Reporting Time Off in SOLAR

For Research Foundation

Professional Employees

For assistance contact RF Payroll at 632-7822

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

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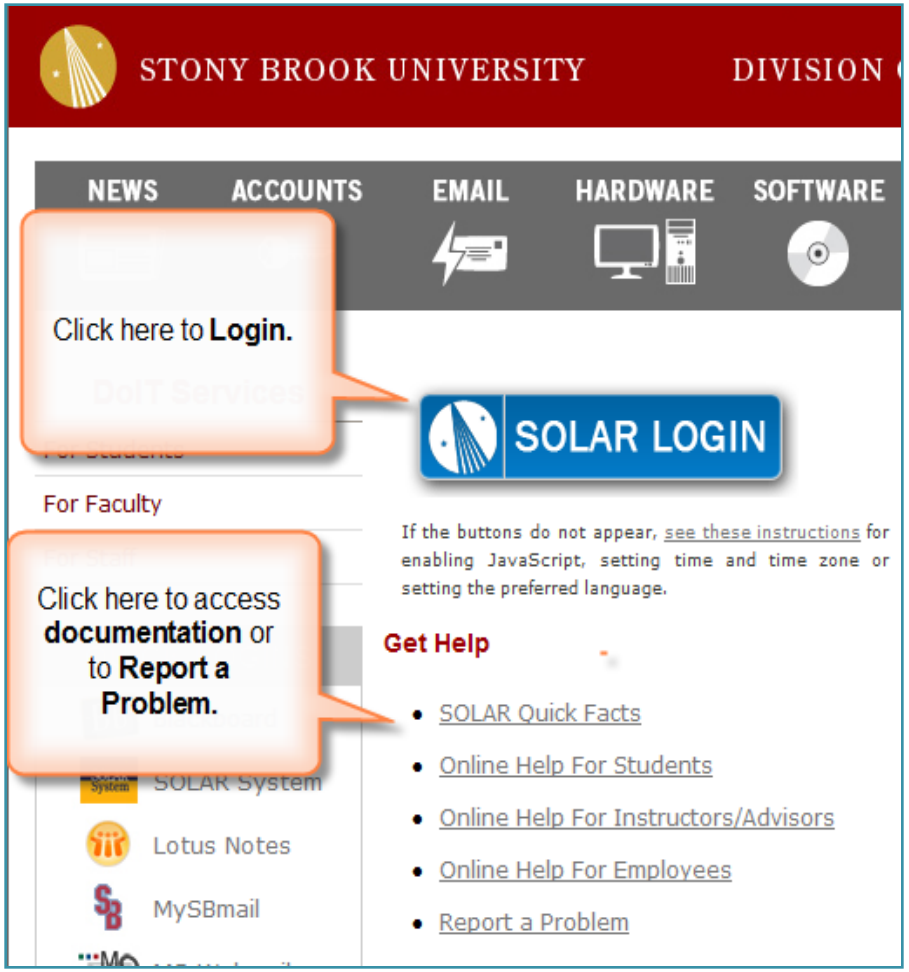
Access SOLAR

Go to:

www.stonybrook.edu/solarsystem



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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.

