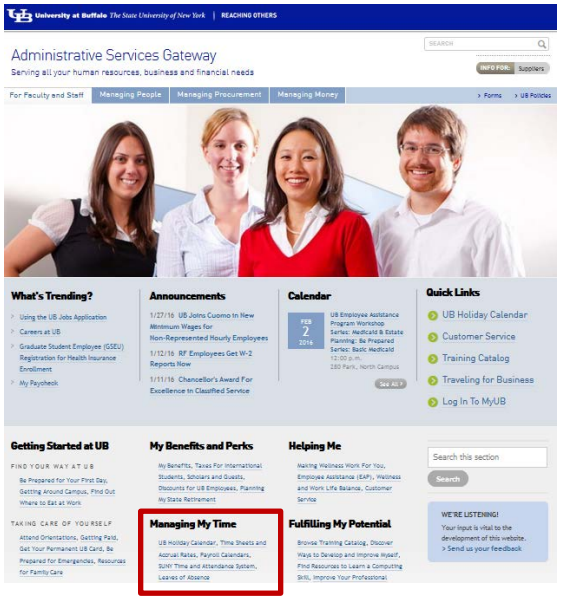
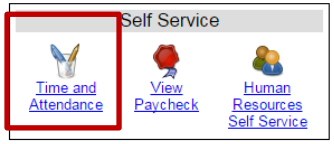
SUNY TIME & ATTENDANCE INSTRUCTIONS (EMPLOYEE TIME RECORDS)

Step	Purpose	Action	Screenshots
1	Log on to the **SUNY Time & Attendance System**	• Using Firefox or Chrome, begin at **www.buffalo.edu/hr**. *We recommend using Firefox or Chrome as your Internet browser. • Click on **SUNY Time and Attendance System** in the **Managing My Time** section. • Scroll down the page and click on **SUNY Portal** under **Employee Resources**. • If prompted, select **Buffalo Univ**. • If prompted, log in with **UBITName** and **password**.	
2	Access the **Time & Attendance Section**	• Click on **Time and Attendance** under the Self Service section.	

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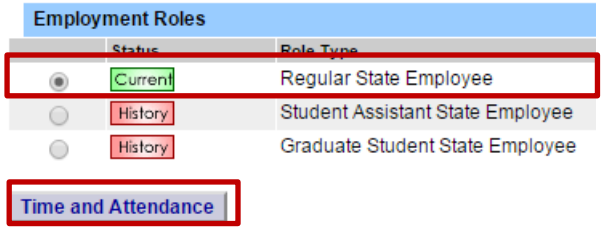
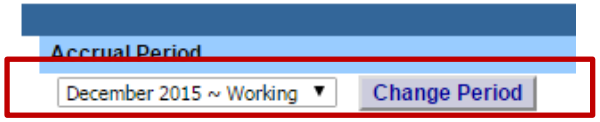
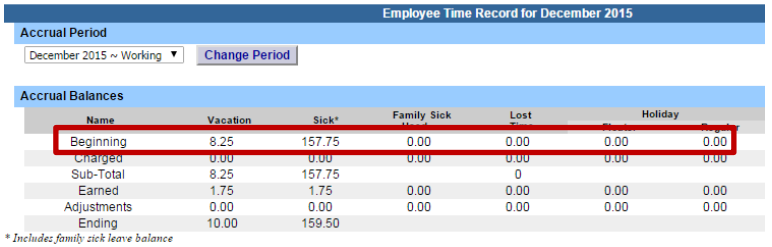
3	Select your **Current Employment Role**	• Verify that your current **Employment Role** is selected. o Or, select the radio button for your current **Employment Role.** • Click **Time and Attendance.**	
4	Select **Accrual Period**	• Under the **Accrual Period** section, click the drop-down to select the correct period. • Click **Change Period.**	
5	Review **Accrual Balances**	• Review your **Accrual Balances**.	

