

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 is titled "SOLAR System Welcome Page" and contains several sections:

- SOLAR News:** A yellow box containing a list of news items, including "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>", and "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 and the text "SOLAR LOGIN". Below it is a red-bordered box containing the text: "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 another blue button with a clock icon and the text "Express Login to SOLAR Time Reporting". Below that is a red-bordered box containing the text: "For State UUP and MC employees of West Campus, HSC, and Southampton." A blue arrow callout 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 to manage personal information. It includes a list of users and their capabilities: Students (register for classes, print schedules, pay bills, update personal information), Employees (update personal information, view vacation/sick accruals, print class rosters, submit grades), Guests and applicants (view course descriptions and search class offerings), and Prospective students (provide supplemental information).
- Important Links:** A list of links: "Public Access to Course Catalog >>", "Public Access to Class Search >>", "Southampton SOLAR >>", and "Find Your Stony Brook ID >> (for students prior to 2001)".
- Need Help?:** A red-bordered box containing a list of help links: "Online Help For Students >>", "Online Help For Instructors >>", "Online Help For Employees >>", "Report a Problem >>", "SOLAR Password Help >>", and "NetID Password Help >>". A blue arrow callout 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.

Overview of the Accrual Entry Page

This is the last time report that was processed for you

Pending Balances reflect the balance you started the month with plus or minus the time reported for this month

This is the oldest expiring holiday earned

This is the number of Sick days you have charged toward Family Sick

Only Non-exempt employees will see this and must answer Yes or No before submitting their time report

This is where you'll enter Accrual Type, dates and number of accruals used. Click Add to enter additional Accrual Types.

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.

	Vacation	Sick	Holiday	Holiday Will Expire On
Approved Balance End of JUN-2006	29.85	25.01	4.00	10/10/2006
Current Month Used	4.00	1.00	0.00	
Holidays Worked & HR Adjustments	0.00	0.00	0.00	YTD Family Sick Used
Pending Balances	25.85	24.01	4.00	10.00

Did you work O/T this month? Yes

Print Form 303NE submit for Approval

Comp Time Avail (Hours) 0.00

*Accrual Type	Description	*Begin Date	*End Date	Ac Us	Submit	Apprv Status
V	Vacation	07/03/2006	07/03/2006		<input type="checkbox"/>	+ -
V	Vacation	07/05/2006	07/07/2006		<input type="checkbox"/>	+ -
S	Sick	07/27/2006	07/27/2006	1.00	<input type="checkbox"/>	+ -

Use **Submit** for Super

State Employees are required to report absences

Select the Accrual Type

Click the magnifying glass and select the Accrual Type

Accrual Type	Description	Accrual Time Charge
V4	Vacation 4 Day Work 1.25	Minus
V	Vacation	Minus
SF4	Sick - Family 4 Day Work 1.25	Minus
SF	Sick - Family	Minus
S4	Sick 4 Day Work 1.25	Minus
S	Sick	Minus
PCS	Prostate Cancer Screening	No Change
NO	No Absences	No Change
ML	Military Leave	No Change
LST	Lost Time Voluntary	No Change
JD	Jury Duty	No Change
HW	Holiday Worked	Plus
HU	Holiday Used	Minus
EOL	Employee Organizational Leave	No Change
CTU	Comp Time Used - Hours	No Change
BCS	Breast Cancer Screening	No Change

V- Use to report vacation.

V4 – Use to report vacation if you are on a 4-day compressed work week schedule.

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.

SF4 – Use to report family sick if you are on a 4 –day compressed work week schedule.

S – Use to report time off because you were **sick**.

S4 – Use to report sick time if you are on a 4-day compressed work week schedule.

NO – Use if you have **no absences** to report.

LST – Use **Lost Time Voluntary** if you were out and would rather take a deduction from your paycheck then use your accruals.

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)**

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.

