Approving Employee Time Reports

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:
  - 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.

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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

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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
The SOLAR Homepage

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.

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.
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.

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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.

![Batch Approval Table]

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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

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.

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- 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.

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Approve All Entries

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

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

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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.

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“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.

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• 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.

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View Accrual Summaries

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