Approving Employee Time Reports

For Research Foundation

Professional Employees

For assistance contact RF Payroll at 632-7822

What's New?

- Vacation and Sick time is accrued **biweekly** and can only be used **after** it's earned

- The extra Vacation day in January is now spread out over the year

- Time is entered, submitted and approved online in SOLAR
  - The employee can make entries throughout the month and save
  - The employee must report **No Absences** if they did not take time off

- There is a 3 level "Reports To" hierarchy in PeopleSoft. This determines which employees you can approve time reports for
  - There are the employees who report "directly" to you
  - You may also be the "back up" approver for the employees of the supervisors that report to you

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Time Report Approval

- Employees can submit their time reports for supervisor approval after the 1st of the month

- Supervisors can only approve a time report after it has been submitted by the employee

- All time reports should be approved by the **10th of the month**

- After the 15th of the month both the employee and the supervisor will be notified by email and a message in SOLAR when a time report has not been submitted and approved

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Access SOLAR

Go to:

www.stonybrook.edu/solarsystem

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Log In to SOLAR

- Enter your **Stony Brook ID** number (it's on your Campus ID Card)

- Enter your SOLAR **Password**

- Click **Sign In**

- If you don't know your SOLAR Password, click the **SOLAR Password Help** or **To Report Problems** link

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The SOLAR Homepage

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Options for Approving Time Reports

- Click **RF Direct Supv Batch Approval** to access a list of all of your employees' time reports waiting to be approved. You may approve them, in batch, right from the list.

- Click **RF Direct Supv Monthly Approv** to access the individual time reports for the employees that report **directly** to you.

- Click **RF Supervisor Monthly Approval** to access the individual time reports for **all** of the employees that you have approval authorization for in the 3 level "reports to" hierarchy.

Main Menu > Solar System > For Employees >

Research Time Reporting

RF Report Time
RF Employees report your time, View Balances , Supervisor Approval

RF Employee Time Reporting
RF Direct Supv. Batch Approval
RF Direct Supv. Monthly Approv
RF Supervisor Monthly Approval

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Batch Approval of Employee Time Reports

- The **RF Direct Supv Batch Approval** page gives you a summary of all employees that report directly to you

- You can only approve time reports that display **Submitted for Approval** in the **Supervisor Review** column

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Batch Entry Summary

Supervisor: ████████████

PLEASE SAVE BEFORE EXITING ===> [Save]

[Help]

Direct Suprvisor Batch Approval

Customize | First ◄ 1-4 of 4 ► Last

Name	Month Last Approved or Entered	Supervisor Review	Begin Date	Sick Used	Vac Used	Hol Used	Hol Earn	NO Chrg	Vac Earn	Sick Earn	Adj (+)	Adj (-)	Approval Status	Approve	Deny	Reset
████████	NOV-2009	Submitted for Approval	11/02/2009	1.000	1.000		1.000							☑	☐	☐
████████	NOV-2009	Submitted for Approval	11/18/2009	0.500	2.000									☑	☐	☐
████████	NOV-2009	Not Submitted	11/16/2009	2.000	1.000									☐	☐	☐
████████	OCT-2009	No Entries												☐	☐	☐

Click the link in the **Supervisor Review** column if you would like to view the employee's time report.

Before you do this make sure you **save** any changes that you've made on this Batch Approval page!

You may only approve time reports that display Submitted for Approval in the **Supervisor Review** column.

Click **Approve** to approve each time report. Then click **Save** and sign off on your approval.

If you have a question about entries on a time report speak with the employee first.

If you click **Deny** you must speak with the employee and then click **Reset** to remove the Deny entry so that the employee can correct their time report.

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Approve Individual Employee Time Reports

- The **RF Direct Spv Monthly Approval** page allows you to view and approve each individual time report for the employees that report directly to you

To access one specific employee's time report enter the **EmplID** (Stony Brook ID) and click **Search**.

Otherwise, click **Search** without entering an EmplID and you will see a list of all employees that you have access to approve time reports for.

Click the employee's name to access their time report.

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Search Results

Empl Status	Time Report Month	Entered	Submitted	Approval Information	Name	EmplID	Mail Drop ID
Active	11/2009	Y	Y	N			
Active	11/2009	Y	N	N			
Suspended	11/2009	Y	Y	N			
Suspended	(blank)	N	N	N			

- **Do not approve an employee's time report until the employee has submitted it!** *Exception*: the employee is not available to submit their time report.

- A "**Y**" in the **Entered** column indicates that entries have been made on the time report for the month shown. An "**N**" indicates that no entries have been made yet.

- A "**Y**" in the **Submitted** column indicates that the employee has submitted the time report for the month shown and it is ready for your approval. An "**N**" indicates it has not been submitted for your approval yet.

- A "**Y**" in the **Approval Information** field indicates that the employee's time report was approved for the month shown. An "**N**" indicates it has not been approved.

