

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

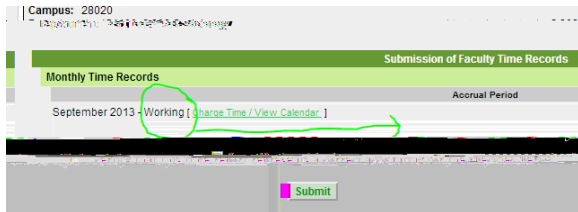
WITH NO SICK LEAVE TO RECORD

1. SIGN IN

<https://www.sunv.edu/time>



This Sign in is accomplished via your PODS User ID and Password



Working

Pending

Approved:

3. SIGN-OFF AND SIGN-OUT OF THE SUNY BROWSER

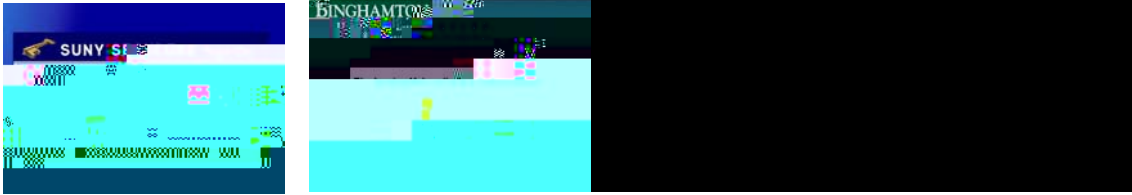


CONTACT INFORMATION FOR QUESTIONS AND ASSISTANCE

WITH SICK LEAVE TO RECORD

1. SIGN IN

<https://www.suny.edu/time>



This Sign in is accomplished via your PODS User ID and Password

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



September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



3. CERTIFY AND SUBMIT YOUR RECORD FOR APPROVAL



4. SIGN-OFF AND SIGN-OUT OF THE SUNY BROWSER

