

Approving Employee Time Reports

For Research Foundation
Professional Employees



What's New?

- Vacation and Sick time is accrued **biweekly** and can only be used **after** it's earned
- The extra Vacation day in January is now spread out over the year
- Time is entered, submitted and approved online in SOLAR
 - The employee can make entries throughout the month and save
 - The employee must report **No Absences** if they did not take time off
- There is a 3 level "Reports To" hierarchy in PeopleSoft. This determines which employees you can approve time reports for
 - There are the employees who report "directly" to you
 - You may also be the "back up" approver for the employees of the supervisors that report to you

Time Report Approval

- Employees can submit their time reports for supervisor approval after the 1st of the month
- Supervisors can only approve a time report after it has been submitted by the employee
- All time reports should be approved by the **10th of the month**
- After the 15th of the month both the employee and the supervisor will be notified by email and a message in SOLAR when a time report has not been submitted and approved

Access SOLAR

Go to:

www.stonybrook.edu/solarsystem

The screenshot shows the Stony Brook University SOLAR system interface. At the top is a red header with the university logo and the text "STONY BROOK UNIVERSITY" and "DIVISION OF". Below this is a dark grey navigation bar with links for "NEWS", "ACCOUNTS", "EMAIL", "HARDWARE", and "SOFTWARE", each accompanied by an icon. A large blue button labeled "SOLAR LOGIN" is prominently displayed. Two orange callout boxes provide instructions: one points to a "Login" link and another points to a "Documentation" link. Below the login button, there is a section for "For Faculty" and a "Get Help" section with a list of links: "SOLAR Quick Facts", "Online Help For Students", "Online Help For Instructors/Advisors", "Online Help For Employees", and "Report a Problem". At the bottom, there are icons for "SOLAR System", "Lotus Notes", and "MySBmail".

STONY BROOK UNIVERSITY DIVISION OF

NEWS ACCOUNTS EMAIL HARDWARE SOFTWARE

Click here to **Login**.

DoIT Services

SOLAR LOGIN

For Faculty

If the buttons do not appear, [see these instructions](#) for enabling JavaScript, setting time and time zone or setting the preferred language.

Get Help

- [SOLAR Quick Facts](#)
- [Online Help For Students](#)
- [Online Help For Instructors/Advisors](#)
- [Online Help For Employees](#)
- [Report a Problem](#)

SOLAR System

Lotus Notes

MySBmail

Log In to SOLAR

- Enter your **Stony Brook ID** number (it's on your Campus ID Card)
- Enter your **SOLAR Password**
- Click **Sign In**
- If you don't know your SOLAR Password, click the **SOLAR Password Help** or **To Report Problems** link

The screenshot shows the login interface for the Stony Brook Solar System. At the top left is the Stony Brook State University of New York logo. To the right, the text "Solar System" is displayed. Below the header, there are two input fields: "Stony Brook ID:" with the value "123456789" and "Password:" with a masked password of ten dots. A "Sign In" button is positioned below the password field. To the right of the password field is a yellow button labeled "SOLAR Password Help". Below the input fields, a security notice states: "For security reasons, we recommend that you close your Web browser when you have finished your SOLAR System session. The information screens that you just viewed may remain in your browser memory until the browser is closed." At the bottom, there are two purple buttons: "To Test Computer Browser Requirements Before Login" and "To Report Problems".

The SOLAR Homepage

Action Center

Holds
No Holds.

To Do List
No To Do's.

Message Center

[new message\(s\)](#) [read message\(s\)](#)

New Messages

Campus Cas
Cam

After the **15th of the month**, the supervisor and the employee will receive an email and see a message posted in the **SOLAR Message Center** when a time report was not submitted or approved

Solar System

Security and
[Change My Solar](#)
[Address, Address](#)
[More...](#)

SB Alert Emer
[SB Alert - Registration](#)

Elections
[Faculty/Prof Elec](#)

Campus Finan
[Account Informa](#)

For Employees
[State Time Reporting](#), [Research Time Reporting](#), [Payroll and Compensation](#), [Benefits](#), [Research Employee Time View](#), [Learning and Development](#), [Compliance and Info](#), [Security](#)

Click **Home** at any time to return to the SOLAR Home Page.

When you are finished working in SOLAR click **Sign Out**.

Most supervisors will see both the State and Research Time Reporting links.

Click the **Research Time Reporting** link to approve the time reports for your Research Foundation employees.

