SUNY Student Time & Attendance - Students

To access SUNY SECURE Sign On

- Visit suny.edu/time

- Select Binghamton as your campus
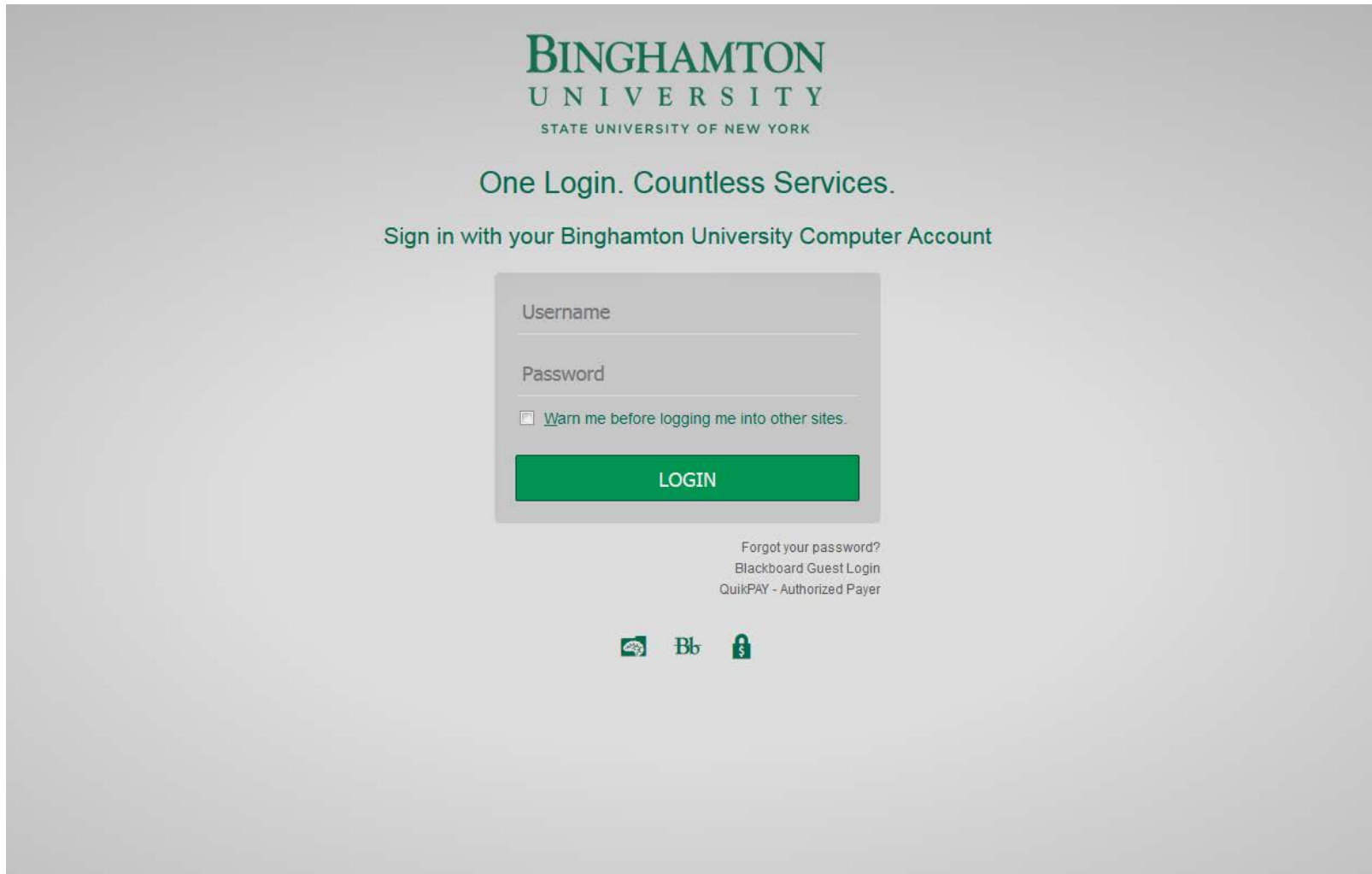
Sign-in using your PODS Username and Password

