

Reporting Time Off in SOLAR

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
 - Can make entries throughout the month and save
 - Must report **No Absences** if you did not take time off
 - Can be submitted for supervisor approval after the 1st of the month
 - The next month's time report will not be available online until the previous one is approved by your supervisor

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 the "SOLAR LOGIN" button with the text "Click here to Login.", and another points to a link in the "For Faculty" section with the text "Click here to access documentation or to Report a Problem." Below the login button, there is a section for "For Faculty" with a link to "Documentation". To the right of this section, a note states: "If the buttons do not appear, see these instructions for enabling JavaScript, setting time and time zone or setting the preferred language." Below this is 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 of the page, there are links for "SOLAR System", "Lotus Notes", and "MySBmail".

STONY BROOK UNIVERSITY DIVISION OF

NEWS ACCOUNTS EMAIL HARDWARE SOFTWARE

Click here to **Login.**

SOLAR LOGIN

For Faculty

Click here to access **documentation** or to **Report a Problem.**

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 login 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

The screenshot shows the SOLAR homepage with the following elements:

- Header:** STONY BROOK SOLAR System logo on the left and a "Home" link on the right.
- Action Center:** A panel with two sections: "Holds" (No Holds) and "To Do List" (No To Do's).
- Message Center:** A panel with "new message(s)" and "read message(s)" buttons, and a "New Messages" section (No New Messages).
- Navigation Menu:** A vertical list of links including "SB Alert Emergency Information", "SB Alert - Registration", "Elections", "Campus Financial Services", and "For Employees".

Callout boxes provide additional information:

- Top Callout:** Click **Home** to return to the SOLAR Home Page. Click **Sign out** when you are finished working in SOLAR.
- Message Center Callout:** After the 15th of the month, if your time sheet was not submitted or approved you will receive an email and see a message posted in the SOLAR **Message Center**.
- For Employees Callout:** Click **Research Time Reporting** under "For Employees".

RF Employee Time Reporting

- Click RF Employee Time Reporting



The Accrual Entry Page

Accrual Entry | Holidays | Vacation/Sick Summary | No Charge History

EMPLOYEE EmplID: 1000011225 Name: ... Supervisor: ...

	Vacation	Sick	Holiday	
Approved Balance End of OCT-2009	15.750	1.500	1.00	
Current Month Used	0.000	0.000	0.00	
Holidays Worked & HR Adjustments	0.000	0.000	0.00	
Accruals Earned this Month	0.000	0.000		YTD Family Sick
Pending Balances	15.750	1.500	1.00	0.00

	Earn Dt	Service Mnths	Sick Earn	Vac Earn
1	11/02/2009	19	0.577	0.615
2	11/16/2009	19	0.577	0.615
3	11/30/2009	20	0.577	0.615

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

End Date	Accruals	FMLA	Accrual	Comments	Submit	Apprv

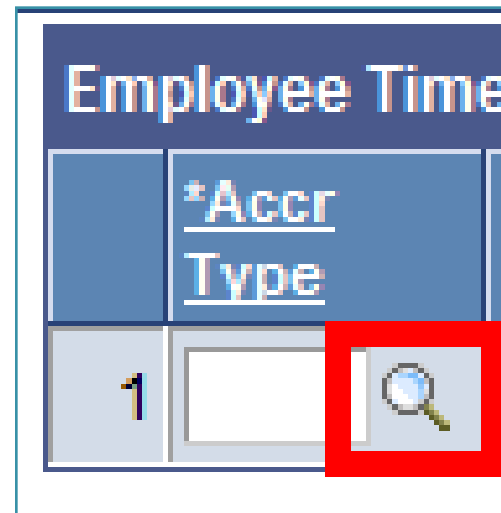
View your **Vacation, Sick and Holiday balances** as you begin each month

View **Family Sick** days used to date (max **15** days/calendar year)

View a breakdown of the **biweekly earning rate** by date

Select the Accrual Type

- Click the **Lookup** button next to the **Accrual Type** field
- Select the appropriate **Accrual Type**
- Remember..... if you were **not** absent you must report **“No Absences”**



The image shows a screenshot of a software interface titled "Employee Time". It features a table with a header row containing the text "*Accr Type". Below the header, there is a row with a cell containing the number "1" and an empty input field. To the right of the input field is a button with a magnifying glass icon, which is highlighted with a red rectangular border. This button is used to look up or select an accrual type.

