

Downloading Reports

DoIT Training
Stony Brook University
Chat: www.stonybrook.edu/it/chat



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Topics:

- Browser settings and downloading reports

Specific reports:

- Listing all students in the department
- Viewing paid time sheets
- Viewing payroll periods
- Viewing federal work study balance
- Viewing time sheet history
- Listing time sheets not approved

Browser settings and downloading reports

To download reports, you will need the latest version of Internet Explorer.

Please check the IE browser settings to configure your browser to download reports:

<https://softweb.cc.stonybrook.edu/kbp/index.php?View=entry&EntryID=262>

If you cannot open or save the file, contact Client Support at 632-9800.

Reports are created as .CSV or .XLS files which can be viewed, saved and edited in Microsoft Excel. You can download these report files by clicking on the:

Download to Excel button



OR

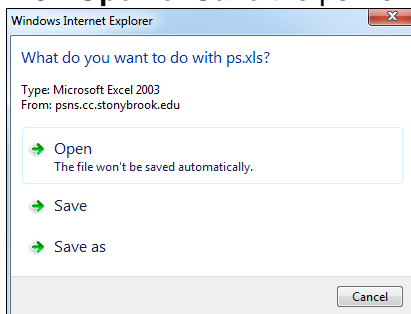
Download button



*You may have to scroll horizontally to the right to find this button.

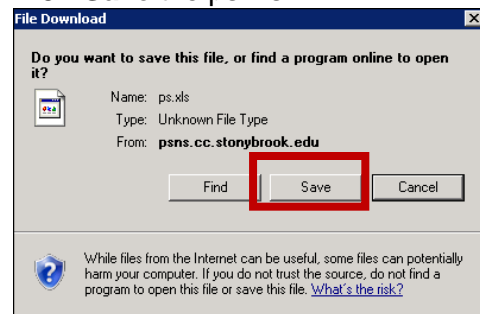
Depending on your browser, you may be prompted to save file or open the file. Or the file may open without prompting you. Remember to rename it and save it into a folder on your computer.

IE9 - Open or Save the ps.xls

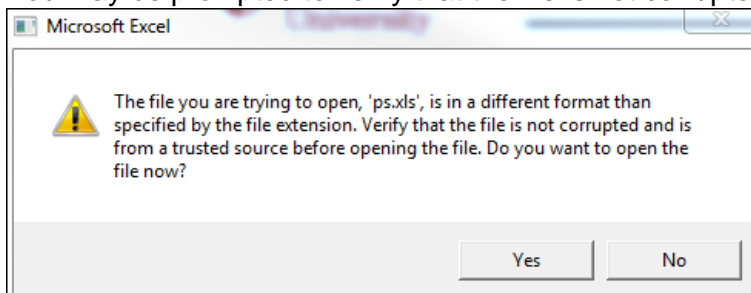


If you choose Save, you will be prompted at the bottom of the screen to open the document

IE8 - Save the ps.xls



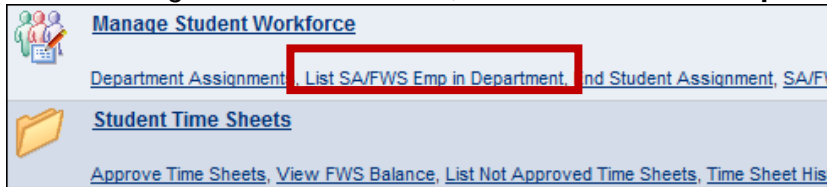
You may be prompted to verify that the file is not corrupted. Click Yes to open the file.