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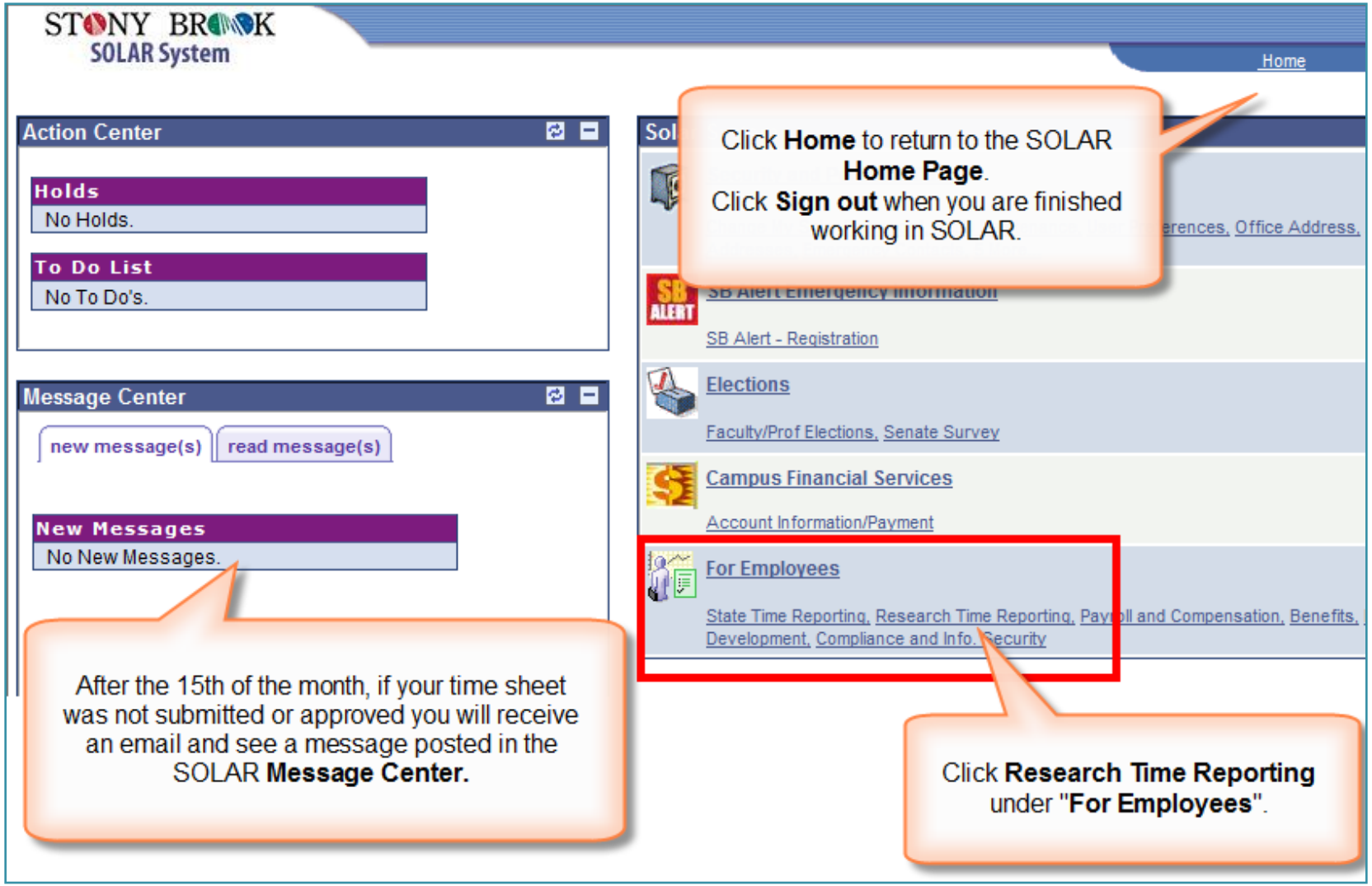
The SOLAR Homepage



