


# NON-TEACHING Professional (NTP) Report Time in SOLAR

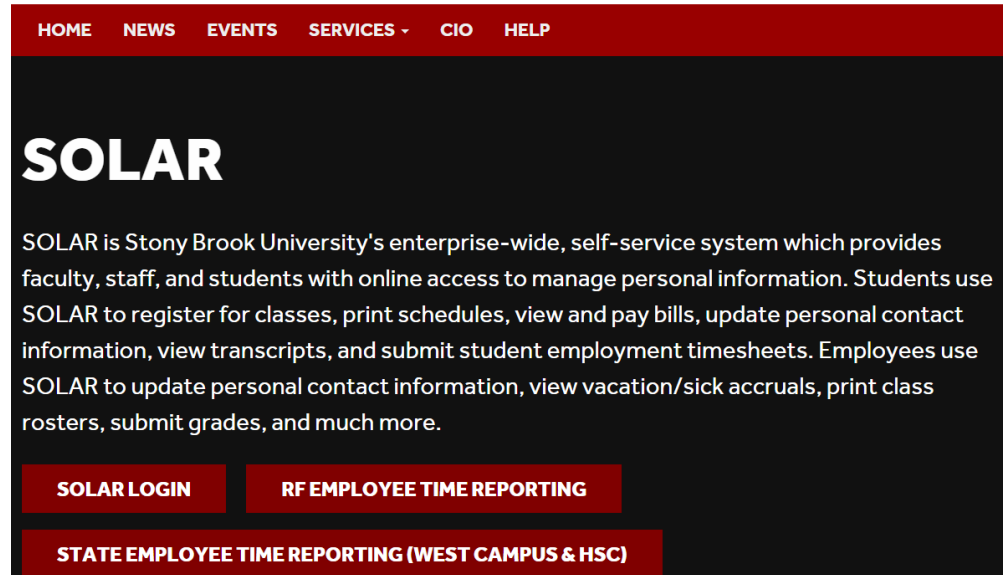
Each month State employees are required to certify their presence and record absences. State UUP and M/C employees on West Campus and HSC must do this online through the University's self-service system called SOLAR (please go to [www.stonybrook.edu/solarsystem](http://www.stonybrook.edu/solarsystem))

*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.*

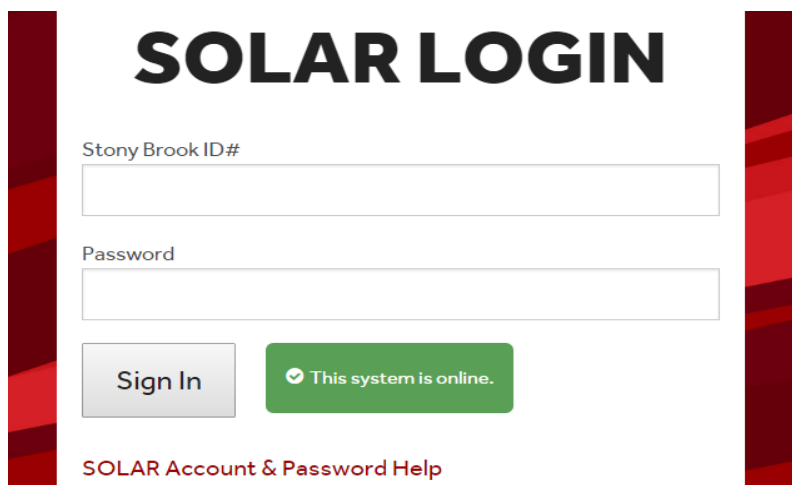
On the 1<sup>st</sup>, 5<sup>th</sup> and 10<sup>th</sup> of the month you will receive an email reminding you to enter and submit your time report.