Accrual Types

- **Vacation** – Use to report vacation (use **V4** if you are on a 4 day compressed work week).
- **Sick** – Use to report time off because you were sick (use **S4** if you are on a 4 day compressed work week).
- **Sick – Family** – Use for time off due to illness or death of a family member. Max of 15 days/calendar year. Deducted from your sick accrual balance.
- **No Absences** – Use if you have no absences to report.
- **Lost Time Voluntary** – Use if you were out and would rather take a deduction from your paycheck then use your accruals.
- **Jury Duty** - Involves no charge to your accruals.
- **Holiday Worked** – Use if you were required to work on a holiday.
- **Holiday Used** – Use if you have accrued holidays to use for time off.

Search Results		
View All	First	1-10 of 10
Absence Type	Description	Accrual Time Charge
V4	Vacation Time RF Compressed	Minus
V	Vacation	Minus
SF	Sick - Family	Minus
S4	Sick Time RF Compressed	Minus
S	Sick	Minus
NO	No Absences	No Charge
LST	Lost Time Voluntary	No Charge
JD	Jury Duty	No Charge
HW	Holiday Worked	Plus
HU	Holiday Used	Minus

Enter Begin and End Dates




- Click the **Calendar button** next to the **Begin and End** fields and choose a date from the Calendar drop down
- You may enter a date range (weekends will not be included by default)

The screenshot displays the 'Employee Time Reporting' interface. At the top, there is a table with the following columns: *Accr Type, Description, *Begin, *End, Accruals Used, and FMLA Used. The first row contains the following data: 1, V, Vacation, 10/05/2009, 10/05/2009, 1.000, and an empty checkbox. The *Begin and *End date fields are highlighted with red boxes, and each has a small calendar icon to its right. A calendar pop-up window is open, showing the month of October 2009. The calendar grid has days of the week (S, M, T, W, T, F, S) and dates from 1 to 31. The date 5 is highlighted. Below the calendar, there are 'Add' and 'Save' buttons, and a warning message: 'PLEASE SAVE BEFORE'. At the bottom of the calendar, there is a 'Current Date' button with left and right arrow icons.

*Accr Type	Description	*Begin	*End	Accruals Used	FMLA Used
1 V	Vacation	10/05/2009	10/05/2009	1.000	





Enter Number of Accruals

- Accruals used will default to whole days
- If you were only absent for a portion of the day you may enter **.25**, **.50** or **.75**

Employee Time Reporting						
	<u>*Accr</u> <u>Type</u>	<u>Description</u>	<u>*Begin</u>	<u>*End</u>		<u>Accruals</u> <u>Used</u>
1	V 	Vacation	10/05/2009 	10/05/2009 		.25


FMLA

- Click the **FMLA** checkbox if this absence was FMLA related

Employee Time Reporting								Find V
	*Accr Type	Description	*Begin Date	*End Date	Accrual Used	FMLA Used	Accrual Earned	Comments
1	S 	Sick	11/18/2009 	11/18/2009 	1.00	<input type="checkbox"/>		

Comments

- Click the **Comments** button if you would like to add a comment related to your absence
- Your Supervisor and HRS Time and Attendance staff will be able to view the comment

Employee Time Reporting								Find Vi
	*Accr Type	Description	*Begin Date	*End Date	Accruals Used	FMLA Used	Accrual Earned	Comments
1	S	Sick	11/18/2009	11/18/2009	1.000	<input type="checkbox"/>		

Comments for Accrual Entry

EmplID: 100348439


*Begin Date: 11/18/2009 *Return Date: 11/18/2009







Absence Type: S Accrual Used: 1.000 Accrual Earned:

Comments:
Enter comments related to your absence here.

Add a Row

- Click the **Add** button to make another entry
- Click **Delete Row (-)** if you inserted a new row in error

Employee Time Reporting Find | View All |  First 1-2 of 2 Last

	*Accr Type	Description	*Begin	*End	Accruals Used	FMLA Used	Accrual Earned	Comments	Submit	Apprv Status		
1	V 	Vacation	10/05/2009 	10/05/2009 	0.250	<input type="checkbox"/>			<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text"/> 					<input type="checkbox"/>			<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Use for Supervisor Approval! [Help](#)

