

PROFESSIONAL Supervisor Approving SOLAR Time Reports

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 SOLAR self-service system. To approve employee time reports go to SOLAR www.stonybrook.edu/solarsystem

- ✓ **Employee time reporting and supervisor approvals should be completed between the 1st and 10th of the following month.**
- ✓ **HRS Time and Attendance cannot process an employee time report until the supervisor has approved it.**
- ✓ **Employees will not have access to the next month's time report to begin making entries until the previous time report is approved.**



The Direct Supervisor and the employee will be notified through SOLAR messages and emails if time reports are missing.

Supervisor/Approver

Each employee has a “direct” supervisor. This supervisor (State or RF employee) has access to approve the employee's time report in SOLAR. In order to have sufficient backup for approving time reports, a hierarchy of supervisors exists for up to **3 levels**.

For instance, in the example below, the employee has a “direct” supervisor, the direct supervisor has a supervisor and that supervisor has a supervisor. In this case, all 3 supervisors can approve the employee's timesheet.

SOLAR Login

On the 10th, 15th and 20th of the month you will receive an email reminding you to approve time report. Click the link in the email to go to the SOLAR Login Page

The screenshot shows the top navigation bar of the Stony Brook University website, including the university logo and the text 'Stony Brook University | Division of Information Technology'. Below this is a red navigation menu with links for HOME, NEWS, EVENTS, SERVICES - CIO, and HELP. The main content area has a dark background with the word 'SOLAR' in large white letters. Below the title is a paragraph describing the system: '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.' At the bottom, there are three red buttons with white text: 'SOLAR LOGIN', 'RF EMPLOYEE TIME REPORTING', and 'STATE EMPLOYEE TIME REPORTING (WEST CAMPUS & HSC)'.

SOLAR LOGIN

Stony Brook ID#

Password

Sign In

✔ This system is online.

[SOLAR Account & Password Help](#)

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

Click Sign In

Your Password

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

The screenshot shows the SOLAR Home Page interface. On the left, there is an 'Action Center' with sections for 'Holds' (No Holds) and 'To Do List' (No To Do's), and a 'Message Center' with 'new message(s)' and 'read message(s)' buttons, and a 'New Messages' section (No New Messages). A purple callout box points to the Message Center with the text 'Messages regarding late time reports'. On the right, the 'Home Page' contains several sections: 'SB Alert Emergency Information', 'Security and Personal Data', 'Elections', 'Campus Financial Services', 'For Employees', 'Manage Student Workforce', and 'Student Time Sheets'. A purple callout box points to the 'State Time Reporting' link under the 'For Employees' section with the text 'Go to For Employees, click State Time Reporting'.

Approve Employees

The screenshot shows the 'State Time Reporting' page. The title 'State Time Reporting' is circled in red. Below the title, there is a description: 'Report and review your time, schedules, request absences and more.' Underneath, there is a 'Report Time' section with a folder icon and the text 'Report your time and request planned overtime and absences.' Below this, there are several links: 'State Employee Time Reporting', 'Direct Supv. Batch Approval', 'My Employees Awaiting Approval', 'Direct Supv. Monthly Approval', and 'Supervisor Monthly Approval'. The 'Direct Supv. Batch Approval' link is circled in red.

- Click the **Direct Superv. Batch Approval** link to access the time reports for **all** employees that report **directly** to you to see them in a “roster” format.

- Click the **My Employees Awaiting Approval** link to access a list of time entries that have been submitted by your **direct employees** and are waiting to be approved.
- Click the **Direct Superv. Monthly Approval** link to access the time reports for **all** employees reporting **directly** to you. Records are listed by employee.
- Click the **Supervisor Monthly Approval** link to access the time reports for **all** employees that you have approval authorization for in the “reports to” hierarchy.