[State Time Reporting](#), [Research Time Reporting](#), [Payroll and Compensation](#), [Benefits](#), [Research Employee Time View](#), [Learning and Development](#), [Compliance and Info](#), [Security](#)

Options for Approving Time Reports

- Click **RF Direct Supv Batch Approval** to access a list of all of your employees' time reports waiting to be approved. You may approve them, in batch, right from the list.
- Click **RF Direct Supv Monthly Approv** to access the individual time reports for the employees that report **directly** to you.
- Click **RF Supervisor Monthly Approval** to access the individual time reports for **all** of the employees that you have approval authorization for in the 3 level “reports to” hierarchy.



Batch Approval of Employee Time Reports

- The **RF Direct Supv Batch Approval** page gives you a summary of all employees that report directly to you
- You can only approve time reports that display **Submitted for Approval** in the **Supervisor Review** column

Please review all Entries

Direct Supervisor Batch Approval																
Customize Find First 1-4 of 4 Last																
Name	Month Last Approved or Entered	Supervisor Review	Begin Date	Sick Used	Vac Used	Hol Used	Hol Earn	NO Chrg	Vac Earn	Sick Earn	Adj (+)	Adj (-)	Approval Status	Approve	Deny	Reset
John Cavallaro, Services	NOV-2009	Submitted for Approval	11/02/2009	1.000	1.000		1.000							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heidi Cavallaro, S	NOV-2009	Submitted for Approval	11/18/2009	0.500	2.000									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christina, S	NOV-2009	Not Submitted	11/16/2009	2.000	1.000									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresaann Smith	OCT-2009	No Entries												<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Batch Entry Summary

Supervisor: [James Heath](#)

[Help](#)

PLEASE SAVE BEFORE EXITING ==>

Save

Direct Supervisor Batch Approval

Name	Month Last Approved or Entered	Supervisor Review	Begin Date	Sick Used	Vac Used	Hol Used	Hol Earn	NO Chrg	Vac Earn	Sick Earn	Adj (+)	Adj (-)	Approval Status	Approve	Deny	Reset
Taliah Christian-Jarvis	NOV-2009	Submitted for Approval	1/02/2009	1.000	1.000		1.000							<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Higin/Adriana A.	NOV-2009	Submitted for Approval	1/18/2009	0.500	2.000									<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dorothy Jordan	NOV-2009	Not Submitted	1/16/2009	2.000	1.000									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toumari/Sheila	OCT-2009	No Entries												<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click the link in the **Supervisor Review** column if you would like to view the employee's time report.

Before you do this make sure you **save** any changes that you've made on this Batch Approval page!

You may only approve time reports that display Submitted for Approval in the **Supervisor Review** column.

Click **Approve** to approve each time report. Then click **Save** and sign off on your approval.

If you have a question about entries on a time report speak with the employee first.

If you click **Deny** you must speak with the employee and then click **Reset** to remove the Deny entry so that the employee can correct their time report.

Approve Individual Employee Time Reports

- The **RF Direct Spv Monthly Approval** page allows you to view and approve each individual time report for the employees that report directly to you

Find an Existing Value

Empl Status: =

Name: begins with

EmplID: begins with

Mail Drop ID: begins with

Include History Correct History Case Sensitive

Search [Basic Search](#)

Search Results

View All First 1-4 of 4 Last

Empl Status	Time Report Month	Entered	Submitted	Approval Information	Name	EmplID
Active	11/2009	Y	Y	N	Tanner, Candace, Insurance	11000010000
Active	(blank)	N	N	N	Carnatta, Jo Ann	11000010000
Suspended	11/2009	Y	Y	N	Mason, Andrea	11000010000
Suspended	(blank)	N	N	N	Traversant, Shelia	11000010000

To access one specific employee's time report enter the **EmplID** (Stony Brook ID) and click **Search**.

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

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

Search Results

View All First ◀ 1-4 of 4 ▶ Last

Empl Status	Time Report Month	Entered	Submitted	Approval Information	Name	EmplID	Mail Drop ID
Active	11/2009	Y	Y	N	[Name]	[EmplID]	[Mail Drop ID]
Active	11/2009	Y	N	N	[Name]	[EmplID]	[Mail Drop ID]
Suspended	11/2009	Y	Y	N	[Name]	[EmplID]	[Mail Drop ID]
Suspended	(blank)	N	N	N	[Name]	[EmplID]	[Mail Drop ID]

- **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 for the month shown. An “**N**” indicates that no entries have been made yet.
- A “**Y**” in the **Submitted** column indicates that the employee has submitted the time report for the month shown and it is ready for your approval. An “**N**” indicates it has not been submitted for your approval yet.
- A “**Y**” in the **Approval Information** field indicates that the employee's time report was approved for the month shown. An “**N**” indicates it has not been approved.

