

10-Month Faculty – Report Time Off in SOLAR

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.

On the 1st of the month you will receive an email reminding you to submit your time report. Click the link in the email to go to the SOLAR Welcome Page (the direct URL is www.stonybrook.edu/solarsystem)

The image shows a screenshot of the SOLAR System Welcome Page. The page has a blue header with the text "SOLAR System Welcome Page". Below the header, there are several sections:

- SOLAR News**: A yellow box containing three bullet points:
 - OPEN ENROLLMENT has begun for Summer Session 2!! Classes Begin July 14th!
 - Faculty/Instructors/Staff: Grade Rosters for Summer Session I 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://clientsupport.stonybrook.edu/public/solar/solartraininginstr.shtml>
- SOLAR LOGIN**: A blue button with a clock icon. Below it, red text reads: "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." Below this is a red-bordered box containing an "Express Login to SOLAR Time Reporting" button with a clock icon. Below the button, red text reads: "For State UUP and MC employees of West Campus, HSC, and Southampton." A blue callout arrow points to this button with the text: "Click the Express Login to SOLAR Time Reporting button".
- What is SOLAR?**: A section describing the system as a self-service system for faculty, staff, and students. It includes three bullet points:
 - Students use it to register for classes, print schedules, pay bills, update personal information, etc.
 - Employees use it to update personal information, view vacation/sick accruals, print class rosters, submit grades, etc.
 - Guests and applicants may use it to view course descriptions and search class offerings.
- Important Links**: A list of four links:
 - Public Access to Course Catalog >>
 - Public Access to Class Search >>
 - Southampton SOLAR >>
 - Find Your Stony Brook ID >> (for students prior to 2001)
- Need Help?**: A red-bordered box containing five links:
 - Online Help For Students >>
 - Online Help For Instructors >>
 - Online Help For Employees >>
 - Report a Problem >>
 - SOLAR Password Help >>
 - NetID Password Help >>A blue callout arrow points to this box with the text: "Click here to access step by step instructions for time reporting".

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.

After logging in, you will receive this message:

SOLAR TIME REPORTING ----- Do you have absences to report for MAY-2008 ? ----- (20004,108)

Click YES to make entries. By clicking YES, you will be brought to your time entry page so you can indicate which days you were absent.

Click NO for quick entry indicating No Absences. By clicking NO, a row will automatically be inserted on your accrual record to indicate "No Absences" for the above month.

1. Clicking will bring you to your time report with an entry already inserted to indicate that you have no absences to report.

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

*Accrual Type	Description	Begin Date	End Date	Accruals Used	FMLA	Accruals Earned	Comments	Submit	Apprv Status
1 NO	No Absences	05/01/2008	05/31/2008		<input type="checkbox"/>			<input type="checkbox"/>	

Use for Supervisor Approval! [Help](#)

PLEASE SAVE BEFORE EXITING

After reviewing this information click the **Submit** button to indicate that your time report is ready for your supervisor to approve.

Click **Home** to access the SOLAR home page and other employee related links.

Click **Sign out** when you are finished working in SOLAR.

2. Clicking will bring you to a blank time report where you will enter the days that you were absent this month (see instructions to follow).

Overview of the Accrual Entry Page

The screenshot shows the 'Accrual Entry' page with several callouts:

- Top Callout:** "This was the last time report that was processed for you" points to the 'Approved Balance End of DEC-2007' field.
- Second Callout:** "This is the balance of your sick accruals" points to the 'Sick' column value of 200.00.
- Third Callout:** "This is the number of Sick days you have charged toward Family Sick" points to the 'YTD Family Sick Used' field.
- Bottom Callout 1:** "Enter the Accrual Type, dates absent and number of accruals used" points to the 'Add' button.
- Bottom Callout 2:** "You can make entries throughout the month and Save. Click Submit on or after the 1st of the month when you are ready to submit this time report to your supervisor for approval" points to the 'Submit' button.

vacation	Sick	Holiday
0.00	200.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	200.00	0.00

*Accrual Type	Description	*Begin Date	*End Date	Accruals Used	FMLA	Accruals Earned	Comments	Submit
1 S	Sick	01/10/2008	01/10/2008	1.00	<input type="checkbox"/>			<input type="checkbox"/>

Select the Accrual Type

Employee Time Reporting

*Accrual Type	Description
1	

Click the magnifying glass and select the **Accrual Type**

Panel:

