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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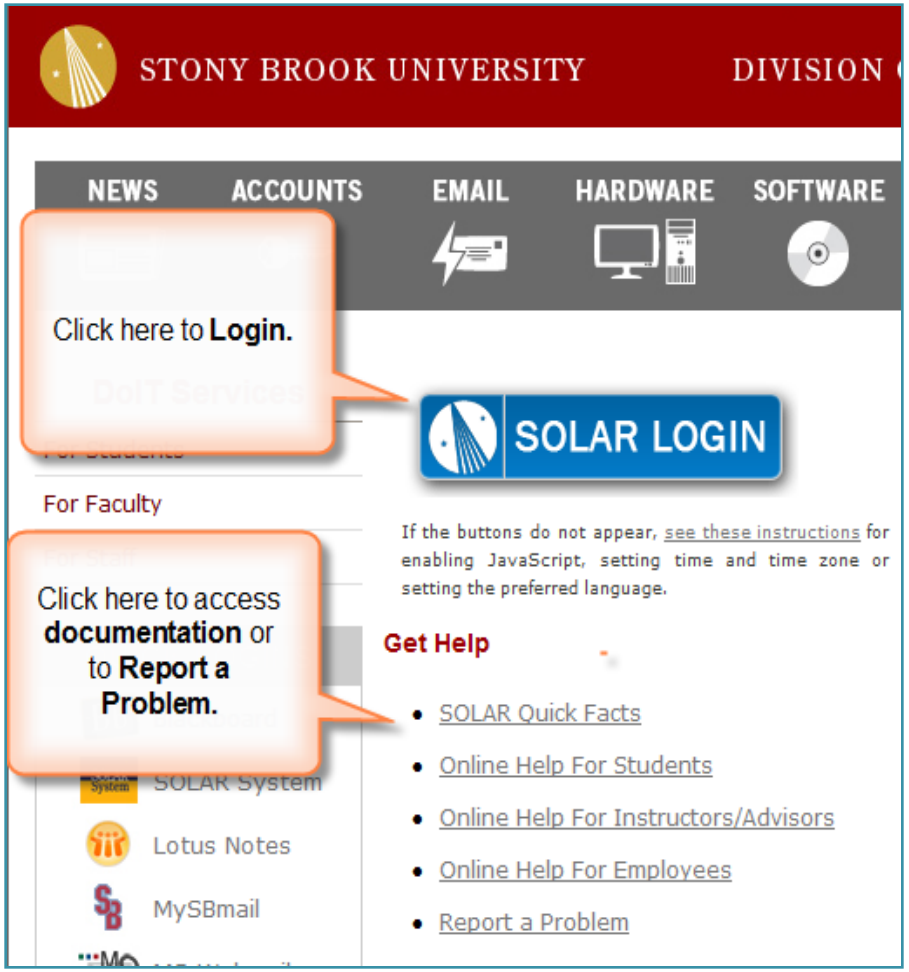
Access SOLAR