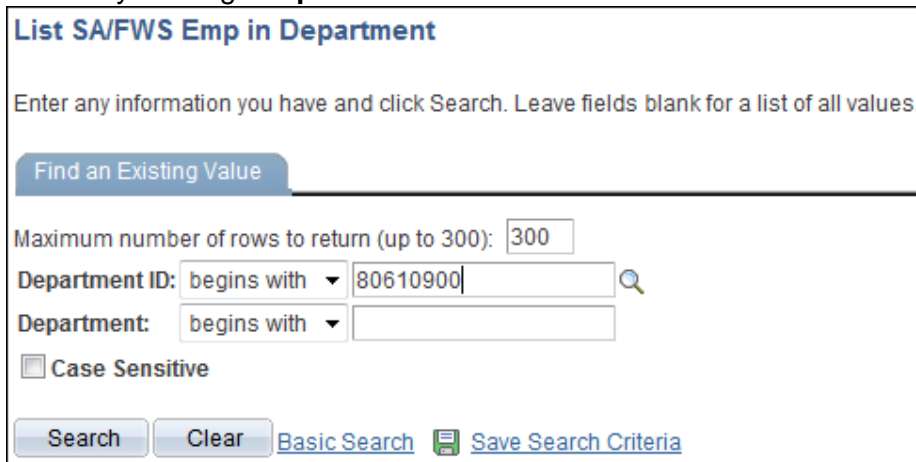
Listing all students in the department

You can print a roster of all students in your department. This roster will include all of the assignment information for all those active assignments in your department.



1. Log into: www.stonybrook.edu/solarsystem
2. Under *Manage Student Workforce*, click **List SA/FWS Emp in Department**.

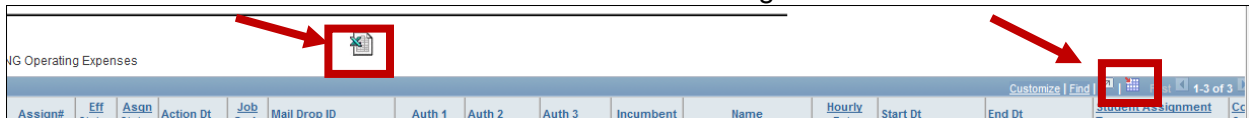


3. Enter in you 8-digit **Department ID** and click **Search**:



The screenshot shows the search form for 'List SA/FWS Emp in Department'. It includes a search bar with the placeholder 'Find an Existing Value', a 'Maximum number of rows to return (up to 300):' field set to '300', a 'Department ID:' dropdown menu set to 'begins with' and a text input field containing '80610900', a 'Department:' dropdown menu set to 'begins with', and a 'Case Sensitive' checkbox. There are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'.

4. Click the **Download to Excel**  button or scroll to the right to find the **Download** button 



The screenshot shows the top of a table titled 'IG Operating Expenses'. The table has columns for 'Assign#', 'Eff', 'Asgn', 'Action Dt', 'Job', 'Mail Drop ID', 'Auth 1', 'Auth 2', 'Auth 3', 'Incumbent', 'Name', 'Hourly', 'Start Dt', 'End Dt', 'Student's Assignment', and 'Cc'. Two red arrows point to the 'Download to Excel' button (with a document icon) and the 'Download' button (with a grid icon) at the top of the table.

to generate a spreadsheet.

Viewing Paid Time Sheets

The **Paid Time sheet by Dept** report can be used to track your department Student Employment expenditures by Pay Period (total hours worked and total amount paid for each student).

1. From the SOLAR home page, under *Manage Student Workforce*, click **Paid Timesheet by Dept.**

Manage Student Workforce

Department Assignments, List SA/FWS Emp in Department, End Student Assignment, SA/FWS Clearance, Appointment Extension, **Paid Timesheet By Dept**, End DeptId From Account Code, Policy for Grad Student Hours

Student Time Sheets

Approve Time Sheets, View FWS Balance, List Not Approved Time Sheets, Time Sheet History By Dept, SA/FWS Payroll Period

2. Enter you 8-digit **Department ID** and click **Search**.

Paid Time Sheet By Dept

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Pay Period Id:

Department ID:

Department:

Case Sensitive

[Basic Search](#)



3. Click on the **Pay Period** that you would like to view.

Search Results

View All

Department	EmplID	Assignment Number	Pay Period Id	Account Cd	Job Type	Department
			0905		SA	Telecommunicati
			0906		SA	Telecommunicati

*To obtain a list of dates for each Pay Period go back to the SOLAR homepage and click the **SA/FWS Payroll Period** link.