Absence Type: begins with

Description: begins with

Accrual Time Charge: =

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View All First 1-9 of 9

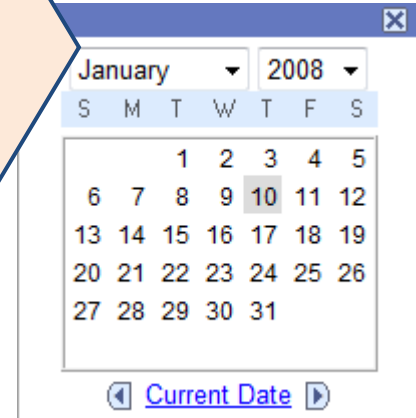
Absence Type	Description	Accrual Time Charge
SF	Sick - Family	Minus
S	Sick	Minus
PCS	Prostate Cancer Screening	No Charge
NO	No Absences	No Charge
ML	Military Leave	No Charge
LST	Lost Time Voluntary	No Charge
JD	Jury Duty	No Charge
EOL	Employee Organizational Leave	No Charge
BCS	Breast Cancer Screening	No Charge

- **SF** – Use to report time off because a **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.
- **S** – Use to report time off because you were **sick**. You are not required to use your sick time when classes are not in session (i.e. spring recess).
- **NO** – Use if you have **no absences** to report.
- **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 vacation purposes (when classes are in session) are considered lost time and LST should be used.
- Time off 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/BCS (Prostate/Breast Cancer Screening)**
 - **ML (Military Leave)**
 - **JD (Jury Duty)**
 - **EOL (Employee Organizational Leave)**

Select the Dates That You Were Absent

Employee Time Reporting			
*Accrual Type	Description	*Begin Date	*End Date
1 S	Sick	01/01/2008	01/01/2008

Click the **Calendar button** and select the date(s) that you were not at work



You must select the exact date that you were not at work. You cannot enter dates **prior** to the first day of the current month being reported.

The **Begin Date** defaults to the first day of the current month being reported.

The **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.

Entering a Date Range

- By default weekends are not counted when you enter a date range.
- You cannot record partial days (.75, .50 or .25) when using a date range. You must enter each partial day separately.

Enter the Exact Number of Accruals Used

The **Accruals Used** will default to whole days based on the Begin and End Dates that you entered.


*Begin Date	*End Date	Accruals Used
01/10/2008	01/10/2008	1.00

If you were only absent for a portion of one day, change this field to **.75**, **.50** or **.25**.

Add/Delete a Row and Save

The screenshot shows a table with columns: *Accrual Type, *Begin Date, *End Date, Accruals Used, FMLA, and Accruals Earned. There are two rows of data. Below the table are buttons for 'Add' and 'Save'. To the right of the table are '+' and '-' buttons for adding and deleting rows. Callouts provide instructions: 'To make another time entry click the Add button' points to the Add button; 'Click Delete Row if you inserted a new row in error and wish to delete it.' points to the '-' button; and 'You cannot submit your time report until the 1st of the following month. You can, however, make entries throughout the month and Save them.' points to the Save button.

Submit Your Time Report to Your Supervisor for Approval

 On the 1st of the month you will receive an email reminding you to submit your time report. The **Submit** button will now 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. Clicking **OK** is your "electronic signature" certifying that the information that you submitted is accurate.

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 after the 15th of the month if the time report was not submitted and approved.

View Accrual Summaries

Click the **Vacation/Sick Summary** tab to view a summary of sick time used/earned by month. This includes all time previously reported and approved.

Accrual Entry		Holidays	Vacation/Sick Summary	No Charge History					
ID: 100000169		Name: Susan Brennan							
YTD Totals for: 2007	Vac Used	Vac Earned	Vac Adj (-)	Vac Adj (+)	Sick Used	Sick Earned	Sick Adj (-)	Sick Adj (+)	
	0.00	0.00	0.00	0.00	0.00	17.50	-4.46	0.00	
Sort by:									
Employee Accrual Summary by Month									
Customize Find First 1-16 of 16									
Begin Date	Type	Open Bal	Used	Adj Amt	Adj Reason	Lost Time	Earned	End Bal	Comments
1 12/01/2007	Sick	200.00		-1.75	ForfeitMax		1.75	200.00	
2 11/01/2007	Sick	200.00		-1.75	ForfeitMax		1.75	200.00	

The SOLAR Home Page

The screenshot shows the Stony Brook SOLAR System Home Page. The page layout includes a top navigation bar with the logo and the text "STONY BROOK SOLAR System". Below the logo, there are three callouts: one pointing to the "Home" link, one pointing to the "Sign out" link, and one pointing to the "For Employees" link. The main content area is divided into several sections: "Action Center" with "Holds" and "To Do List" sections, "Message Center" with "new message(s)" and "read message(s)" buttons, and a "New Messages" section. The right side of the page features a sidebar with links for "SB Alert Emergency Information", "Elections", "Student Financial", "Instructor Self", and "For Employees".

STONY BROOK
SOLAR System

Home Add to Favorites Sign out

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

If you need to return to your Time Report from the Home Page click here

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 SB Alert Emergency Information
SB Alert - Registration

Elections
Faculty/Prof Electi...

Student Finan
Account Informa...

Instructor Sel
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