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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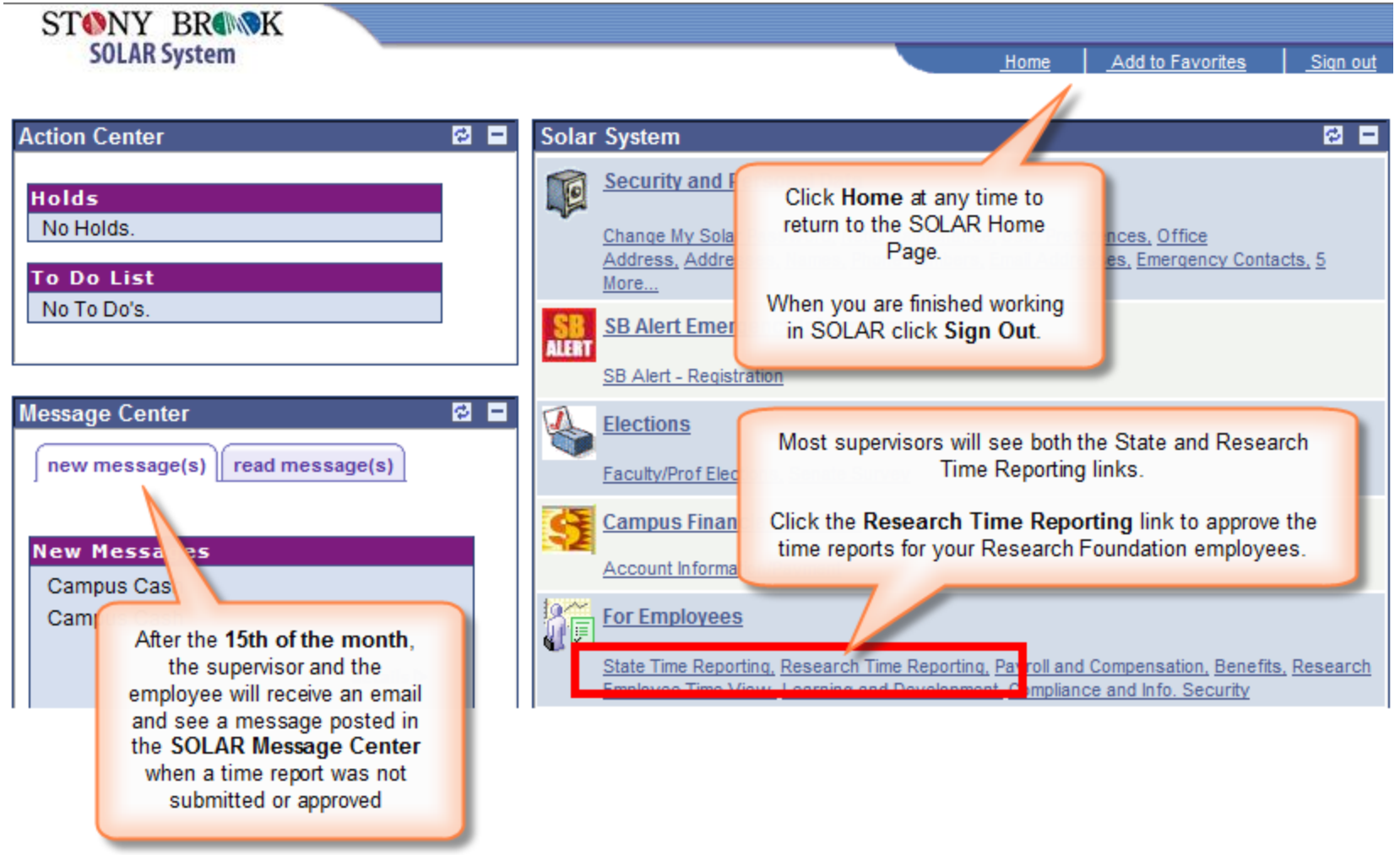
The SOLAR Homepage



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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.

