

# TA/GA – Report Time in SOLAR

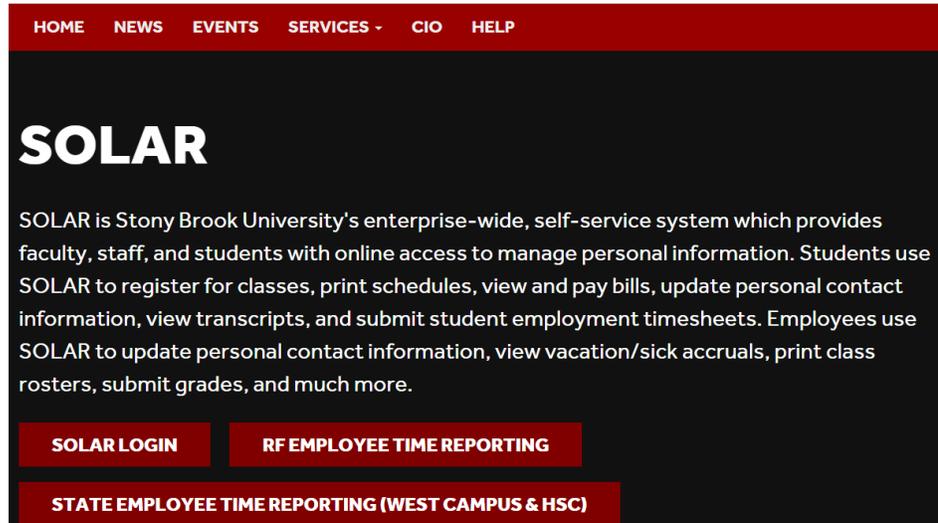
Each month State employees are required to certify their presence and record any absences. Teaching Assistants and Graduate Assistants must do this online (please go to [www.stonybrook.edu/solarsystem](http://www.stonybrook.edu/solarsystem))

*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.*

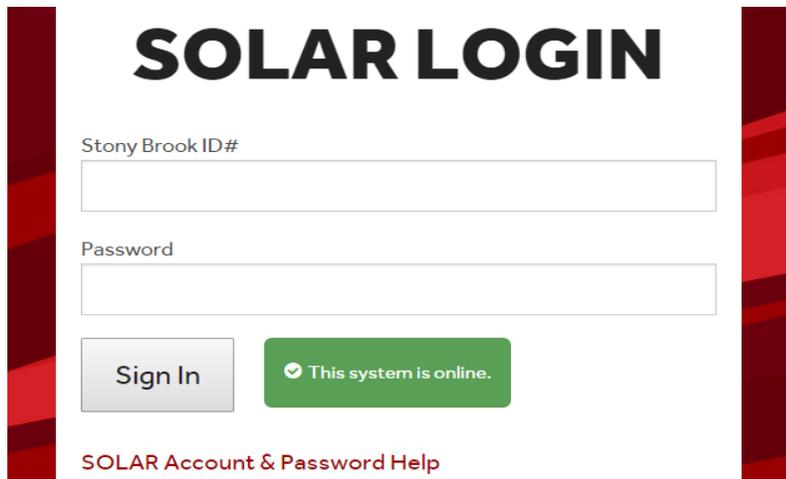
 Stony Brook University | Division of Information Technology

On the 1<sup>st</sup>, 5<sup>th</sup> and 10<sup>th</sup> 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



The screenshot shows the SOLAR system homepage. At the top is a navigation bar with links for HOME, NEWS, EVENTS, SERVICES, CIO, and HELP. Below this is a large heading "SOLAR" followed by a paragraph describing the system's capabilities for students and employees. At the bottom of the page are three prominent buttons: "SOLAR LOGIN", "RF EMPLOYEE TIME REPORTING", and "STATE EMPLOYEE TIME REPORTING (WEST CAMPUS & HSC)".



The screenshot shows the SOLAR LOGIN page. It features a large heading "SOLAR LOGIN" at the top. Below the heading are two input fields: "Stony Brook ID#" and "Password". To the right of the password field is a green status indicator that says "This system is online." Below the input fields is a "Sign In" button. At the bottom left of the page is a link for "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.

