O3 – Time Sheets

MODULE OVERVIEW

Orientation Module 3: Time Sheets

Learning objectives:
1. Student assistants will be able to keep track of and verify their time using paper time sheets.
2. Student assistants will be able to use paper time sheets to enter data into their electronic time sheets correctly.

Learning activity:
1. Read module documents and discuss with a supervisor/trainer.
2. Walkthrough SUNYTAS system with a supervisor/trainer

Assessment:
1. Supervisor watches as student assistant logs their time during their first shift.

ESSENTIAL INFORMATION

We just finished discussing attendance and the reasons why it is important in the workplace. One additional reason good attendance is important is because it will help you to reach your work study minimum so that you are granted work study funds next semester. Basically, if you show up to your scheduled shifts on a regular basis, you not only get paid at the rate of $11.80/hour – you also increase the likelihood that you will be able to reapply to work here next semester.

Pay schedule: A current pay schedule can be found at: https://www.albany.edu/hr/assets/Student_Pay_Schedule_ONLINE_TIMESHEETS__19-20.pdf. It is important to note that your first time sheet will not arrive until two-four weeks after your first shift due to an institutional processing lag. Please keep this in mind when planning your budget.

Arriving to work: When you arrive to your first scheduled shift for the current pay period, you will use either a grey (work study) or white (temp service) time sheet (see below), depending on your position. These time sheets are located in a black binder in each library building. Once you fill out the heading of your time sheet, you will fill out the time at which you arrived to work and pass the binder to the supervisor on duty. They will then verify your arrival time by initialing in the box below. Finally, you will file it in the front of the binder alphabetically by last name. You will use this time sheet to track and verify your attendance over the course of the two-week pay period.
Working in two buildings during one shift? Combine your two locations into one shift when you enter your time. So, if you worked 2-3pm at ULIB and 3-4pm at SCI, your time sheet should say 2-4pm.

Leaving work: Shortly before the end of your shift, you follow the same process as above. You will then log into your electronic time sheet through the SUNY Time & Attendance system (https://www2.sysadm.suny.edu/hrportal), and you will enter your time of arrival and departure into the correct cell. Please make sure you enter your data into the correct cell for the correct date, or we will need to deny your time sheet, which would result in late payment.

Signing into SUNYTAS:
- Open SUNYTAS, select the Albany campus, and log in using your NETID and password.
- Select "Time and Attendance," select your current library position (either federal work study or student assistant temp service), and then select "Time and Attendance" again.
- Make sure the current pay period is selected, and input your time sheet data into the electronic time sheet.
- Click “Save Time Record.”

Submitting your electronic time sheet: Electronic time sheets are due every other Thursday at noon. Thursday morning, all paper time sheets from both buildings will be consolidated at the back of the time sheet binder at University Library. You will submit your electronic time sheet during the last fifteen minutes of your last shift for the pay period, or you can submit it on your own time if you forget. To submit your electronic time sheet, you will first grab your paper time sheet(s) the time sheet binder. You will then log into a computer and use your paper time sheet(s) to double-check your data entry in your electronic time sheet. Once you confirm your data, select "I certify that this time report represents a correct accounting for the specified period," and then click "Submit to Supervisor. Finally, you will submit your paper time sheet into the designated completion box at ULIB. At this point, supervisors will compare your paper time sheets to your electronic time sheet. If they match, your electronic time sheet will be approved. If not, we will contact you via email to let you know how to fix your data and resubmit.

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

Save Time Record  Submit To Supervisor

View Holidays  PDF Report

Accessing your paychecks: You can access your paychecks through the SUNYTAS system. When you log in, instead of selecting “Time and Attendance,” select “NYS Payroll Online.” In the top left corner, you will see options to view your paychecks, direct deposit accounts, and W2s. (See below.)
1. Have the student assistant read the overview, and have a short discussion. Any questions?
2. At the end of their first shift, have the student assistant log into SUNYTAS with your guidance. Show them how to navigate to their current time sheet, and show them how to find their previous time sheets and electronic paystubs.
3. Have the student assistant enter their time of arrival and departure into the appropriate cells.
4. Show the student assistant how to record an unpaid break.
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[View Holidays] [PDF Report]

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**NYS Payroll Online**

**View Paycheck**
View your past and present pay stubs.

**View Direct Deposit Account(s)**
View your direct deposit account details.

**Go Paperless**
Opt in/out of receiving printed pay stubs and/or W-2s.

**Update Tax Withholdings**
View and update your Federal, State, and Local tax withholding information.

**View W-2**
View and print your past and present W-2s.

**Update Email Addresses**
View and update your email addresses.

**How Can We Improve This Site?**
Take a quick survey and share your thoughts.

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