4. Click the **Download to Excel**  button or scroll to the right to find the **Download** button 

IG Operating Expenses

Assign#	Eff	Asgn	Action Dt	Job	Mail Drop ID	Auth 1	Auth 2	Auth 3	Incumbent	Name	Hourly	Start Dt	End Dt	Student Assignment	Cc
---------	-----	------	-----------	-----	--------------	--------	--------	--------	-----------	------	--------	----------	--------	--------------------	----

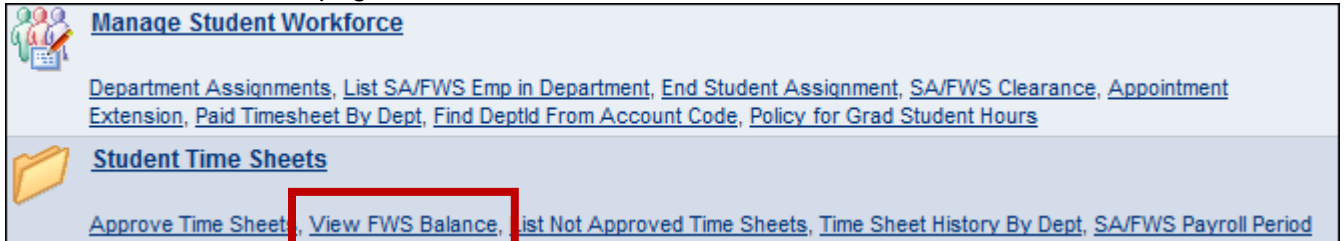
to generate a spreadsheet.

Viewing Federal Work Study Balance

Student Employment Coordinators should check the Federal Work Study balance for their students every pay period!

The **SA/FWS Clearance** page shows the Federal Work Study award minus any salary that has actually been paid to the student to date. The **View FWS Balance** page provides more up to date information because it also includes the payroll pending from time sheets submitted.

1. From the SOLAR home page, under *Student Time Sheets*, click **View FWS Balance**



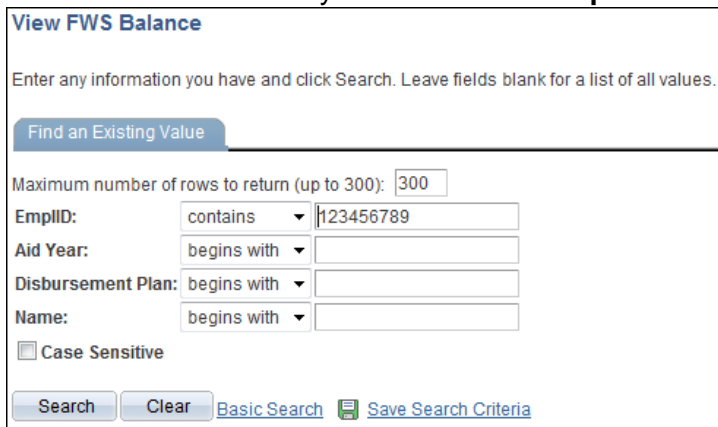
Manage Student Workforce

[Department Assignments](#), [List SA/FWS Emp in Department](#), [End Student Assignment](#), [SA/FWS Clearance](#), [Appointment Extension](#), [Paid Timesheet By Dept](#), [Find DeptId From Account Code](#), [Policy for Grad Student Hours](#)

Student Time Sheets

[Approve Time Sheet](#), [View FWS Balance](#), [List Not Approved Time Sheets](#), [Time Sheet History By Dept](#), [SA/FWS Payroll Period](#)

2. Enter the student's Stony Brook ID in the **EmplID** field number and click **Search**:



View FWS Balance

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

[Find an Existing Value](#)

Maximum number of rows to return (up to 300):

EmplID:

Aid Year:

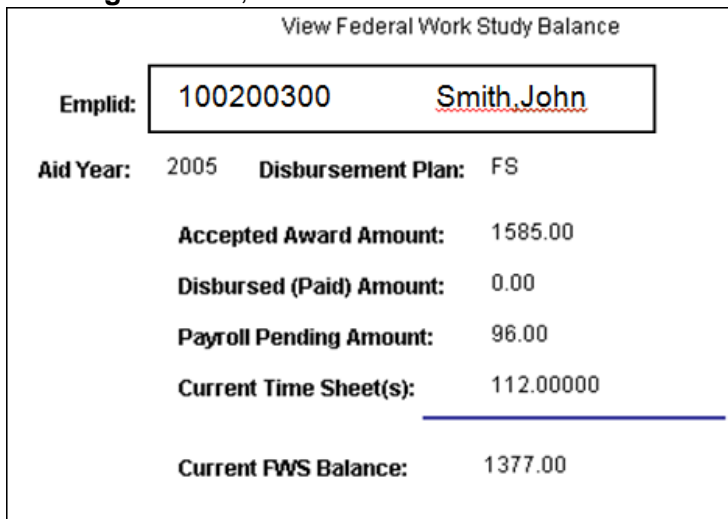
Disbursement Plan:

Name:

Case Sensitive

[Basic Search](#)

3. The current Federal Work Study Balance is calculated by subtracting the **Disbursed Amount**, **Payroll Pending Amount**, and **Current Time Sheets** from the **Accepted Away Amount**.



View Federal Work Study Balance

Emplid: **100200300** Smith, John

Aid Year: 2005 Disbursement Plan: FS

Accepted Award Amount:	1585.00
Disbursed (Paid) Amount:	0.00
Payroll Pending Amount:	96.00
Current Time Sheet(s):	112.00000
Current FWS Balance:	1377.00

Click the **Return to Search** button to go back to the search page and enter another student's EmplID.

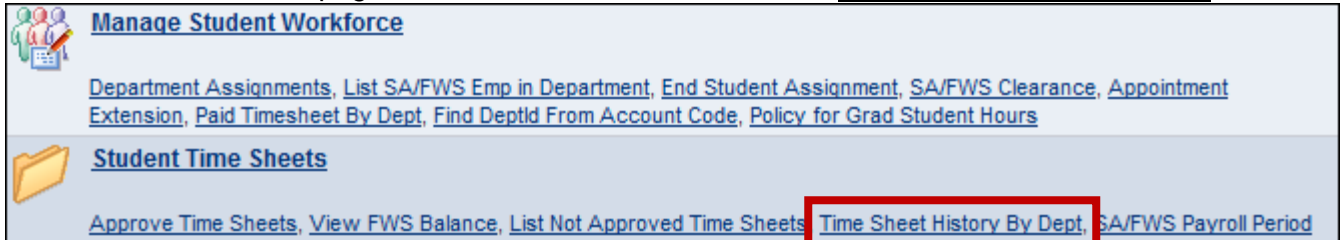
This is not a downloadable report but you can print the page by clicking the **File** menu and selecting **Print**. Or by pressing **ctrl + P** on your keyboard.

Viewing Time Sheet History

On the Wednesday immediately following the end of a student payroll period, the approved and denied time sheets will be extracted from the database. This extracted file will be used in the payroll generation process. Once this extract is complete those time sheet entries will no longer appear in the **List Not Approved Time sheets** report.

You can use the **Time sheet History by Dept** page to view the extracted time sheet information. If you made any changes to a time entry you can also use this page to compare the hours that the student entered to the hours that you changed.