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RF Employee Time Reporting

- Click **RF Employee Time Reporting**

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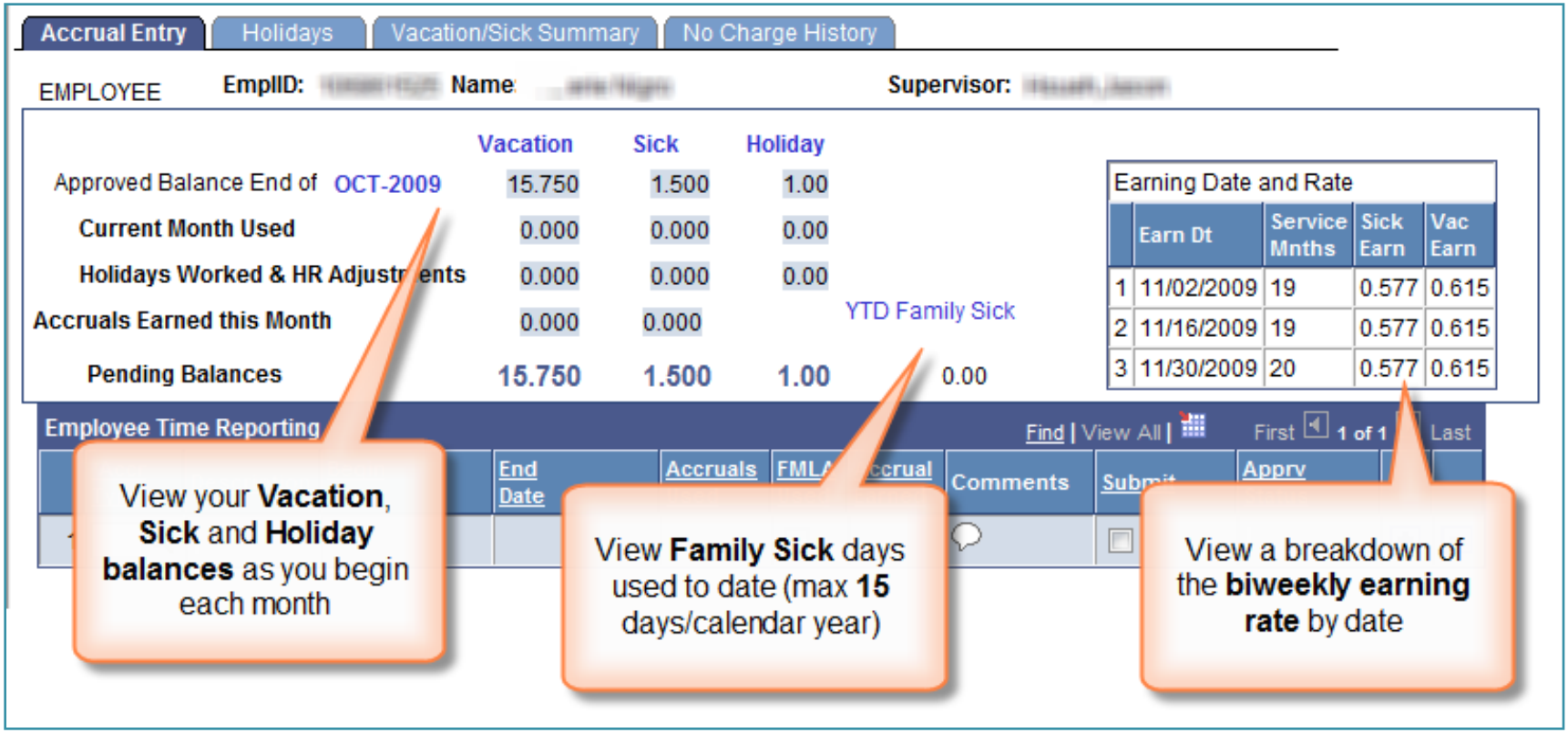
The Accrual Entry Page



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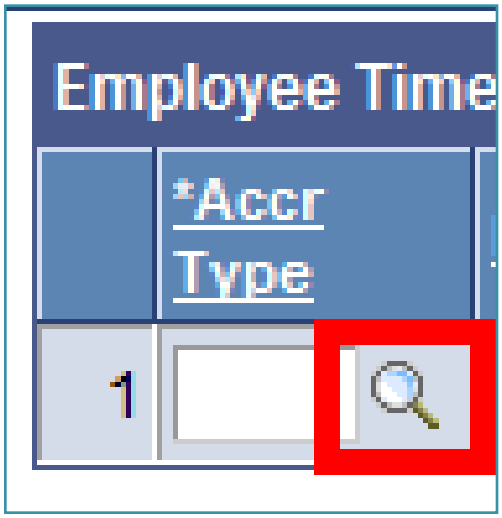
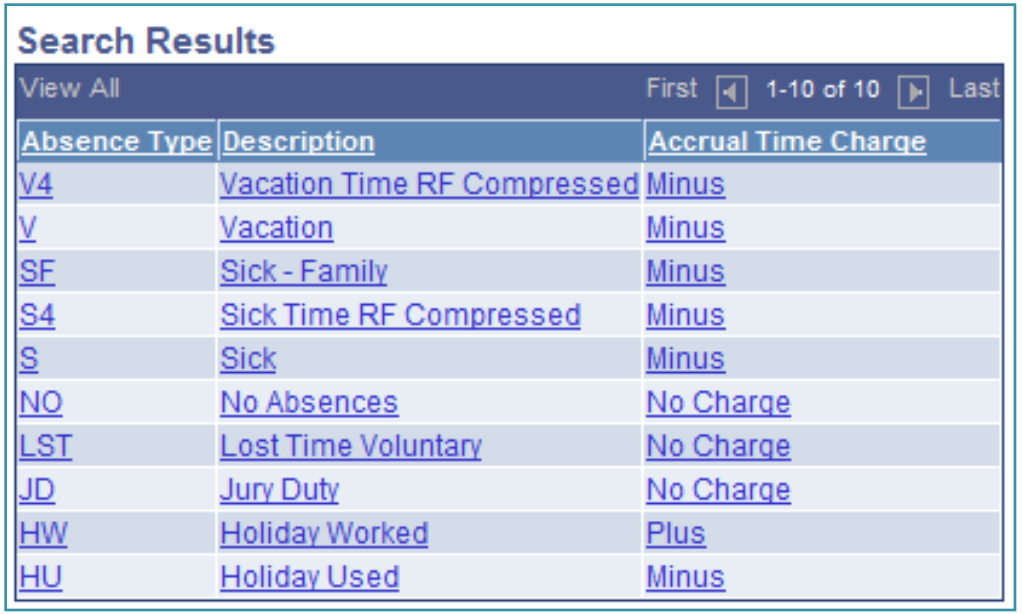
Select the Accrual Type

