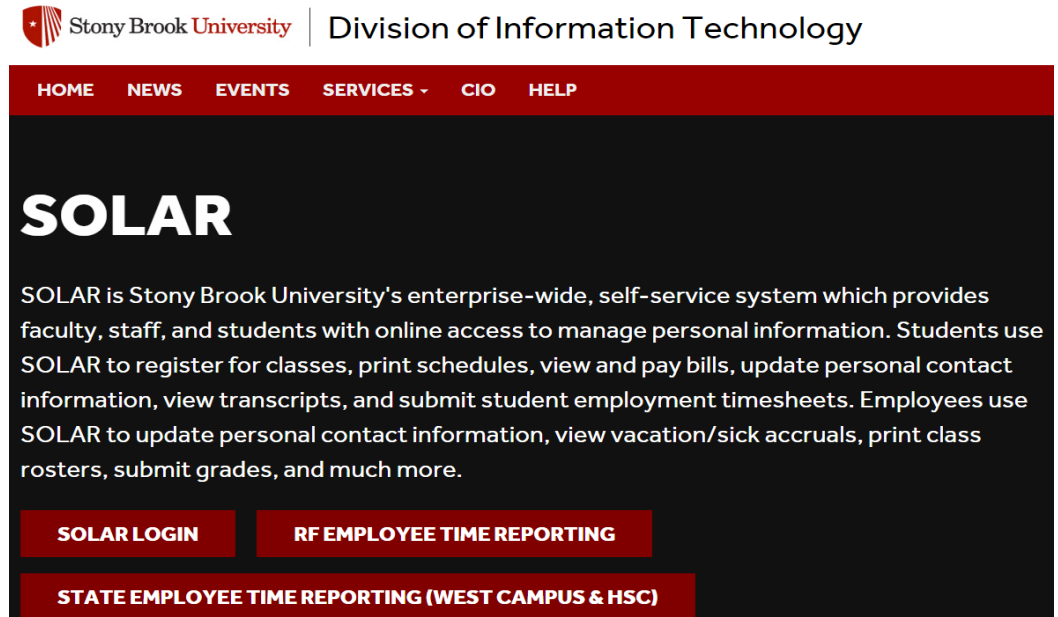# FACULTY Report Time in SOLAR

Each month State employees are required to certify their presence and record absences. State UUP and M/C employees on W. Campus and HSC must do this online through the University's self-service system called SOLAR (please go to **www.stonybrook.edu/solarsystem**)
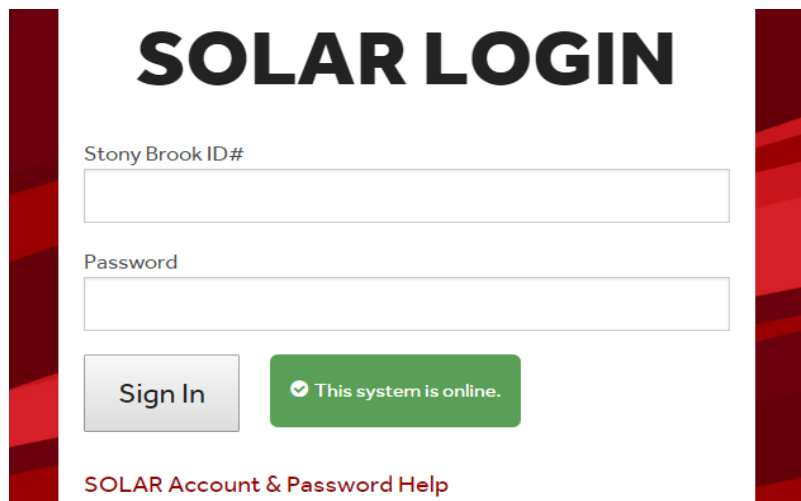
Failure to submit your time reports will impact your paycheck, which will not be distributed in your department. Direct Deposit may be cancelled if you participate.

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

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)

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

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 Sign Out after you are finished in SOLAR

SOLAR SYSTEM

Home | Add to Favorites | Sign out

Favorites | Main Menu

Action Center

Holds
No Holds.