1. From the SOLAR home page, under *Student Time Sheets*, click **Timesheet History By Dept.**



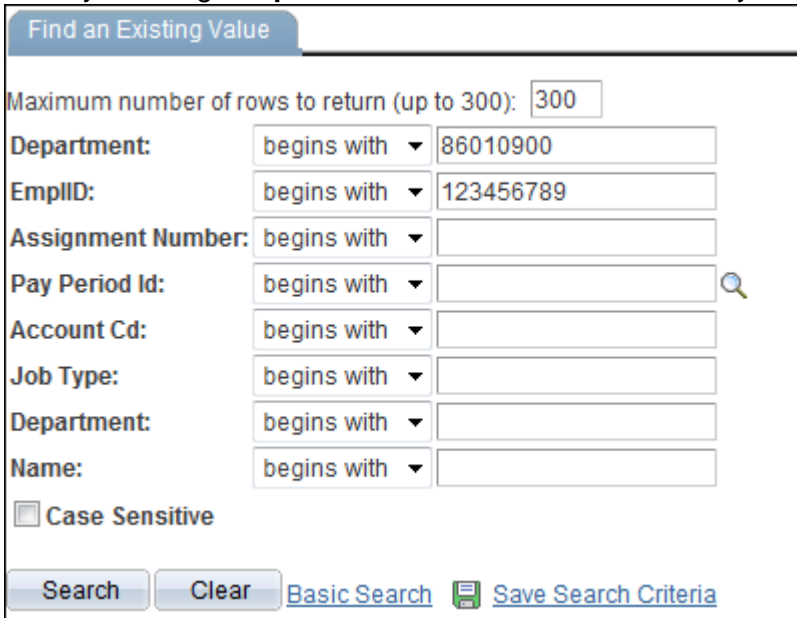
Manage Student Workforce

[Department Assignments](#), [List SA/FWS Emp in Department](#), [End Student Assignment](#), [SA/FWS Clearance](#), [Appointment Extension](#), [Paid Timesheet By Dept](#), [Find DeptId From Account Code](#), [Policy for Grad Student Hours](#)

Student Time Sheets

[Approve Time Sheets](#), [View FWS Balance](#), [List Not Approved Time Sheets](#), **Time Sheet History By Dept.**, [SA/FWS Payroll Period](#)

2. Enter your 8-digit **Department ID** and the student's Stony Brook ID in the **EmplID** field. Click **Search**.



Find an Existing Value

Maximum number of rows to return (up to 300):

Department: begins with ▼

EmplID: begins with ▼

Assignment Number: begins with ▼

Pay Period Id: begins with ▼ 🔍


Account Cd: begins with ▼

Job Type: begins with ▼

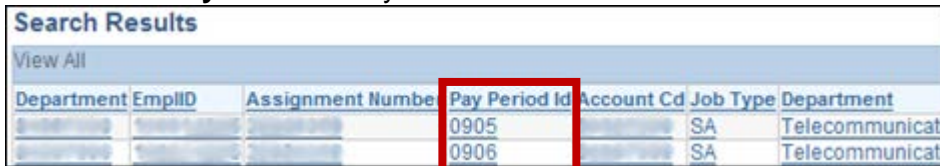
Department: begins with ▼

Name: begins with ▼

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

3. Click on the **Pay Period** that you want to view.



Search Results

[View All](#)

Department	EmplID	Assignment Number	Pay Period Id	Account Cd	Job Type	Department
			0905		SA	Telecommunicati
			0906		SA	Telecommunicati

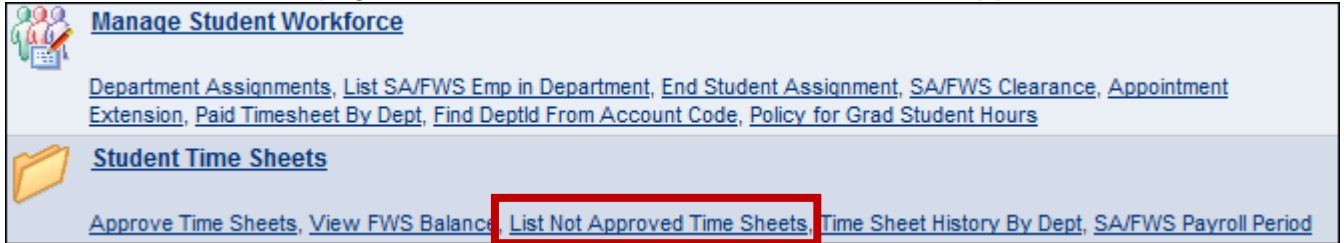
4. To view a time sheet history of another student, click the **Return to Search** button. To print this page, click the **File** menu and select **Print**. Or press **ctrl + P** on your keyboard.

Listing Time Sheets Waiting to be Approved

The **List Not Approved Time sheets** report will give you a list of all students for whom you are listed as an “Authorizer” for time sheet approval who have a time sheet that still needs to be approved.

If you have a lot of students that you are responsible for this report will help you keep track of what’s been approved and what hasn’t.