- 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"**



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 Last

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

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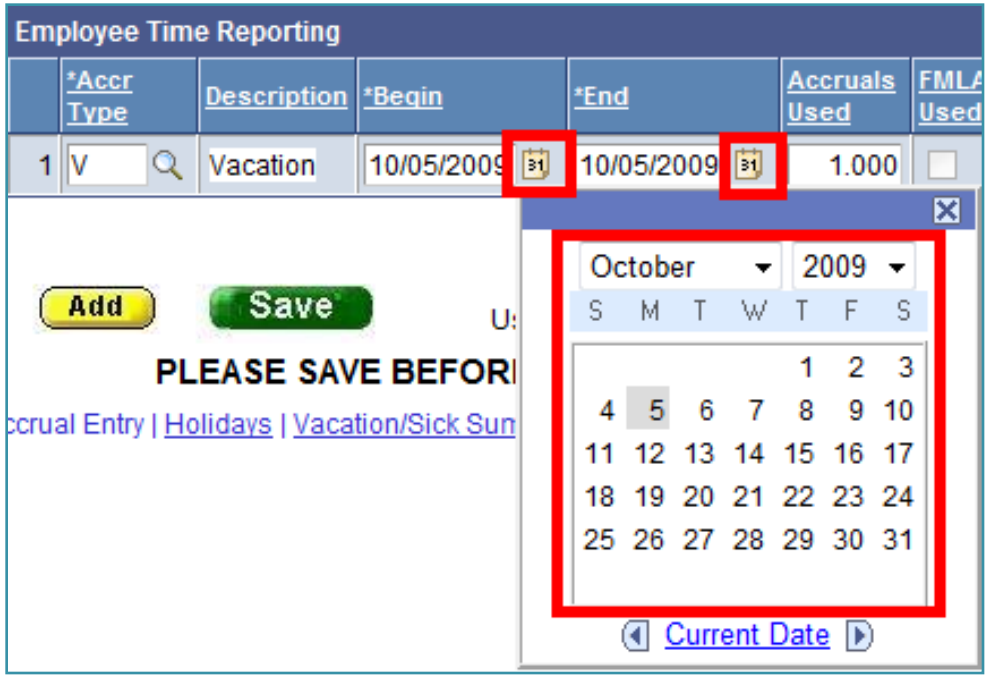
Enter Begin and End Dates

- 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)



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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**

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FMLA

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

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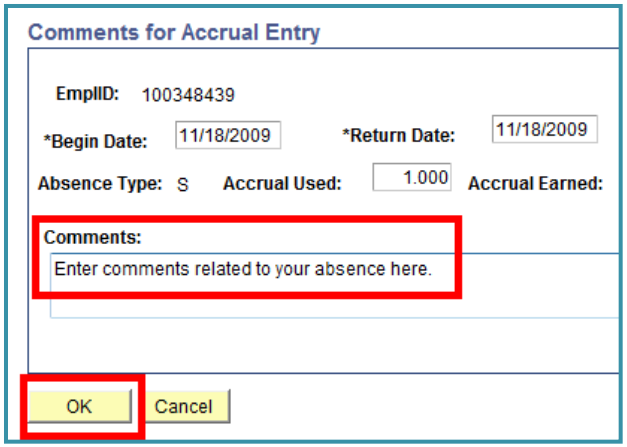
Comments