Click the link in the email to go to the SOLAR Login Page

 Stony Brook University | Division of Information Technology



The screenshot shows the SOLAR system homepage. At the top, there is a navigation bar with links for HOME, NEWS, EVENTS, SERVICES, CIO, and HELP. Below this, the word "SOLAR" is prominently displayed in large white letters on a dark background. Underneath, a paragraph describes the system: "SOLAR is Stony Brook University's enterprise-wide, self-service system which provides faculty, staff, and students with online access to manage personal information. Students use SOLAR to register for classes, print schedules, view and pay bills, update personal contact information, view transcripts, and submit student employment timesheets. Employees use SOLAR to update personal contact information, view vacation/sick accruals, print class rosters, submit grades, and much more." At the bottom of the page, there are three red buttons: "SOLAR LOGIN", "RF EMPLOYEE TIME REPORTING", and "STATE EMPLOYEE TIME REPORTING (WEST CAMPUS & HSC)".



The screenshot shows the SOLAR login page. At the top, the words "SOLAR LOGIN" are displayed in large, bold, black letters. Below this, there are two input fields: "Stony Brook ID#" and "Password". To the right of the password field, there is a green button with a checkmark icon and the text "This system is online." Below the input fields, there is a grey "Sign In" button. At the bottom of the page, there is a link for "SOLAR Account & Password Help".

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

Click Sign In

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.

# SOLAR Home Page

Click HOME will bring you back to this page

Remember to Sign Out after you are finished in SOLAR

Click STATE TIME REPORTING to enter your time report

Click Payroll and Compensation to access your pay stub

## Overview of the Accrual Entry Page

Last time report that was processed

Name: Reflect beginning balances, plus or minus the time reported for this month

Supervisor: Your supervisor's name

	Vacation	Sick	Holiday	DRL	
Approved Balance End of FEB-2017	18.10	66.85	0.00	0.00	
Current Month Used	0.00	0.00	0.00	0.00	
Holidays Worked & HR Adjustments	0.00	0.00	0.00	0.00	
Pending Balances	18.10	66.85	0.00	0.00	YTD Family Sick Used 1.75

Only Non-exempt employees will see this. Must answer Yes or No before submitting time report

Did you work O/T this month?

Comp Time Avail (Hours) 48.75

Employee Time Reporting Find | View All

	*Accrual Type	Description	Begin Date	End Date	Accruals Used	FMLA	Accruals Earned	Comments	Submit
1	<input type="text"/>					<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>

Click the magnifying glass to select Accrual Type



## Select the Dates That You Were Absent

Employee Time Reporting					
	*Accrual Type	Description	*Begin Date	*End Date	Accruals Used
1	S	Sick	03/15/2017	03/15/2017	1.00

You can use partial (0.25, 0.50 or 0.75) or whole days (default)

Click Calendar and select the date(s) that you were absent

March 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Current Date

- ✓ 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

Type	Date	*End Date	Accruals Used	FMLA	Accruals Earned	Comments	Submit	Apprv Status
1 S	Sick	03/15/2017	1.00					+ -
2								+ -

You can make entries throughout the month and Save them

Click "minus" if you need to delete a row

**Add** **Save** [Help](#)

**PLEASE SAVE BEFORE EXITING**

## 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 1<sup>st</sup>, 5<sup>th</sup> and 10<sup>th</sup> 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

Message

Submit Accruals for Supervisor Approval I (20004,79)

Please use the SUBMIT BUTTON when all days absent have been entered for this month.  
By submitting days absent for approval, via electronic signature, I certify that I have been present, as required, except for the absences indicated, and as a non-exempt employee I understand I must submit a 303NE to report hours worked varied from my regular obligation.

Ok to accept , Cancel to continue entering time.

OK Cancel

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 10<sup>th</sup> 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 10<sup>th</sup>, 15<sup>th</sup> and 20<sup>th</sup> 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

Accrual Entry **Holidays** Vacation/Sick Summary No Charge History **Comp Time** Deficit Reduction

Stony Brook Emplid: Name:

YTD Totals for: 2017 Vac Used 0.00 Vac Earned 0.00 Vac Adj (-) 0.00 Vac Adj (+) 0.00 Sick Used 0.00 Sick Earned 0.00 Sick .

Sort by: [dropdown]

Employee Accrual Summary by Month									
	Begin Date	Type	Open Bal	Used	Adj Amt	Adj Reason	Lost Time	Earned	End Bal
1	01/01/2017	Sick	5.25						5.25
2	01/01/2017	Vacation	6.25						6.25

**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.