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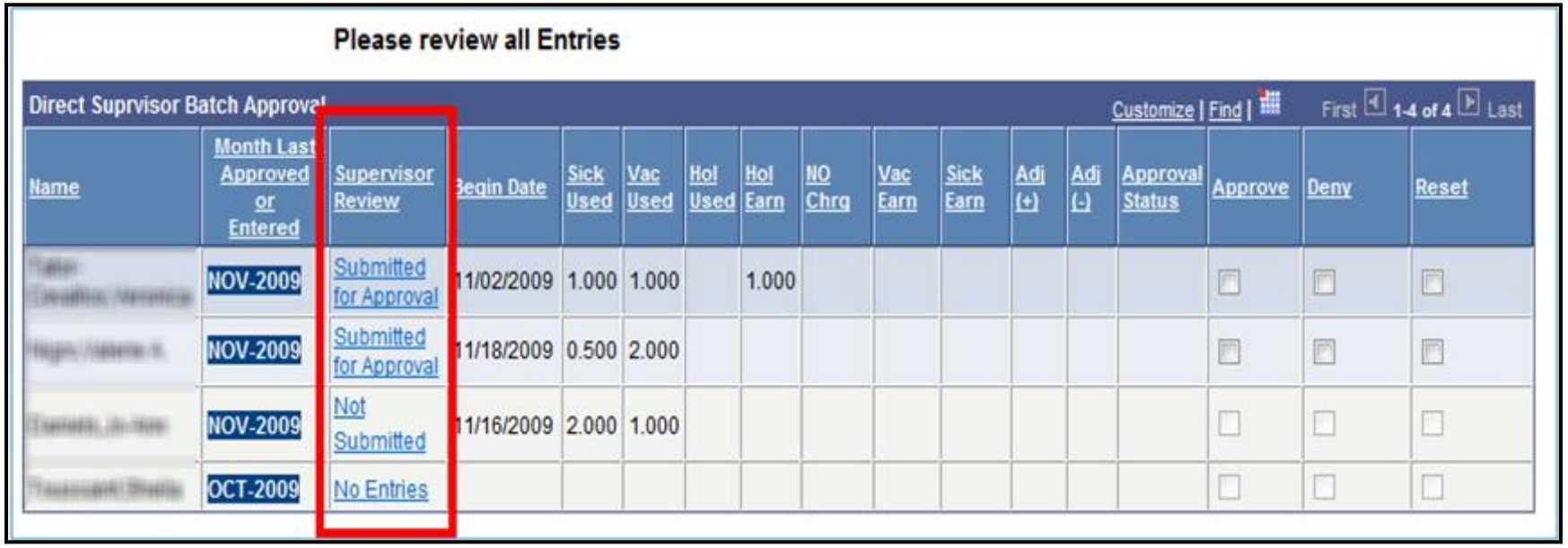
Batch Approval of Employee Time Reports

- 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



Please review all Entries

Direct Suprvisor Batch Approval

Customize | Find | 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
[redacted]	NOV-2009	Submitted for Approval	11/02/2009	1.000	1.000		1.000									
[redacted]	NOV-2009	Submitted for Approval	11/18/2009	0.500	2.000											
[redacted]	NOV-2009	Not Submitted	11/16/2009	2.000	1.000											
[redacted]	OCT-2009	No Entries														

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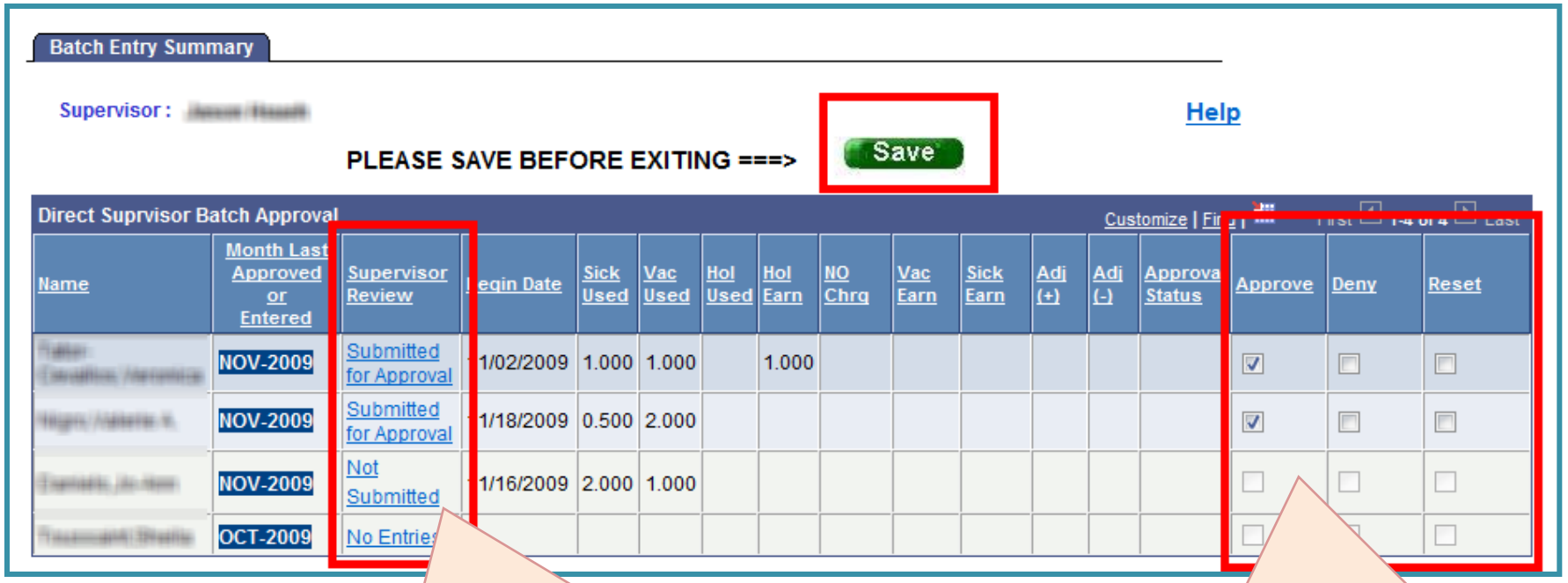