- 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



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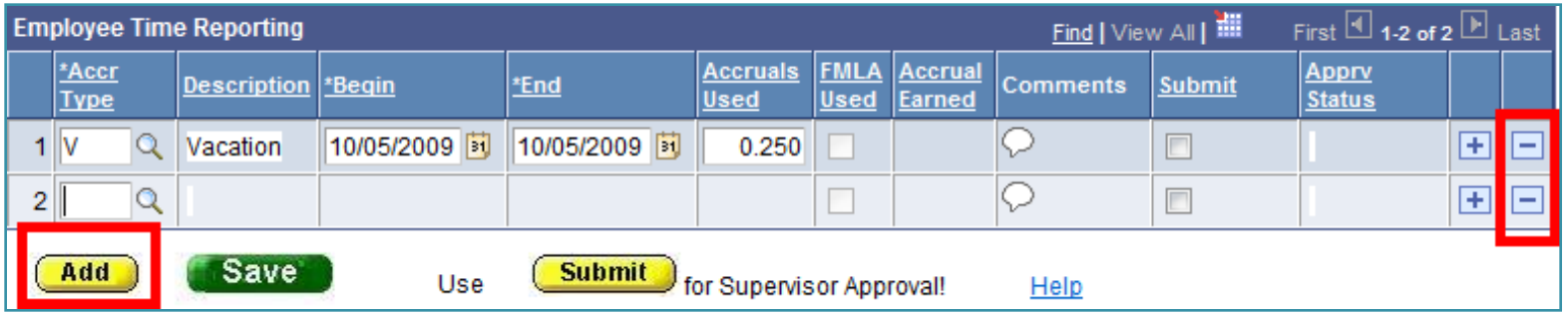
Add a Row

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



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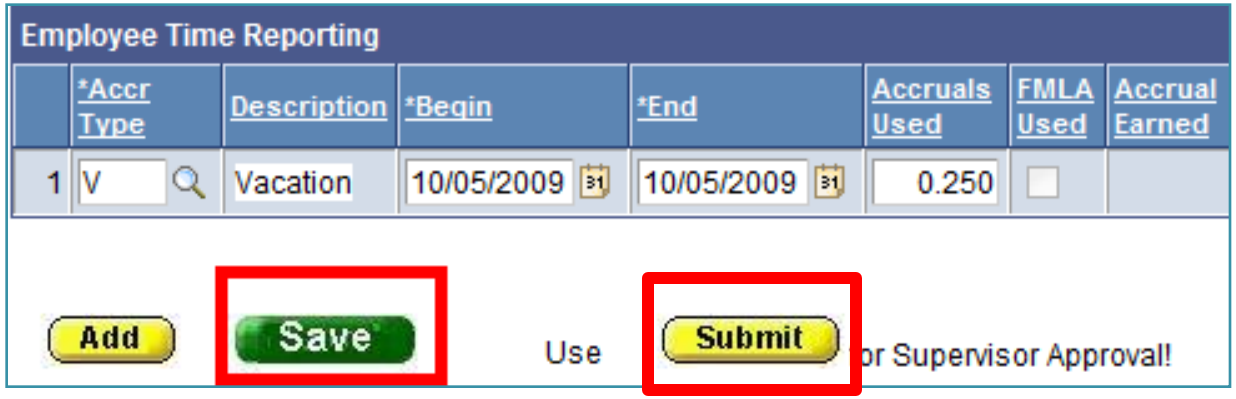
Save, Then Submit