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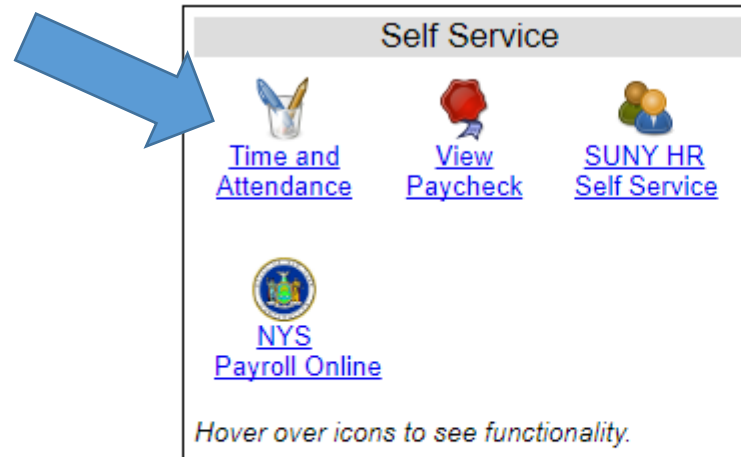
Select "Federal College Work Study" or "Student Assistant State Employee" then select "Time and Attendance"

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

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

Select the Correct Pay Period

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

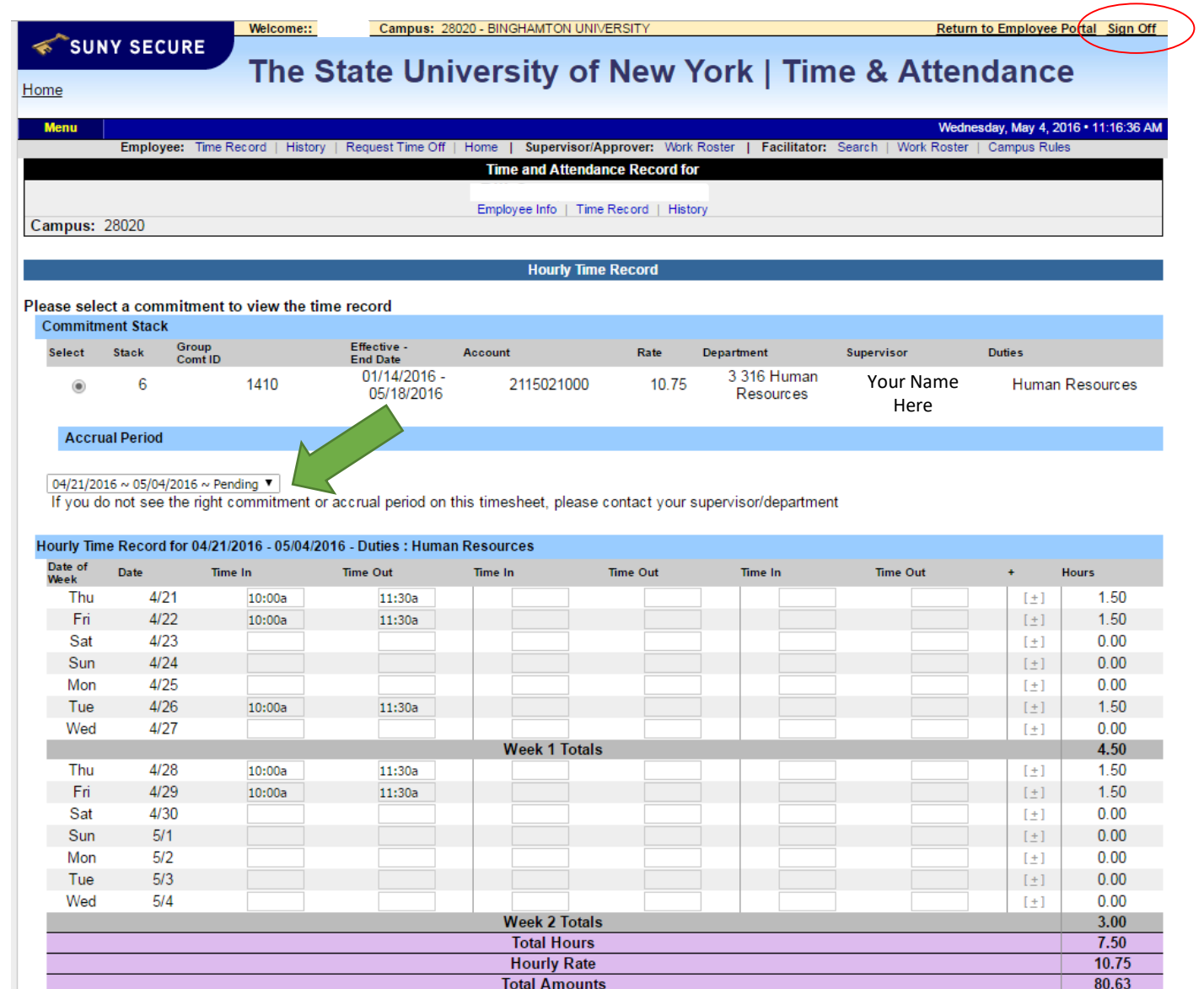| Date of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+	Hours
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Time Record Comments

[No Comments.]

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Sign-Off and Close your browser

- Status changes to "Pending"
- Sign-Off
- Close your browser