Click the link in the **Supervisor Review** column if you would like to view the employee's time report.

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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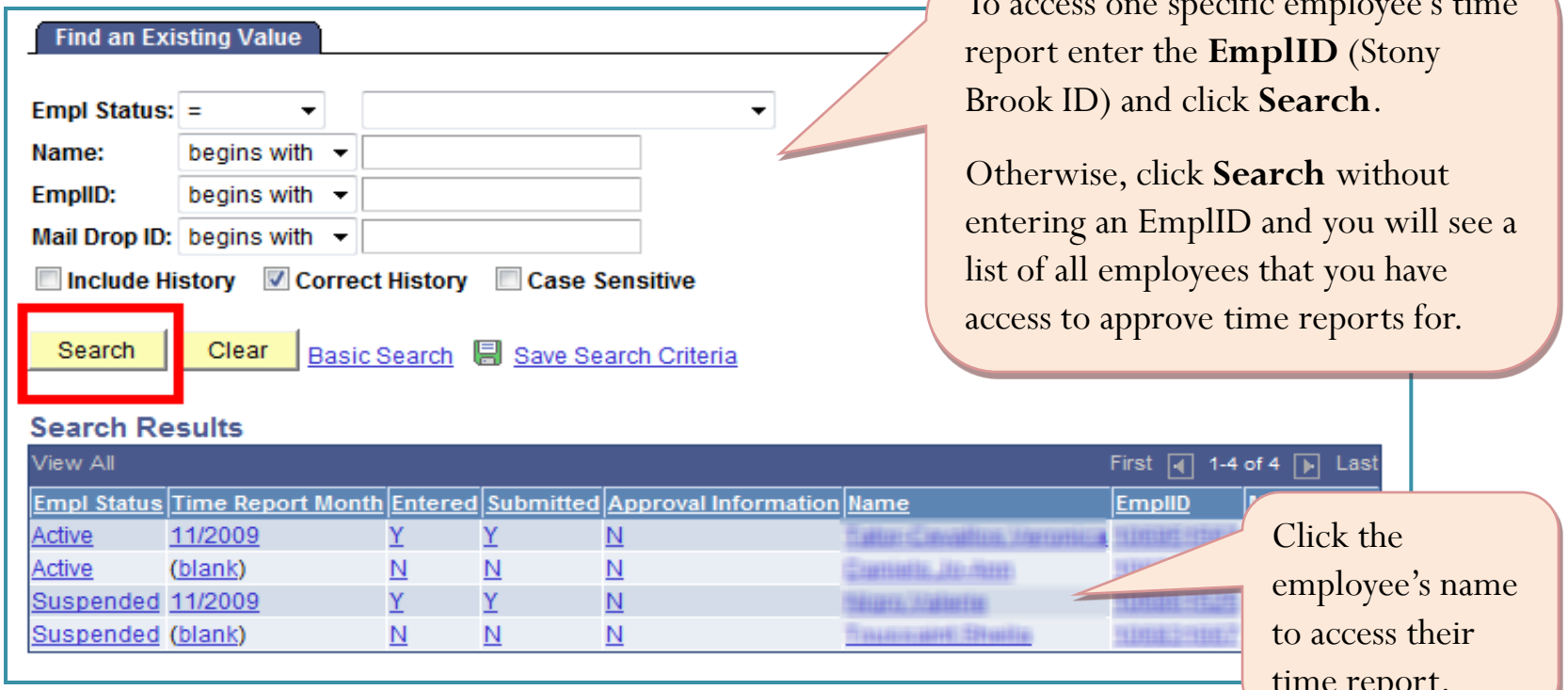
Approve Individual Employee Time Reports