Approve All Entries

- Review all entries and click **Approve All** if they are correct

Supervisor Approval of Employee Time Customize | Find | View All | First

	*Absence Type	Description	*Begin Date	*End Date	Used	FMLA	Earned	Comments	Submit	Apprv Status	Apprv Date	Ar ID
1	V	Vacation	11/01/2009	11/01/2009	1.000	<input type="checkbox"/>			Y			
2	S	Sick	11/02/2009	11/02/2009	1.000	<input type="checkbox"/>			Y			
3	HW	Holiday Worked	11/03/2009	11/03/2009		<input type="checkbox"/>	1.000		Y			

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

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)



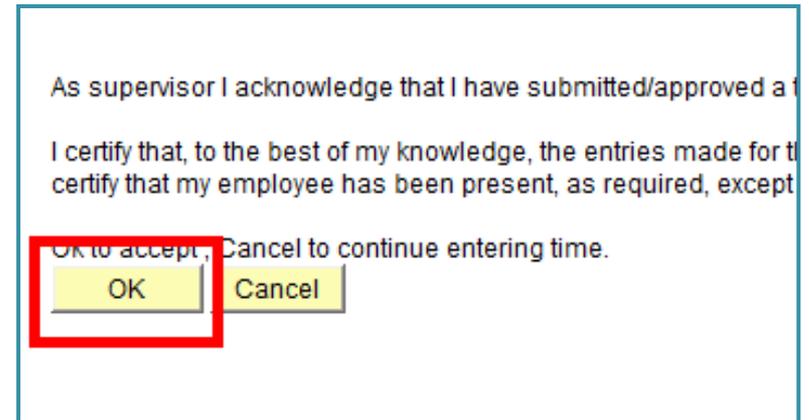
If the employee added a Comment you will see “**View Details**” in the **Comments** column. You can click this to read the comments.

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. If they make the change and do not re-submit it there will not be a **Y** in the **Submit** column on the time report.
- HRS Time and Attendance cannot process an employee’s time report until you approve all of the entries.
- The employee cannot access the time report for the next month until the previous time report is approved.

“Sign” Off

- Click **OK** to certify that the information submitted is correct and you approve it
- This time report will be processed by HRS overnight and will be replaced with the next month’s time report



As supervisor I acknowledge that I have submitted/approved a time report for my employee.

I certify that, to the best of my knowledge, the entries made for this time report are correct and I certify that my employee has been present, as required, except as noted.

OK to accept. Cancel to continue entering time.

OK Cancel

The image shows a dialog box with a blue border. The text inside is as follows: "As supervisor I acknowledge that I have submitted/approved a time report for my employee." followed by "I certify that, to the best of my knowledge, the entries made for this time report are correct and I certify that my employee has been present, as required, except as noted." Below this is the instruction "OK to accept. Cancel to continue entering time." At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular border.

Supervisor Approval of Employee Time

	*Absence Type	Description	*Begin Date	*End Date	Used	FMLA	Earned	Comments	Submit	Apprv Status	Apprv Date	Apprv ID	
1	V	Vacation	11/01/2009	11/01/2009	1.00	<input type="checkbox"/>			Y	Approv	07/26/2010		+
2	S	Sick	11/02/2009	11/02/2009	1.00	<input type="checkbox"/>			Y	Approv	07/26/2010		+
3	HW	Holiday Worked	11/03/2009	11/03/2009		<input type="checkbox"/>	1.000		Y	Approv	07/26/2010		+

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

- Notice the **Apprv Status, Date and ID**
- Click **Save**
- Click **Next in List** to go to the next employee's time report
- Or, click **Return to Search** to go back to the *Search Results* page to select a specific employee from the list.

View Accrual Summaries

- Click the tabs to view **Vacation** and **Sick** earned and used, **Holidays** earned and used and **No Charge History**

Supervisor Approval **Vacation/Sick Summary** Holidays No Charge History

EmpID: _____ Name: _____

YTD Totals For:	2009	Vac Used	Vac Earned	Vac Adj (-)	Vac Adj (+)	Sick Used	Sick Earned	Sick Adj (-)	Sick Adj (+)
		7.500	12.500	0.000	1.000	11.000	12.500	0.000	0.000

Sort:

Employee Accrual Summary by Month										Customize Find	First	1-30 of 30	Last
	Effective Date	Type	Accruals Opening Balance	Accruals Used	Accruals Adjustment Amount	Accruals Adjustment Reason	Accruals Lost Time	Earned	Accrual Ending Balance	Comments			
1	10/01/2009	Sick	5.750	1.000				1.250	6.000	2			
2	10/01/2009	Vacation	13.250	1.000				1.250	13.500	26			
3	09/01/2009	Sick	4.500					1.250	5.750				
4	09/01/2009	Vacation	12.000					1.250	13.250				