# *TAGA Supervisor Approving SOLAR Time Reports*

Each month Teaching Assistants & Graduate Assistants are required to certify their presence and record any absences online.  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.

## *TA/GA 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*

Stony Brook University | Division of Information Technology

HOME    NEWS    EVENTS    SERVICES ▾    CIO    HELP

# SOLAR

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)**

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

**SOLAR LOGIN**

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

Click Sign In

Stony Brook ID#

Password

Sign In    ✓ This system is online.

SOLAR Account & Password Help

## 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.

## Approve Employees

Action Center                    Home Page

**Holds**
No Holds.
                                 SB Alert Emergency Information
                                 SB Alert - Registration

**To Do List**
No To Do's.        Messages regarding late time reports
                                 Security and Personal Data
                                 Change My Solar Password, NetID Maintenance, User Preferences, Addresses, Names, Phone Numbers, Email Addresses, Emergency Contacts

Message Center
                                                          Go to For Employees, click TAGA Time Reporting

new message(s)  read message(s)
                                 Elections
                                 Faculty/Prof Elections, Senate Survey

**New Messages**
Missing I-9                      Instructor Self Service
Old Unapproved Time Sheets       Faculty Center
Missing I-9
Missing I-9
Missing I-9                      For Employees
                                 State Time Reporting, TA/GA Time Reporting, Payroll and Compensation, Benefits

📁 **TA/GA Time Reporting**
Teaching Assistants and Grad Assistant Time Reporting

**TA/GA Accr Supervisor Approval**      **TA/GA Accr Immed Supv, Approv**      **TA/GA Supv. Batch Approval**
TA/GA Accr Supervisor Approval          TA/GA Accr Immed Supv, Approv          TA/GA Supv. Batch Approval

- Click the ***TA/GA Accr Supervisor Approval*** link to access the time reports for **all** of the employees that you have approval authorization for in the 3 level "reports to" hierarchy.
- Click the ***TA/GA Accr Immed Supv*** link to access the time reports for the employees that report **directly** to you.

- If you prefer the "roster" format, click **Direct Supv Batch Approval**.

**TA/GA Accr Immed Supv. Approv**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

| Empl Status: | = ▼ | ▼ |
| Direct Supervisor: | begins with ▼ | |
| Name: | begins with ▼ | |
| Empl ID: | begins with ▼ | |
| Approval Information: | begins with ▼ | |

☐ Include History  ☑ Correct History  ☐ Case Sensitive

( Search )  Clear  Basic Search  💾 Save Search Criteria

**Search Results**

View All                                      First ◄ 1-100 of 145 ► Last

| Empl Status | Direct Supervisor | Name | Empl ID | Time Report Month | Entered | Submitted |
|---|---|---|---|---|---|---|
| Active | | | 109314499 | (blank) | N | N |
| Active | | | 109400538 | (blank) | N | N |
| Active | | | 109314851 | (blank) | N | N |
| Active | | | 110457709 | (blank) | N | N |
| Active | | | 110951463 | (blank) | N | N |
| Active | | | 110616791 | (blank) | N | N |
| Active | | | 111131668 | (blank) | N | N |
| Active | | | 108477755 | (blank) | N | N |
| Active | | | 110748027 | (blank) | N | N |
| Active | | | 111295452 | (blank) | N | N |
| Active | | | 109941390 | 04/2017 | Y | Y |

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 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:          'Name:                    Direct Supervisor:

**Sick**

| Approved Balance End of **MAR-2017** | 5.000 | |
| Curr Month Used | 0.000 | |
| HR Adjustments | 0.000 | |
| Accruals Earned this Month | 0.000 | YTD Family Sick |
| Pending Balances | 5.000 | 0.00 |

**Supervisor Approval of Employee Time**                        Personalize | Find |

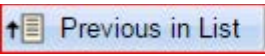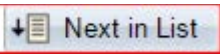| | *Absence Type | Description | *Begin Date | *End Date | Used | Earned | Comments | Submit | Apprv Status |
|---|---|---|---|---|---|---|---|---|---|
| 1 | NO 🔍 | No Absences | 04/01/2017 📅 | 04/30/2017 📅 | | | 💬 | Y | ▼ |

( Add )           Please verify entries, Then Approve All for processing           ( Approve all )

Review entries and click Approve All if correct

**Message**

As supervisor I acknowledge that I have submitted/approved a time report for my employee (20004,136)

I certify that, to the best of my knowledge, the entries made for this employee are correct and complete. Via electronic signature, I certify that my employee has been present, as required, except for the absences indicated.

Ok to accept, Cancel to continue entering time.
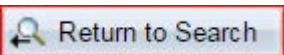
[ OK ]  [ Cancel ]

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] **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/tawc/state or contact us at 632-6169 or email HRS_TimeAtt@Stonybrook.edu.**