- 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



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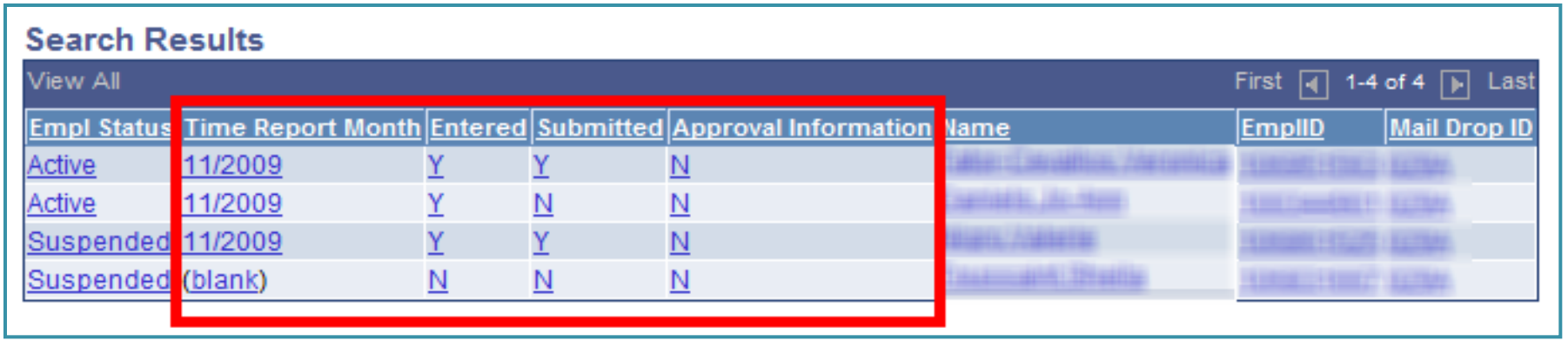

- **Do not approve an employee's time report until the employee has submitted it!** *Exception*: the employee is not available to submit their time report.
- A "**Y**" in the **Entered** column indicates that entries have been made on the time report for the month shown. An "**N**" indicates that no 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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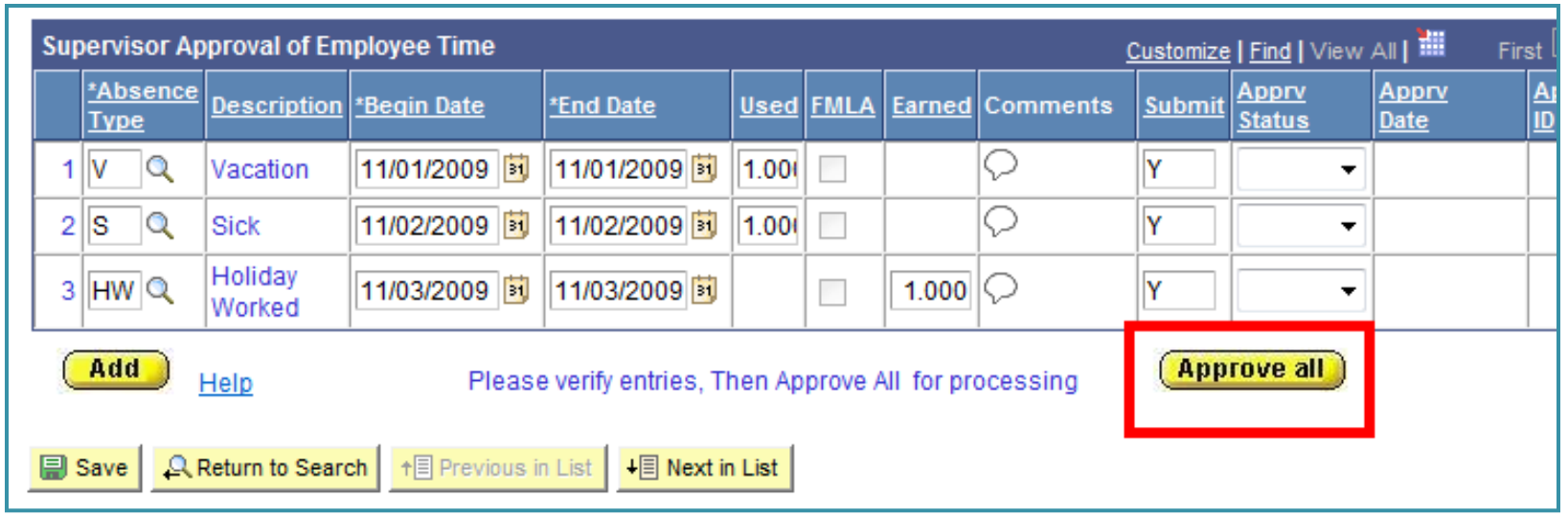
Approve All Entries