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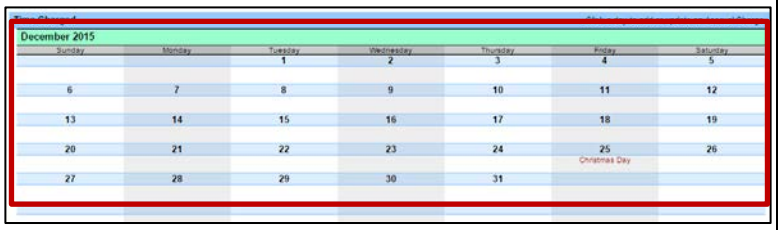
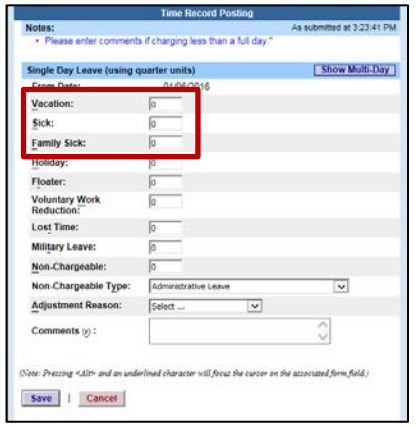
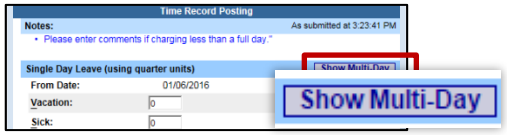
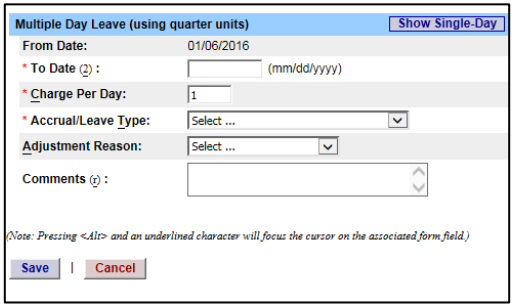
6	Enter **Leave Time**	• Click the date on the calendar to enter **Leave Time.** o Note: A pop-up window opens. ***Entering a Single date*** • Click in the appropriate Leave Type and enter the amount for your leave time. **Please note: you can only charge in quarter day increments, (i.e. .25, .50, .75 or 1)* • Enter in a **Comment** if appropriate. **Comments cannot be edited or deleted once submitted and become a permanent part of your time record.* • Click **Save.** ***Entering Multiple dates*** • Click the **Show Multi-Day button** to the top right of the pop-up window. • The **From Date** defaults to the date you originally selected. **To change this date, click Cancel and start again.* • Click in the **To Date**, select your last leave date from the calendar. • Select the **Accrual/Leave Type** from the drop down list. • Enter in a **Comment** if applicable. **Comments cannot be edited or deleted once submitted and become a permanent part of your time record.* • Click **Save.**	 Single Day  Multi-Day  

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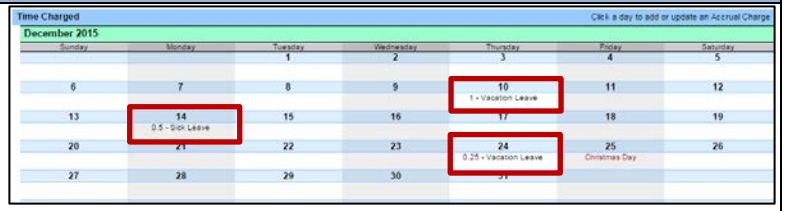
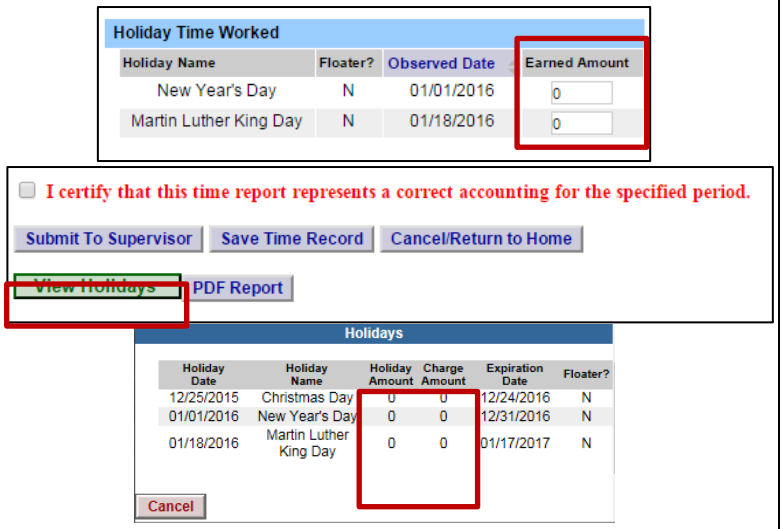
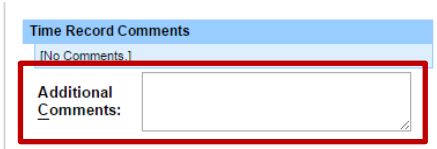
7	**Verify** that the correct leave time was entered	• Under **Time Charged**, verify that the information that you entered is correct.	
8	Enter **Holiday Time** worked	In the **Holiday Time Worked** section (located under the Time Charged calendar), you will see the holidays that fall in the **Accrual Period.** • If you worked the holiday, **enter 1** in the **Earned Amount field.** **Note: No action is necessary if you were off on the holiday* • To view the holidays, click the **View Holidays** button. o A **pop-up window** will open. o Click **Cancel** to close. **Note: If the holiday is accrued and used on the same date, the **Holiday Amount** and **Charge Amount** fields will both be zero*	
10	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.*	
11	**Submit** Time Record	• Click the **checkbox** to certify that this time report represents a correct accounting for the specified period. • Click **Submit to Supervisor.**	

Need advice?

Our **Time & Attendance Experts** are here to help.

www.buffalo.edu/hr or Email: ub-hr-timeandattendance@buffalo.edu