1. From the SOLAR home page, under *Student Time Sheets*, click **List Not Approved Timesheets**.



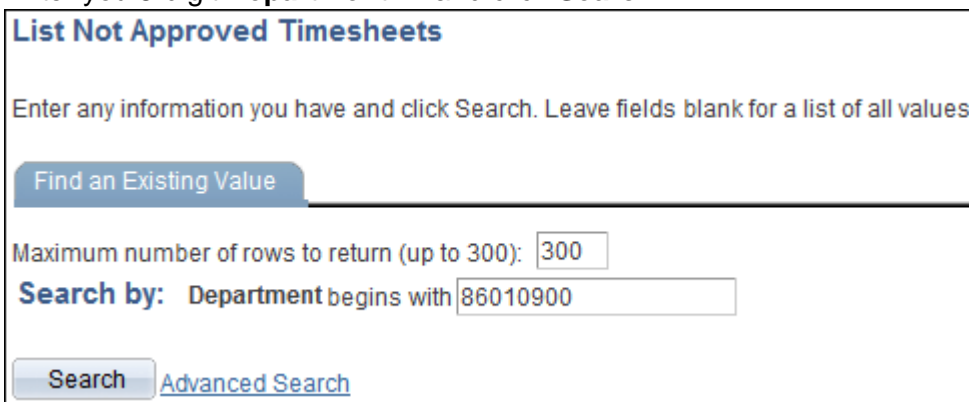
Manage Student Workforce

[Department Assignments](#), [List SA/FWS Emp in Department](#), [End Student Assignment](#), [SA/FWS Clearance](#), [Appointment Extension](#), [Paid Timesheet By Dept](#), [Find DeptId From Account Code](#), [Policy for Grad Student Hours](#)

Student Time Sheets

[Approve Time Sheets](#), [View FWS Balance](#), **[List Not Approved Time Sheets](#)**, [Time Sheet History By Dept](#), [SA/FWS Payroll Period](#)

2. Enter you 8-digit **Department ID** and click **Search**:



List Not Approved Timesheets

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

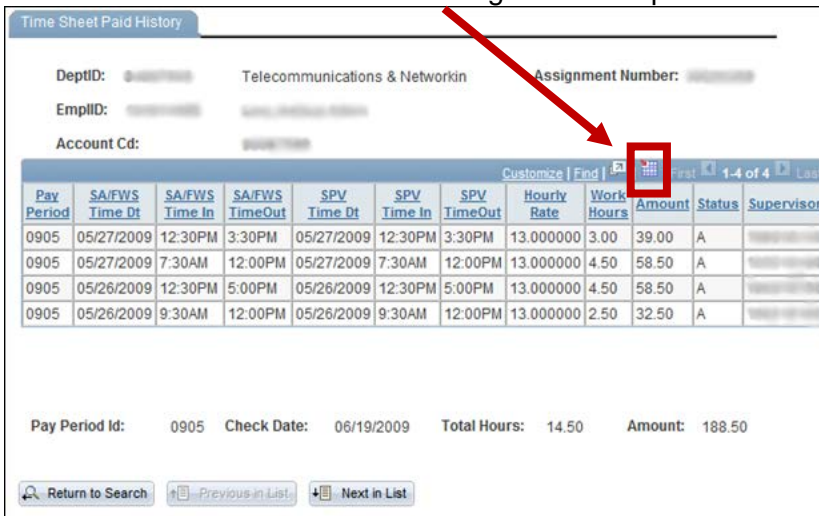
Find an Existing Value

Maximum number of rows to return (up to 300):

Search by: Department begins with

[Advanced Search](#)

3. Click on the **Download** button  to generate a spreadsheet.




Time Sheet Paid History

DeptID: Telecommunications & Networkin Assignment Number:

EmplID:

Account Cd:

Customize | Find |  First 1-4 of 4 Last

Pay Period	SA/FWS Time Dt	SA/FWS Time In	SA/FWS TimeOut	SPV Time Dt	SPV Time In	SPV TimeOut	Hourly Rate	Work Hours	Amount	Status	Supervisor
0905	05/27/2009	12:30PM	3:30PM	05/27/2009	12:30PM	3:30PM	13.000000	3.00	39.00	A	
0905	05/27/2009	7:30AM	12:00PM	05/27/2009	7:30AM	12:00PM	13.000000	4.50	58.50	A	
0905	05/26/2009	12:30PM	5:00PM	05/26/2009	12:30PM	5:00PM	13.000000	4.50	58.50	A	
0905	05/26/2009	9:30AM	12:00PM	05/26/2009	9:30AM	12:00PM	13.000000	2.50	32.50	A	

Pay Period Id: 0905 Check Date: 06/19/2009 Total Hours: 14.50 Amount: 188.50

NOTE: If the student has more than one time sheet with a “blank” status, this worksheet will display only the oldest entry.