

Batch Approval of Employee Time Reports

Each month State employees are required to certify their presence and record time off. State UUP and M/C employees on W. Campus and HSC must do this online.

Employee time reporting and supervisor approvals should be completed between the 1st and 10th of the following month.

HRS Time and Attendance cannot process an employee time report until the supervisor has approved it.

Employees will not have access to the next month's time report to begin making entries until the previous time report is approved.



You and your employees will be notified through a message in SOLAR and an email if time reports are missing.

To approve employee time reports go to SOLAR
www.stonybrook.edu/solarsystem

SOLAR System

SOLAR News

- Faculty/Instructors/Staff: Grade Rosters for Summer Session II are now available.
- Policy on SUBMISSION OF GRADES by Faculty/Instructors: <http://naples.cc.stonybrook.edu/Admin/policy.nsf/pages/p207>
- Review SOLAR System - Online Training For Instructors/Advisors Documentation: http://www.stonybrook.edu/it/get_help.shtml?page=solar_facultyhelp

Important Links

- [Public Access to Course Catalog](#)
- [Public Access to Class Search](#)
- [Southampton SOLAR](#)
- [Find Your Stony Brook ID \(for students prior to 2001\)](#)

Get Help

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

SOLAR LOGIN

If the buttons do not appear, you must enable JavaScript, set the correct time, time zone and date or set the correct preferred language before you log in. [See these instructions](#) for enabling JavaScript, setting time or setting the preferred language.

Express Login to SOLAR Time Reporting

For State UUP and MC employees of West Campus, HSC, and Southampton.

Click SOLAR LOGIN

Click here to access step by step instructions for time report approval

STONY BROOK
STATE UNIVERSITY OF NEW YORK

Solar System

Stony Brook ID:

Password:

[SOLAR Password Help](#)

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's memory until the browser is closed.

[To Test Computer Browser Requirements Before Login](#)

[To Report Problems](#)

Enter your **Stony Brook ID** and your **SOLAR password**
Click **Sign In**

You can obtain your initial SOLAR password by clicking the [SOLAR Password Help](#) link. The instructions for forming your new password will be sent to your University email account or the “preferred” email address as listed in the University system.

If you receive a message that a password cannot be generated this way then you will have to click [To Report Problems](#) and submit a request for a SOLAR password. Make sure that you provide a phone number and email so that you can be contacted with the new information.

STONY BROOK
SOLAR System

Home

Action Center

Holds
No Holds.

To Do List
No To Do's.

Message Center

new message(s) read message(s)

New Messages
No New Messages.

Solar System

Security and Personal Data
Change My Solar Password, NetID Maintenance, User Preferences, Office Address, Emergency Contacts, 5 More...

SB ALERT SB Alert Emergency Information
SB Alert - Registration

Elections
Faculty/Prof Election

Student Financial
Account Information

Instructor Self Service
Access Photo Roster

Advisement
New/Drop In Advising, Student Course History, Advisees' Weekly Schedule, Email

For Employees
State Time Reporting, Payroll and Compensation, Benefits, Research Employee Time Security

Look in the **Message Center** for messages regarding late time reports.

From the SOLAR Home page click the **State Time Reporting** link under **For Employees**

Main Menu > Solar System > For Employees

State Time Reporting

Your Time Reporting, Supervisor Approvals

Report Time
Report Your Time, View Balances and Supervisor Approvals

State Employee Self Time Reporting
Direct Supv. Batch Approval
Supervisor Monthly Approval

View Time
View Who is waiting for an Approval, Wh Accrual Balances
Who Approves My Time?
My Employees Accrual Balances

State UUP & MC Employees Excluding Hospital & LISVH.

Then click **Direct Supv Batch Approval** under **Report Time**

This page gives you a list of all time reports that **have not been approved yet**. The list includes only the employees that report directly to you (you are indicated as the “direct supervisor” in PeopleSoft). They are listed in the following order:

- Employees who have submitted their time sheet for your approval are listed 1st.
- Employees who have made entries but have not yet submitted their time reports for approval are listed 2nd.
- Employees who have not yet made entries on this month’s time report are listed last.

You can only approve time reports that have been **submitted** by the employee.