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



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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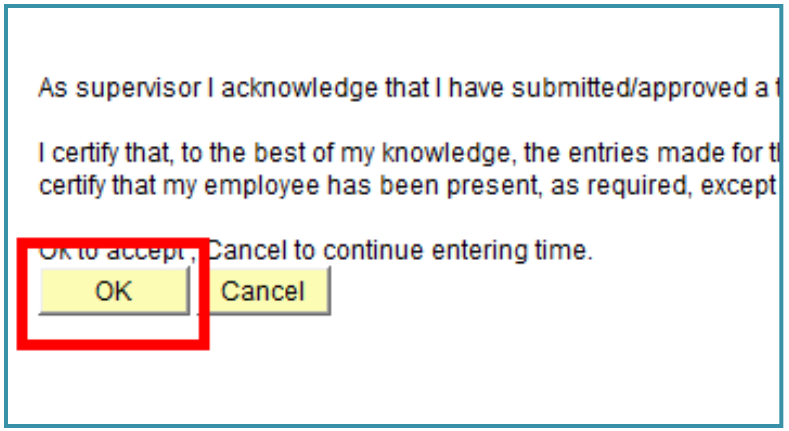
Denying Entries

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

“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



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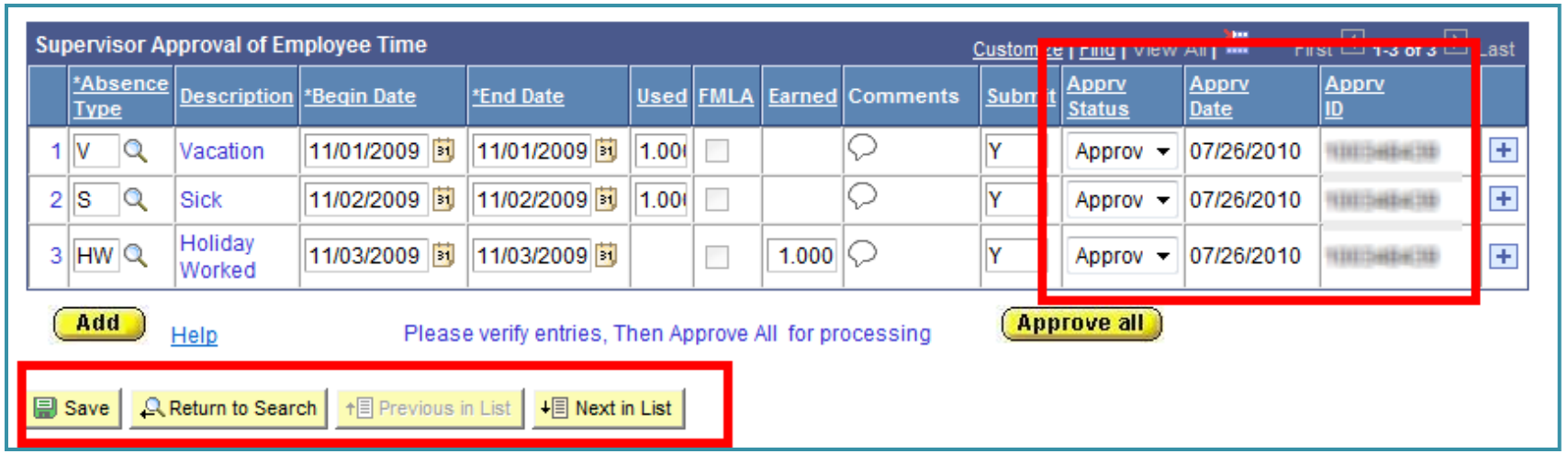

