NON-TEACHING Professional (NTP) Report Time in SOLAR

Each month State employees are required to certify their presence and record absences. State UUP and M/C employees on West 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.

Enter your Stony Brook ID (this is the number on your SB identification badge) and your SOLAR password.

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.
Overview of the Accrual Entry Page

- Last time report that was processed
- Reflect beginning balances, plus or minus the time reported for this month
- Your supervisor’s name
- Only Non-exempt employees will see this. Must answer Yes or No before submitting time report
- Click the magnifying glass to select Accrual Type

Questions? Call HRS Time and Attendance at 632-6186 or email HRS_TimeAtt@Stonybrook.edu
Select the Accrual Type

- **NO** Use if you have no absences to report.
- **V** Use to report vacation.
- **V4** Use to report vacation if you are on a compressed work schedule.
- **S** Use to report absences due to personal illness.
- **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.
- **SF4** Use to report sick family if you are on a compressed work schedule.
- **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.
- **VRU** Use Voluntary Reduction Work Schedule if you were a full time eligible State employee with one or more continuous years of qualifying service to voluntarily trade income for time off.

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)
- **RCV** (Red Cross Volunteer)

- **HW** If you were required to work on a holiday you must record it on your time report so that you receive credit for it. This adds to your Holiday Accruals Earned amount.
- **HU** If you have accrued holidays you can use them for time off. Holidays not used within one year of earning will be automatically forfeited.
- **HU4** Use holiday if you are on a compressed work schedule.
- **CTU** (Non-exempt employees only) Use to charge previously earned comp time hours for absences.

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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

- To include another time entry click the Add button.
- You can make entries throughout the month and Save them.
- Click “minus” if you need to delete a row.

Did You Work Overtime?

With Supervisor approval, **non-exempt employees** are eligible for overtime compensation (i.e., straight pay or comp time) for extra hours worked beyond their regular obligation. If you are a non-exempt employee you must answer Yes or No to this question. If you did work overtime you must print the 303NE form and submit the hard copy for approval. Overtime hours are not reported online.
Submit Your Time Report to Your Supervisor for Approval

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

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

Non-exempt employees only

Click the Comp Time tab to view a summary of comp time hours that have been approved by your supervisor and submitted to HRS Time and Attendance.