NON-TEACHING Professional (NTP) Report Time in SOLAR

Each month State employees are required to certify their presence and record absences. State UUP and M/C employees on West Campus and HSC must do this online through the University's self-service system called SOLAR (please go to <u>www.stonybrook.edu/solarsystem</u>)

Failure to submit your time reports will impact your paycheck, which will not be distributed in your department. Direct Deposit may be cancelled if you participate.

Stony Brook University Division of Information Technology

On the 1st, 5th and 10th of the month you will receive an email reminding you to enter and submit your time report.

Click the link in the email to go to the SOLAR Login Page

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HOME	NEWS	EVENTS	SERVICES -	CIO	HELP	
SO	LA	R				
SOLAR i	s Stony	Brook Uni	iversity's ent	erpris	e-wide, se	elf-serv

SOLAR is Stony Brook University's enterprise-wide, self-service system which provides faculty, staff, and students with online access to manage personal information. Students use SOLAR to register for classes, print schedules, view and pay bills, update personal contact information, view transcripts, and submit student employment timesheets. Employees use SOLAR to update personal contact information, view vacation/sick accruals, print class rosters, submit grades, and much more.

SOLAR LOGIN

RF EMPLOYEE TIME REPORTING

STATE EMPLOYEE TIME REPORTING (WEST CAMPUS & HSC)

SO	LAR LOGIN
Stony Brook ID#	
Password	
Sign In	This system is online.

Enter your Stony Brook ID (*this is the number on your SB identification badge*) and your SOLAR password.

Click Sign In

You can obtain your initial SOLAR password by clicking the **SOLAR Account and Password Help** link. The instructions for forming your new password will be sent to your University email account.

You can contact Client Support at (631)-632-9800 for assistance.

SOLAR Home Page

Click HOME will bring you back to this page Remember to <u>Sign</u> <u>Out</u> after you are finished in SOLAR

SOLAR SYSTEM Favorites Main Menu ¢ -Action Center Home Page SB Alert Emergency Information Holds ALLERT No Holds SB Alert - Registration Security and Personal Data To Do List D No To Do's. Change My Solar Password, NetID Maintenance, User Preferences, Office Address, Addresses, Ethnicity, Veteran Status, Names, Phone Numbers, Email Addresses, 7 More... Message Center Elections new message(s) read message(s) Faculty/Prof Elections, Senate Survey **Click Payroll and** Campus Financial Services Compensation to New Messages Account Information/Payment access your pay stub No New Messages. For Employees **Click STATE TIME** State Time Reporting, Payroll and Compensation, Benefits, Learning and Development, Compliance and Info. Security **REPORTING** to enter your time report Main Menu > Solar Syste <u>= mployees</u> > State Time porting time, schedules, request absences and more Report and review yo Report Time View Time View your schedules, forecasted, payable and comp time, exceptions and more Report your time and request planned overtime and absences. State Employee Time Reporting 📧 Who Approves My Time?

Overview of the Accrual Entry Page

Last time report that was processed	Name:	Reflect beginn plus or minus t for this month	ing balance he time rep	s, orted	Supervisor	Your supervisor's name
		Vacation	Sick	Holiday	DRL	
Approved Balance End of FE	B-2017	18.10	66.85	0.00	0.00	
Current Month Used		0.00	0.00	0.00	0.00	
Holidays Worked & HR Ac	ljustment	s 0.00	0.00	0.00	0.00	YTD Family Sick Used
Pending Balances		18.10	66.85	0.00	0.00	1.75

Only Non-exempt employees will see this. Must answer Yes or No before submitting time report

D	Did you work O/T this month? Comp Time Avail (Hours) 48.7								3.75			
Em	Employee Time Reporting											
	<u>*Accrual</u> <u>Type</u>	Description	<u>Begin</u> <u>Date</u>		<u>End</u> Date		<u>Accruals</u> <u>Used</u>	<u>FMLA</u>	<u>Accruals</u> <u>Earned</u>	Comments	<u>Submit</u>	4
1										\bigcirc		
	Click the magnifying glass to select Accrual Type											

Select the Accrual Type

	Absence Typ	e Description	Accrual Time Charge
Employee Time Reporting	WSC	Weather State Closed	No Charge
·	VRU	Voluntary Reduction Work Sched	<u>Minus</u>
*Accrual	<u>V4</u>	Vacation 4 Day Work 1.25	Minus
Type Description	$\underline{\vee}$	Vacation	Minus
	SF4	Sick - Family 4 Day Work 1.25	Minus
	SE	Sick - Family	Minus
1 9	<u>S4</u>	Sick 4 Day Work 1.25	Minus
	S	Sick	Minus
	RCV	Red Cross Volunteer	No Charge
	PCS	Prostate Cancer Screening	No Charge
		No Absences	No Charge
	ML	Military Leave	No Charge
	LT4	Lost Time 4 Day Work 1.25	No Charge
Click NO if you have	<u>LST</u>	Lost Time Voluntary	No Charge
onok no n you navo	JD	Jury Duty	No Charge
	HW	Holiday Worked	Plus
	HU4	Holiday Used 1.25	Minus
NO / BOLITOLO	HU	Holiday Used	Minus
	EOL	Employee Organizational Leave	No Charge
	DRL	Deficit Reduction Leave	Minus
	CTU	Comp Time Used - Hours	No Charge
	BCS	Breast Cancer Screening	No Charge