To Do List
No To Do's.

Message Center

new message(s) | read message(s)

New Messages
No New Messages.

Click STATE TIME REPORTING to enter your time report

Home Page

SB Alert Emergency Information

SB Alert - Registration

Security and Personal Data

Change My Solar Password, NetID Maintenance, User Preferences, Office Address, Addresses, Ethnicity,Veteran Status, Names, Phone Numbers, Email Addresses, 7 More...

Elections

Faculty/Prof Elections, Senate Survey

Click Payroll and Compensation to access your pay stub

Campus Financial Services

Account Information/Payment

For Employees

State Time Reporting, Payroll and Compensation, Benefits, Learning and Development, Compliance and Info, Security

Main Menu > Sola...

State Time Reporting

Report and review your time, schedules, request absences and more.

Report Time
Report your time and request planned overtime and absences.

📄 State Employee Time Reporting

View Time
View your schedules, forecasted, payable and comp time, exceptions and more.

📄 Who Approves My Time?

Overview of the Accrual Entry Page

Last time report that was processed

Name:

Reflect beginning balances, plus or minus the time reported for this month

Supervisor:

Your supervisor's name

	Vacation	Sick	Holiday	DRL	
Approved Balance End of **FEB-2017**	0.00	21.00	0.00	0.00	
Current Month Used	0.00	0.50	0.00	0.00	
Holidays Worked & HR Adjustments	0.00	0.00	0.00	0.00	YTD Family Sick Used
Pending Balances	0.00	20.50	0.00	0.00	2.00

Select the Accrual Type

Employee Time Reporting

	*Accrual Type	Description
1	🔍	

Look Up Accrual Type

Absence Entry Panel: FACULTY ACCRUAL TYPES
Absence Type: begins with ▾
Description: begins with ▾
Accrual Time Charge: = ▾

Look Up | Clear | Cancel | Basic Lookup

Search Results

View 100 | First | 1-13 of 13 | Last

Click NO if you have **NO ABSENCES**

Absence Type	Description	Accrual Time Charge
SF	Sick - Family	Minus
S4	Sick 4 Day Work 1.25	Minus
S	Sick	Minus
RCV	Red Cross Volunteer	No Charge
PCS	Prostate Cancer Screening	No Charge
NO	No Absences	No Charge
ML	Military Leave	No Charge
LT4	Lost Time 4 Day Work 1.25	No Charge
LST	Lost Time Voluntary	No Charge
JD	Jury Duty	No Charge
EOL	Employee Organizational Leave	No Charge
DRL	Deficit Reduction Leave	Minus
BCS	Breast Cancer Screening	No Charge

- **NO** Use if you have **no absences** to report.
- **S** Use to report absences due to personal illness. You are not required to use your sick leave when classes <u>are not</u> in session (i.e. spring recess).
- **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.
- **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.
- 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 for **Union Delegate activities**)
    - ➢ **RCV** (Red Cross Volunteer)

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

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

Message

Submit Accruals for Supervisor Approval ! (20004,68)

Please use the SUBMIT BUTTON when all days absent have been entered for this month. By submitting days absent for approval, via electronic signature, I certify that I have been present, as required, except for the absences indicated.

Ok to accept , Cancel to continue entering time.

OK   Cancel

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.

Accrual Entry	Holidays	Vacation/Sick Summary	No Charge History	Deficit Reduction

Stony Brook Emplid:		Name:					NYS Emplid:	N
		Vac Used	Vac Earned	Vac Adj (-)	Vac Adj (+)	Sick Used	Sick Earned	Sick A
YTD Totals for:	2017	0.00	0.00	0.00	0.00	0.00	1.50	

Sort by: ▼

Employee Accrual Summary by Month   Personalize | F

	Begin Date	Type	Open Bal	Used	Adj Amt	Adj Reason	Lost Time	Earned	End Bal
1	02/01/2017	Sick	20.00					1.00	21.00
2	01/01/2017	Sick	19.50					0.50	20.00