- 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



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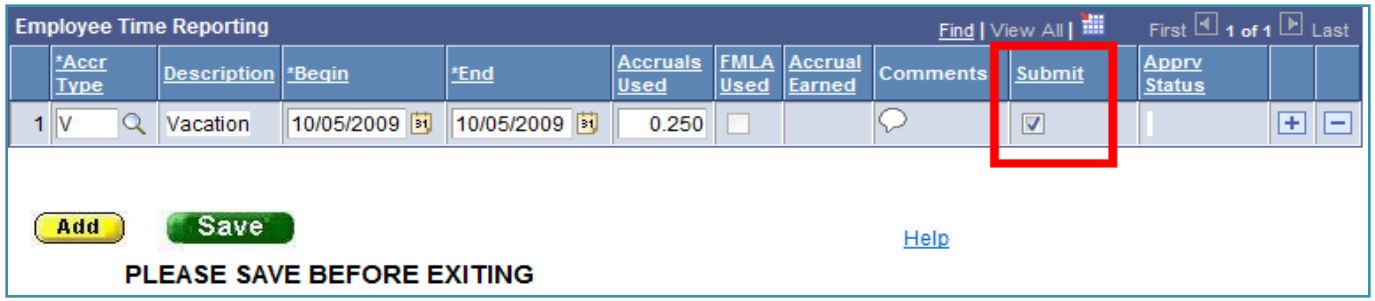
“Sign” Your Time Report

- 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



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

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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

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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

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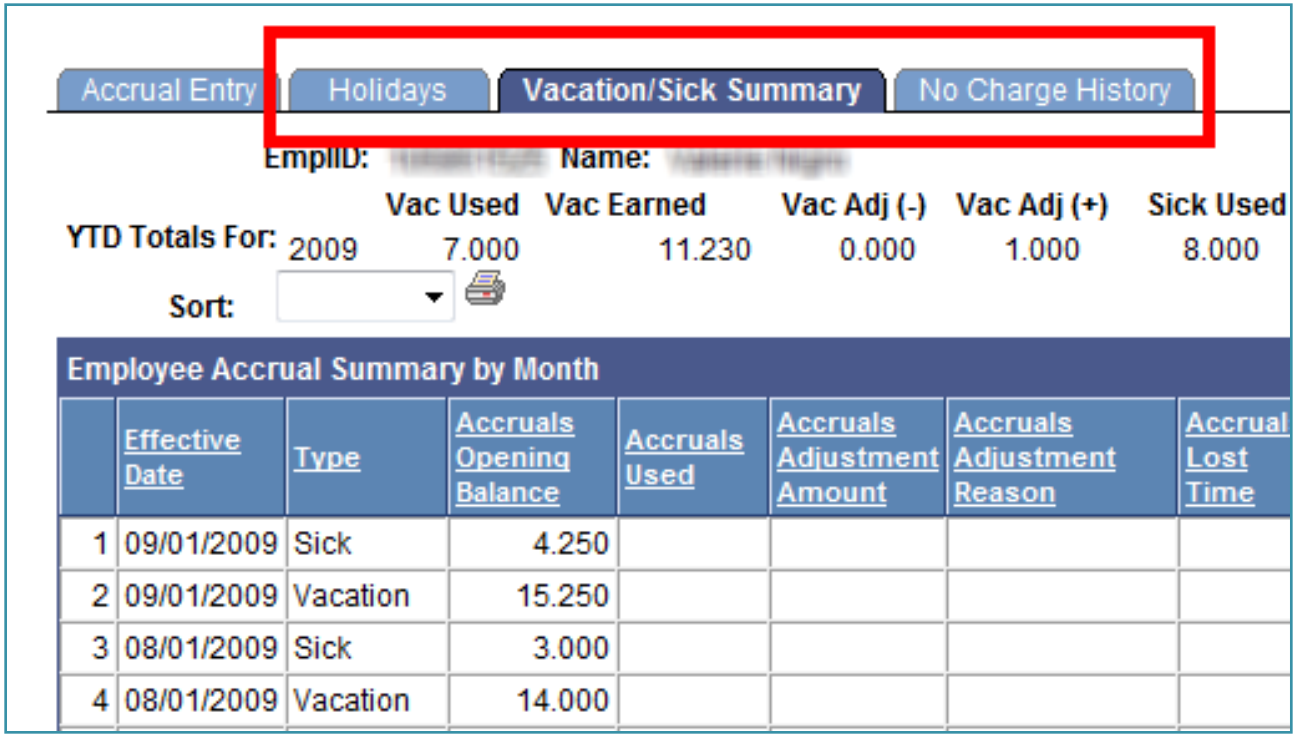
View Accrual Summaries

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



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