Save, Then Submit

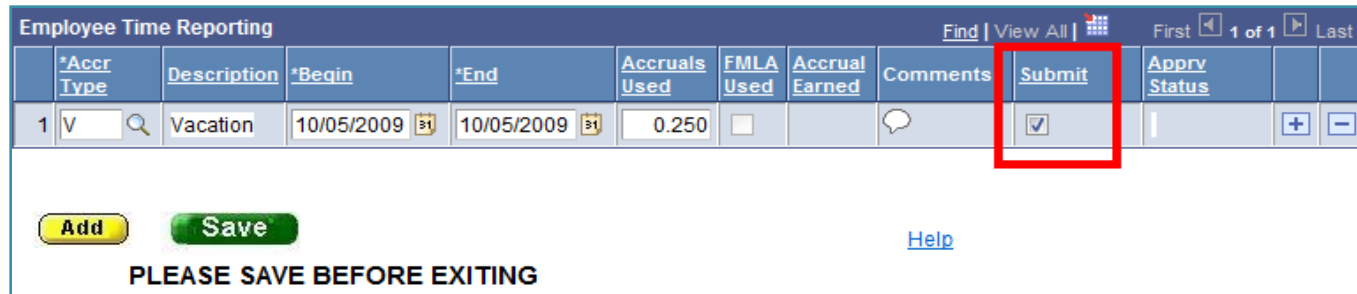
- You can make entries throughout the month and **Save** them
- The **Submit** button will be displayed on the **1st of the month**
 - Click this button when you are ready to submit your time report to your supervisor for approval

Employee Time Reporting								
	*Accr Type	Description	*Begin	*End	Accruals Used	FMLA Used	Accrual Earned	
1	V	Vacation	10/05/2009	10/05/2009	0.250	<input type="checkbox"/>		

Use for Supervisor Approval!

“Sign” Your Time Report

- After clicking Submit you will receive a confirmation message. Click **OK** to certify that the information that you submitted is accurate.
- A checkmark will be placed in the **Submit column** next to each entry



The screenshot displays the 'Employee Time Reporting' interface. At the top, there are navigation options: 'Find | View All |' and 'First 1 of 1 Last'. Below this is a table with the following columns: '*Accr Type', 'Description', '*Begin', '*End', 'Accruals Used', 'FMLA Used', 'Accrual Earned', 'Comments', 'Submit', and 'Apprv Status'. The first row of data shows: '1', 'V', 'Vacation', '10/05/2009', '10/05/2009', '0.250', an empty checkbox, a comment icon, a checked checkbox in the 'Submit' column (highlighted with a red box), and an empty 'Apprv Status' field. Below the table are buttons for 'Add', 'Save', and 'Help'. At the bottom, a message reads 'PLEASE SAVE BEFORE EXITING'.

*Accr Type	Description	*Begin	*End	Accruals Used	FMLA Used	Accrual Earned	Comments	Submit	Apprv Status
1	V	Vacation	10/05/2009	10/05/2009	0.250			<input checked="" type="checkbox"/>	

- This time report will remain online until it is approved by your supervisor

Making Changes

- You can make changes to your time report anytime BEFORE your supervisor approves it. Once it's approved by your supervisor you will no longer have access to it online because it is replaced with the next month's time report.
- If you make changes you must click **Submit** again
- Once your accruals have been approved, submitted and processed and a change needs to be made, you need to complete an “**Exception Report of Exempt Personnel**” form which can be found on our website:
<http://www.stonybrook.edu/hr>

Time Report Approval

- Your supervisor has access to approve your time report online
- This should be done by the **10th of the month**
- You and your supervisor will receive email reminders after the 15th of the month if the time report was not submitted/approved
- The **day after** your supervisor approves your time report the time report for the next month will be available online

View Accrual Summaries

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

The screenshot shows a web interface for viewing accrual summaries. At the top, there are four tabs: "Accrual Entry", "Holidays", "Vacation/Sick Summary", and "No Charge History". The "Holidays" tab is highlighted with a red box. Below the tabs, the employee's ID and name are displayed. The "YTD Totals For:" section shows data for the year 2009: Vac Used (7.000), Vac Earned (11.230), Vac Adj (-) (0.000), Vac Adj (+) (1.000), and Sick Used (8.000). There is a "Sort:" dropdown menu and a printer icon. Below this is a table titled "Employee Accrual Summary by Month".

	Effective Date	Type	Accruals Opening Balance	Accruals Used	Accruals Adjustment Amount	Accruals Adjustment Reason	Accrual Lost Time
1	09/01/2009	Sick	4.250				
2	09/01/2009	Vacation	15.250				
3	08/01/2009	Sick	3.000				
4	08/01/2009	Vacation	14.000				