Direct Suprv. Batch Approval
Supervisor : Nancy Squares

Please review all Entries

Name	Last Entered	Supervisor Review	Submitted	Sick Used	Hol Used	Hol Earn	NO Chrg	CTU Hours	Adj (+)	Adj (-)	Approval Status	Approve	Denied	Reset
Barbara Theresa	MAY-2008	View Time Report	<input checked="" type="checkbox"/>	1.00								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kaynes Paul	MAY-2008	Not Submitted	<input type="checkbox"/>	2.00								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gerry Richard J	MAY-2008	Not Submitted	<input type="checkbox"/>	9.00								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wong Arthur P	APR-2008	No Entries	<input type="checkbox"/>									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clark Tasha	APR-2008	No Entries	<input type="checkbox"/>									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Callout 1: Only approve time reports that have a checkmark in the Submitted column

Callout 2: 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 that you SAVE any changes that you've made on this Batch Approval page!

Callout 3: Click Approve to approve each time report. If you have a question about entries on a time report speak with the employee first. If you Deny a time report, speak with the employee and then click Reset to remove the Deny entry so that the employee can correct it.

Don't forget to **SAVE** before leaving this page!

If you click **Sign out** or **Home** to navigate to another page and you did not click Save first you will not be warned!

Batch Entry Summary

Supervisor: Nancy Squitieri

PLEASE SAVE BEFORE EXITING ==>>>

Save

Help

Summary of Accrual Entries

Name	Last Entered	Supervisor Review	Info	Submitted	Sick Used	Hol Used	Hol Earn	NO Chrg	CTU Hours	Adj (+)	Adj (-)	Approv Status	Approve	Denied	Reset
Barbers, Theresa	MAY-2008	View Time Report	i	<input checked="" type="checkbox"/>	1.00								<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kaplan, Paul	MAY-2008	Not Submitted	i	<input type="checkbox"/>	2.00								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gerry, Richard J	MAY-2008	Not Submitted	i	<input type="checkbox"/>	9.00								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wong, Arthur P	APR-2008	No Entries	i	<input type="checkbox"/>									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carr, Nathan	APR-2008	No Entries	i	<input type="checkbox"/>									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As supervisor I acknowledge that I have submitted/approved a time report for my employee. (20004,104)

I certify that, to the best of my knowledge, the entries made for this employee are correct and complete. By submitting days absent for approval, via electronic signature, I certify that my employee has been present, as required, except for the absences indicated. If employee is non-exempt, I understand we must submit a 303NE to report hours worked varied from regular obligation.

Ok to accept, Cancel to continue entering time.

OK Cancel

Click **OK**. This is the electronic equivalent to signing the employee's time report.

Once approved, the employee's name will be removed from the list. This may not be immediate but will happen sometime throughout the day.

The SOLAR Home Page

The screenshot shows the Stony Brook SOLAR System Home Page. The page layout includes a top navigation bar with links for Home, Add to Favorites, and Sign out. On the left side, there are two panels: Action Center and Message Center. The Action Center shows 'Holds' and 'To Do List' sections, both indicating 'No Holds' and 'No To Do's'. The Message Center shows 'new message(s)' and 'read message(s)' buttons, and a 'New Messages' section indicating 'No New Messages'. The main content area on the right features several sections: 'SB Alert Emergency Information' with a registration link, 'Elections' with a link for Faculty/Prof Ele, 'Student Financial' with an account information link, 'Instructor Services' with a link for photo rosters, and 'For Employees' with a link for state time reporting. Three callout boxes provide instructions: one pointing to the Home link, one pointing to the Sign out link, and one pointing to the For Employees link.

STONY BROOK SOLAR System

Home Add to Favorites Sign out

Action Center

Holds
No Holds.

To Do List
No To Do's.

Message Center

new message(s) read message(s)

New Messages
No New Messages.

SB Alert Emergency Information
SB Alert - Registration

Elections
Faculty/Prof Ele

Student Financial
Account Inform

Instructor Services
Access Photo Roster, Faculty Center

For Employees
State Time Reporting, Payroll and Compensation, Benefits, Research Employee Time View, Learning and Development, Compliance and Info, Security

Clicking Home will bring you to this SOLAR Home Page where you can navigate to other employee/instructor related tasks

Remember to Sign Out when you are finished working in SOLAR

Click here if you need to return to the Direct Sprvsr Monthly Approval page