- Notice the **Apprv Status**, **Date** and **ID**
- Click **Save**
- Click **Next in List** to go to the next employee's time report
- Or, click **Return to Search** to go back to the *Search Results* page to select a specific employee from the list.

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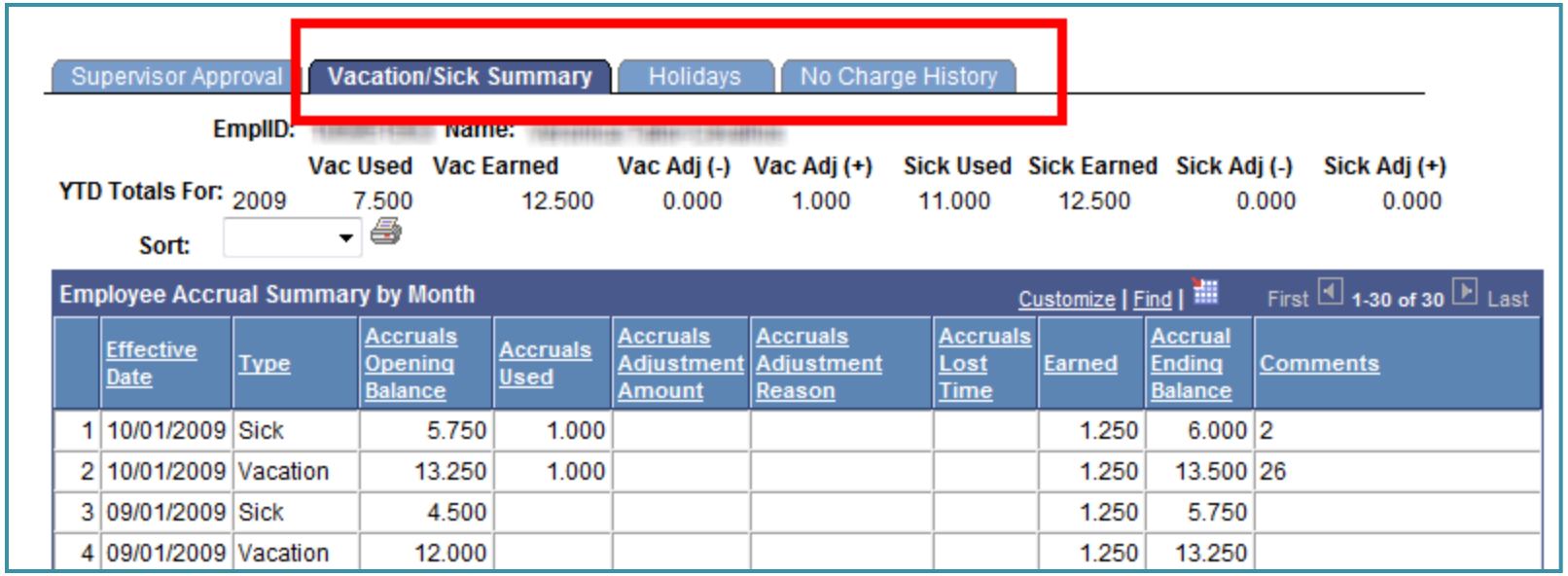
View Accrual Summaries

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



	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	

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