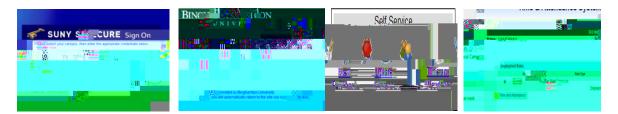
Online Time Certifications BASIC MONTHLY INSTRUCTIONS 10-MONTH AND ADJUNCT FACULTY

WITH NO SICK LEAVE TO RECORD

1. SIGN IN

https://www.suny.edu/time



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

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Monthly Time Records		Pending
	Accrual Period	. on dan ig
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Submit		

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CONTACT INFORMATION FOR QUESTIONS AND ASSISTANCE

WITH SICK LEAVE TO RECORD

1. SIGN IN

https://www.suny.edu/time

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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)



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3. CERTIFY AND SUBMIT YOUR RECORD FOR APPROVAL



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