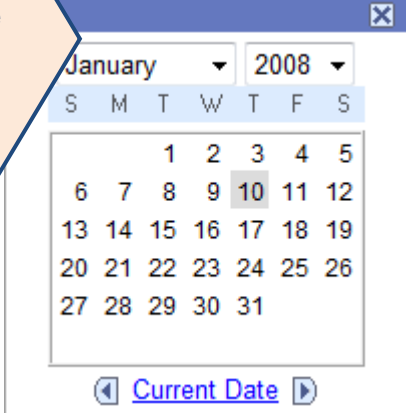
HU – If you have accrued holidays you can use them for time off. You can use an accrued holiday up to one year after you’ve earned it otherwise you forfeit it.

CTU – Non-exempt employees only – use to charge previously earned comp time hours for time off.

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



The image shows a screenshot of a calendar for January 2008. The calendar is displayed in a window with a title bar. The month is set to January and the year to 2008. The days of the week are labeled S, M, T, W, T, F, S. The dates 1 through 31 are listed in a grid. The date 10 is highlighted with a grey background. Below the calendar grid, there is a link labeled 'Current Date' with left and right arrow buttons.

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.
- **Begin** and **End** dates cannot include a holiday

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

To make another time entry click the Add button

Click Delete Row if you inserted a new row in error and wish to delete it.

You cannot submit your time report until the 1st of the following month. You can, however, make entries throughout the month and Save them.

*Accrual Type	*Begin Date	*End Date	Accruals Used	FMLA	Accruals Earned
1 S Sick	08/14/2008	08/14/2008	0.50	<input type="checkbox"/>	
2				<input type="checkbox"/>	

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.

Did you work O/T this month? Yes		Print Form 303NE, submit for Approval		Comp Time Avail (Hours) 0.00					
Employee Time Reporting									
*Accrual Type	Description	*Begin Date	*End Date	Accruals Used	FMLA	Accruals Earned	Comments	Submit	Apprv Status
1 V	Vacation	07/03/2006	07/03/2006	1.00	<input type="checkbox"/>			<input type="checkbox"/>	
2 V	Vacation	07/05/2006	07/07/2006	3.00	<input type="checkbox"/>			<input type="checkbox"/>	

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 this one 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.

Click the **Holidays** tab to see a list of holidays earned and used.

Click the **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.

Accrual Entry		Holidays	Vacation/Sick Summary	No Charge History							
ID: 100016105 May, Margaret M.											
YTD Totals for: 2006		Vac Used 1.75	Vac Earned 10.50	Vac Adj (-) 0.00	Vac Adj (+) 1.00	Sick Used 3.00	Sick Earned 10.50	Sick Adj (-) 0.00	Sick Adj (+) 0.00		
Employee Accrual Summary by Month First 1-36 of 36 Last											
	Begin Date	Type	Open Bal	Used	Adj Amt	Adj Reason	Lost Time	Earned	End Bal	Comments	Details
1	06/01/2006	Sick	157.16	0.50				1.75	158.41	12(,5)	Details
2	06/01/2006	Vacation	20.41					1.75	22.16		
3	05/01/2006	Sick	155.41					1.75	157.16		
4	05/01/2006	Vacation	18.66					1.75	20.41		

The SOLAR Home Page

The screenshot displays the Stony Brook SOLAR System Home Page. The page features a navigation bar at the top with links for Home, Add to Favorites, and Sign out. On the left side, there are three main sections: Action Center, Message Center, and New Messages. The Action Center shows 'No Holds' and 'No To Do's'. The Message Center shows 'new message(s)' and 'read message(s)'. The New Messages section shows 'No New Messages'. The main content area includes sections for SB Alert Emergency Information, Elections, Student Financial, Instructor Self, and For Employees. The For Employees section lists links for State Time Reporting, Payroll and Compensation, Benefits, Research, Employee Time View, Learning and Development, Compliance and Info, and Security. 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.

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