## Report your Time

Please follow to report your time:

Click here to view your paycheck information

Home Page

For Employees

[TA/GA Time Reporting](#), [Payroll and Compensation](#), [Benefits](#), [Learning and Development](#), [Compliance and Info.](#) [Security](#)

TA/GA Time Reporting

Teaching Assistants and Grad Assistant Time Reporting

[TA/GA Time Reporting](#)

TA/GA Time Reporting

Click here to report your attendance

## Select the Accrual Type

Empl ID: Your ID #      Name: Your Name      Supervisor: Your Supervisor's Name

**Sick**

Approved Balance End of **APR-2017**      0.000

**Current Month Used**      0.000

**HR Adjustments**      0.000

**Accruals Earned this Month**      0.000

**Pending Balances**      **0.000**

**YTD Family Sick**      0.00

Employee Time Reporting      Find | View All | First 1 of 1 Last

*Accr Type	Description	Begin Date	End Date	Accruals Used	Accrual Earned	Comments	Submit	Apprv Status
1								

**Add**      [Help](#)

**TA/GA Employees are required to certify their presence at work and record any absences**

Click the magnifying glass and select Accrual Type

Click NO if you have NO ABSENCES

Look Up    Clear    Cancel    [Basic Lookup](#)

**Search Results**

View 100      First 1-5 of 5 Last

Absence Type	Description	Accrual Time Charge
SF	Sick - Family	Minus
S	Sick	Minus
<b>NO</b>	<b>No Absences</b>	No Charge
LST	Lost Time voluntary	No Charge
JD	Jury Duty	No Charge

- **NO** Use if you have no absences to report.
- **SF** Use to report time off to care for an immediate family member.
- **S** Use to report time off because you were sick and unable to work.
- **LST** Use **Lost Time Voluntary** if you were out sick and do not have a sufficient amount of sick accruals to use. A deduction will be made your paycheck when using this accrual type.
- **JD** Jury Duty must be reported but involves “no deduction” in your accruals. You are required to submit documentation to HRS Time and Attendance. Failure to provide documentation will result in lost time.

## Select the Dates That You Were Absent

Click the Calendar and select dates you were not at work

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

You must select the exact date that you were not at work. The **Begin and End Date** default to the first day of the current month being reported.

If you are entering a date range, select the last day of the absence.

## Add/Delete a Row and Save

To include another absence use ADD

Click MINUS if you wish to delete a row

PLEASE SAVE BEFORE EXITING

## Making Changes

You can make changes and re-submit your time report anytime **BEFORE** your supervisor approves it. Once it's approved you will need to contact HRS Time and Attendance for assistance with corrections.

## Save and Submit Your Time Report to Your Supervisor for Approval

**Submit** On the 1<sup>st</sup> of the month you will receive an email reminding you to submit your time report. Click the **Save and Submit** button displayed on the Time Entry page after you've recorded all entries for the month and are ready to submit this time report to your supervisor for approval.

## Sign Your Time Report

You will receive a confirmation message. Clicking **OK** is your "electronic signature" certifying that the information that you submitted is accurate.

## Overview of the Accrual Entry Page

The screenshot shows the 'Employee Time Reporting' interface. At the top, there are fields for 'Empl ID: Your ID #', 'Name: Your Name', and 'Supervisor: Your Supervisor's Name'. Below these are several rows of data for 'Sick' accruals:

Approved Balance End of	APR-2017	Sick	0.000
Current Month Used			0.000
HR Adjustments			0.000
Accruals Earned this Month			0.000
Pending Balances		0.000	0.000

Callouts point to specific elements:

- 'This is the last processed time report' points to the 'Approved Balance End of' field.
- 'Sick accruals balance' points to the 'Sick' column header.
- 'Enter Accrual Type and dates of accruals used' points to the 'YTD Family Sick' label.
- 'Make sure you save and submit when ready for supervisor's approval' points to the 'Save' button.

Below the data is a table for 'Employee Time Reporting' with columns: \*Accr Type, Description, \*Begin Date, \*End Date, Accruals Used, Accrual Earned, Comments, Submit, and Apprv Status. A row is visible with 'S' as the accrual type, 'Sick' as the description, and dates from 05/02/2017 to 05/02/2017 with 1.00 used.

At the bottom, there are 'Add' and 'Save' buttons, and a 'PLEASE SAVE BEFORE EXITING' warning. A 'Help' link is also present.

## Time Report Approval

Your supervisor has access to approve your time report online after you submit. This should be done by the 10<sup>th</sup> of the month. *You will not have access to enter the next month's time report until the current month is approved.*

For Questions or additional State Time and Attendance information go to the HRS website at [www.stonybrook.edu/hr](http://www.stonybrook.edu/hr) or contact Louann Hondropulos at 632-6169, Heliana Mejia-Scherl at 632-6186 or email us at [HRS\\_TimeAtt@stonybrook.edu](mailto:HRS_TimeAtt@stonybrook.edu).