Direct Supervisor Monthly Approval view:

Search Criteria

Empl Status: [=]

Name:

Empl ID:

Include History Correct History Case Sensitive

Search [Basic Search](#)

Search Results

View All First 1-13 of 13 Last

| Empl Status | Time Report Month | Entered | Submitted | Approval Information | Name | Empl ID |
|-------------|-------------------|---------|-----------|----------------------|------|-----------|
| Active | 05/2017 | Y | N | N | | 100110739 |
| Active | (blank) | N | N | N | | 100252938 |
| Active | (blank) | N | N | N | | 100080818 |
| Active | (blank) | N | N | N | | 109085010 |
| Active | (blank) | N | N | N | | 100057616 |
| Active | (blank) | N | N | N | | 100154812 |
| Active | (blank) | N | N | N | | 106529027 |
| Active | (blank) | N | N | N | | 100099579 |
| Active | (blank) | N | N | N | | 100047725 |
| Active | (blank) | N | N | N | | 105015235 |
| Active | (blank) | N | N | N | | 100036446 |
| Active | (blank) | N | N | N | | 104669853 |
| Active | (blank) | N | N | N | | 100321867 |

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

If you prefer to access one specific employee’s time report you can enter the **EmplID** (Stony Brook ID) and click **Search**.

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

⚠ Do not approve an employee’s time report until the employee has submitted it (exception: the employee is not available to submit their own time report).

A “Y” in the **Entered** column indicates that entries have been made on the time report. A “Y” in the **Submitted** column indicates that the employee has submitted the time report and it is ready for your approval.

An “N” in the **Entered** column indicates that no entries have been made yet. An “N” in the **Submitted** column indicates it has not been submitted for your approval yet.

04/01/2017 Empl ID: me: Direct Supervisor:

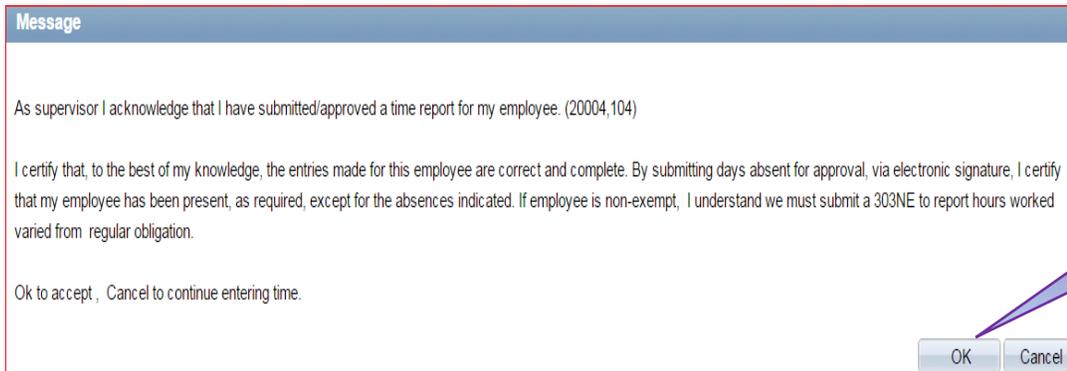
| | Vacation | Sick | Holiday | DRL | |
|---|----------|-------|---------|------|----------------------|
| Approved Balance End of MAR-2017 | 0.00 | 16.81 | 0.00 | 0.00 | |
| Curr Month Used | 0.00 | 0.00 | 0.00 | 0.00 | |
| Holidays Worked & HR Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | YTD Family Sick Used |
| Pending Balances | 0.00 | 16.81 | 0.00 | 0.00 | 0.00 |

Supervisor Approval of Employee Time Personalize | Find

| *Type | Description | *Begin Date | *End Date | Used | FMLA | Earned | Comments | Submit | Apprv Status |
|-------|-------------|-------------|------------|------|--------------------------|--------|----------|--------------------------|--------------------------|
| 1 | No Absences | 04/01/2017 | 04/30/2017 | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> |

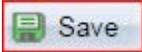
[Help](#) Please verify entries, Then Approve All for processing

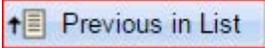
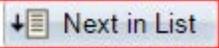
Review entries and click Approve All if correct

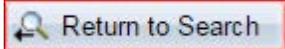


Click OK. This is your electronic signature approving employee's time report

The **Apprv Date** field will be populated with today's date and the **Apprv ID** will be populated with your Stony Brook ID.

Click  **Save** to save your entries

Click  **Previous in List**  **Next in List** to go to the next employee in the search list

Or, click  **Return to Search** to select a specific employee from the search list.

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.

For Questions or additional State Time and Attendance information go to the HRS website at www.stonybrook.edu/hr or contact us at 632-6186 or email HRS_TimeAtt@Stonybrook.edu.