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Approve All Entries

- Review all entries and click **Approve All** if they are correct

	*Absence Type	Description	*Begin Date	*End Date	Used	FMLA	Earned	Comments	Submit	Apprv Status	Apprv Date	A ID
1	V 🔍	Vacation	11/01/2009 📅	11/01/2009 📅	1.00(	☐		💬	Y	▼		
2	S 🔍	Sick	11/02/2009 📅	11/02/2009 📅	1.00(	☐		💬	Y	▼		
3	HW 🔍	Holiday Worked	11/03/2009 📅	11/03/2009 📅		☐	1.000	💬	Y	▼		

Add   Help   Please verify entries, Then Approve All for processing   **Approve all**

Save   Return to Search   Previous in List   Next in List

If the employee added a Comment you will see **"View Details"** in the **Comments** column. You can click this to read the comments.

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Denying Entries

- If you have a question about the entries on a time report speak with the employee first.

- If you deny an entry the employee will be notified via a message in SOLAR.

- After speaking with the employee you must remove the "Deny" entry (leave the **Apprv Status** field blank) so that the employee can make the necessary change on their time report in SOLAR and re-submit it. If they make the change and do not re-submit it there will not be a **Y** in the **Submit** column on the time report.

- HRS Time and Attendance cannot process an employee's time report until you approve <u>all of the entries</u>.

- The employee cannot access the time report for the next month until the previous time report is approved.

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"Sign" Off

- Click **OK** to certify that the information submitted is correct and you approve it
- This time report will be processed by HRS overnight and will be replaced with the next month's time report
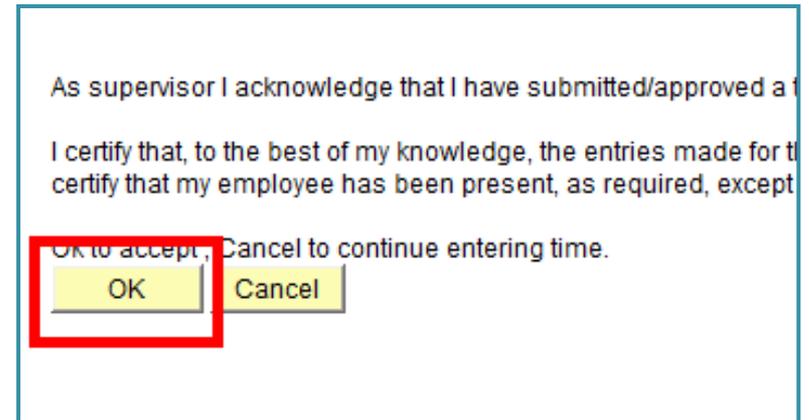
As supervisor I acknowledge that I have submitted/approved a

I certify that, to the best of my knowledge, the entries made for t
certify that my employee has been present, as required, except

OK to accept, Cancel to continue entering time.

OK   Cancel

	*Absence Type	Description	*Begin Date	*End Date	Used	FMLA	Earned	Comments	Submit	Apprv Status	Apprv Date	Apprv ID	
1	V	Vacation	11/01/2009	11/01/2009	1.00	☐		💬	Y	Approv ▾	07/26/2010		+
2	S	Sick	11/02/2009	11/02/2009	1.00	☐		💬	Y	Approv ▾	07/26/2010		+
3	HW	Holiday Worked	11/03/2009	11/03/2009		☐	1.000	💬	Y	Approv ▾	07/26/2010		+

Supervisor Approval of Employee Time — Customize | Find | View All | First 1-3 of 3 Last

Add   Help   Please verify entries, Then Approve All for processing   **Approve all**

Save | Return to Search | Previous in List | Next in List

- Notice the **Apprv Status**, **Date** and **ID**
- Click **Save**
- Click **Next in List** to go to the next employee's time report
- Or, click **Return to Search** to go back to the *Search Results* page to select a specific employee from the list.

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View Accrual Summaries

- Click the tabs to view **Vacation** and **Sick** earned and used, **Holidays** earned and used and **No Charge History**

Supervisor Approval	**Vacation/Sick Summary**	Holidays	No Charge History

EmplID: ____ Name: ____

	Vac Used	Vac Earned	Vac Adj (-)	Vac Adj (+)	Sick Used	Sick Earned	Sick Adj (-)	Sick Adj (+)
YTD Totals For: 2009	7.500	12.500	0.000	1.000	11.000	12.500	0.000	0.000

Sort: ____

Employee Accrual Summary by Month Customize | Find | 📅 First ◀ 1-30 of 30 ▶ Last

	Effective Date	Type	Accruals Opening Balance	Accruals Used	Accruals Adjustment Amount	Accruals Adjustment Reason	Accruals Lost Time	Earned	Accrual Ending Balance	Comments
1	10/01/2009	Sick	5.750	1.000				1.250	6.000	2
2	10/01/2009	Vacation	13.250	1.000				1.250	13.500	26
3	09/01/2009	Sick	4.500					1.250	5.750	
4	09/01/2009	Vacation	12.000					1.250	13.250	