- NO Use if you have no absences to report.
- V Use to report vacation.
- V4 Use to report vacation if you are on a compressed work schedule.
- S Use to report absences due to personal illness.
- **S4** Use to report sick if you are on a compressed work schedule.
- SF Use to report absences because an **immediate family member is sick**. Up to a maximum of 30 days can be charged between 7/1 and 6/30 for 'family sick' purposes, such as absences necessitated by a death or illness in the employee's family. These days are deducted from your sick accrual balance.
- SF4 Use to report sick family if you are on a compressed work schedule.
- LST Use Lost Time Voluntary if you were out sick and would rather take a deduction from your paycheck than use your sick accruals. Absences for non-sick purposes (when classes are in session) are considered lost time and LST should be used.
- LT4 Use to report lost time if you are on a compressed work schedule.
- **VRU** Use **Voluntary Reduction Work Schedule** if you were a full time eligible State employee with one or more continuous years of qualifying service to voluntarily trade income for time off.
- Absences for the following must be reported but involves "no charge" to your accruals. You are required to submit valid documentation to HRS Time and Attendance for each of these.
 - > **PCS** (Prostate Cancer Screening)
 - BCS (Breast Cancer Screening)
 - ML (Military Leave)
 - > JD (Jury Duty)
 - **EOL** (Employee Organizational Leave)
 - RCV (Red Cross Volunteer)
- **HW** If you were required to work on a holiday you must record it on your time report so that you receive credit for it. This adds to your Holiday Accruals Earned amount.
- **HU** If you have accrued holidays you can use them for time off. Holidays not used within one year of earning will be automatically forfeited.
- HU4 Use holiday if you are on a compressed work schedule.
- **CTU** (Non-exempt employees only) Use to charge previously earned comp time hours for absences.

Select the Dates That You Were Absent



- ✓ You must select the exact date(s) that you were absent.
- Begin Date is the first day of your absence. This defaults to the first day of the current month being reported.
- ✓ End Date will default to the same date as the Begin Date. If you are entering a date range, select the last day of the absence in the calendar.
- Begin and End Dates cannot include holidays.
- ✓ By default weekends are not counted when you enter a date range. If you worked weekends, you need to report your absences separately.
- ✓ You must enter each partial day (0.25, 0.50 or 0.75) separately.

Add/Delete a Row and Save



Did You Work Overtime?

With Supervisor approval, **non-exempt employees** are eligible for overtime compensation (i.e., straight pay or comp time) for extra hours worked beyond their regular obligation. If you are a non-exempt employee you must answer Yes or No to this question. If you did work overtime you must print the 303NE form and submit the hard copy for approval. Overtime hours are not reported online.

Submit Your Time Report to Your Supervisor for Approval

Submit On the 1st, 5th and 10th of the month you will receive an email reminding you to submit your time report. The **Submit** button will be displayed on the Time Entry page. Click this button after you've recorded all entries for the month and are ready to submit this time report to your supervisor for approval. A checkmark will be placed in the **Submit** column next to each entry.

Be careful! If you leave this page without saving (or submitting) you will not receive a warning message and your entries will be lost.

Sign Your Time Report



You will receive a confirmation message. Click **OK** to certify that the information you submitted is accurate. This is your electronic signature.

Making Changes

You can make changes and re-submit your time report anytime BEFORE your supervisor approves it. Once it's approved you will not be able to make changes to it online. Call HRS Time and Attendance for assistance with corrections.

Time Report Approval

Your supervisor has access to approve your time report online. This should be done by the 10th of the month.

You will not have access to enter the next month's time report until the current month is approved.

Late Time Reports

Your Supervisor will receive a reminder email on the 10th, 15th and 20th of the month if time reports are waiting for approval.

View Accrual Summaries

This view includes all time previously reported and approved. Click:

- Vacation/Sick Summary tab to view a summary of sick time used/earned by month.
- Holidays tab to see a list of holidays earned and used.
- No Charge History tab to view a list of non-chargeable absences that you have used

Acc	crual Entry	Holidays	Vacation/S	Sick Summa	iry No C	harge History	Comp Tim	ne Def	icit Reductio
Stony Brook Emplid: Name:									
Vac UsedVac EarnedVac Adj (-)Vac Adj (+)Sick UsedSick EarnedSick .YTD Totals for:20170.000.000.000.000.000.00									
	Sort by:	•	·						
Em	ployee Accr	ual Summar	y by Month					Personalize	<u>Find</u> 🗖
	Begin Date	Туре	<u>Open Bal</u>	<u>Used</u>	<u>Adj Amt</u>	<u>Adj Reason</u>	<u>Lost</u> <u>Time</u>	Earned	End Bal
1	01/01/2017	Sick	5.25						5.25
2	01/01/2017	Vacation	6.25						6.25

Non-exempt employees only

Click the Comp Time tab to view a summary of comp time hours that have been approved by your supervisor and submitted to HRS Time and Attendance.