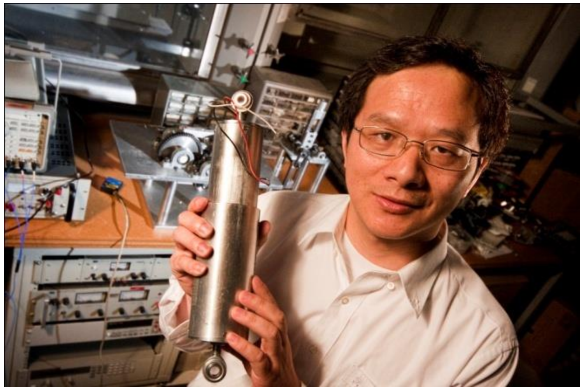


E-Time Reporting Guide for Exempt Employees

SUNY RF

CONTENTS

Click on topic below to go directly to that page.

OTHER LINKS IN THIS GUIDE

This Guide contains hyperlinks to help you navigate within the Guide.

Active links appear in BLUE

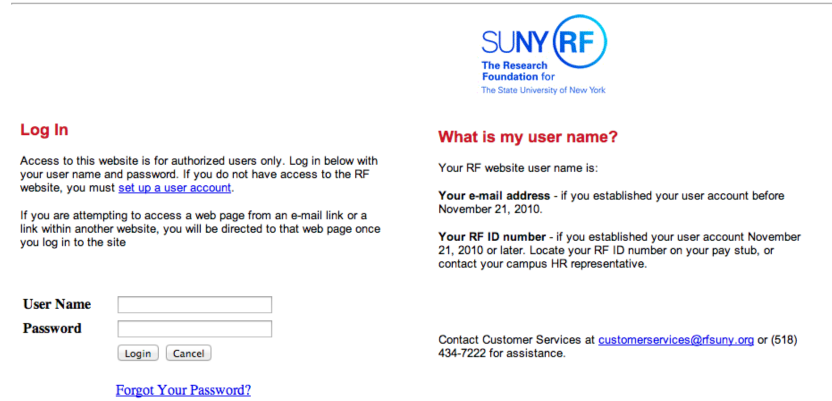
LOG INTO THE ORACLE BUSINESS SYSTEM

How to Access, Log In and Navigate

You can access Employee Self Service from anywhere you have Internet access. You will need your user name and password. If you are a first-time user, you will need to set up an account.

1. Go to www.rfsuny.org
2. Click **Login** in the upper left corner of the screen.
3. Enter your Research Foundation ID Number as your user name. This ID was sent to you via email when you were first hired.
4. Enter your password.

   Tip! *If you have forgotten your password, click "Forgot Your Password" on the login screen. Your information will be emailed to you.*
5. Go to the Business Applications portlet and click **Self Service** link.



If you need help with your Self Service account, contact Customer Services at customerservices@rfsuny.org or 518 434 7222.

Site Availability

The Self Service website undergoes daily planned system maintenance, from 6:00 to 6:30 p.m. and 2:00 to 4:00 a.m. EST. If you attempt to log in during these times, you will encounter a message that reads, "Employee Self Service Unavailable."

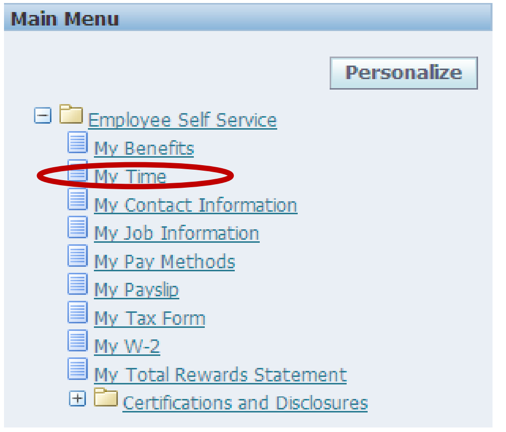
Log Out to Protect Your Personal Information!

When you've completed your session, click **Logout** in the list of links in the upper right corner of the screen. This will help prevent unauthorized access to your information.

THE MY TIME MENU

Features of the My Time menu

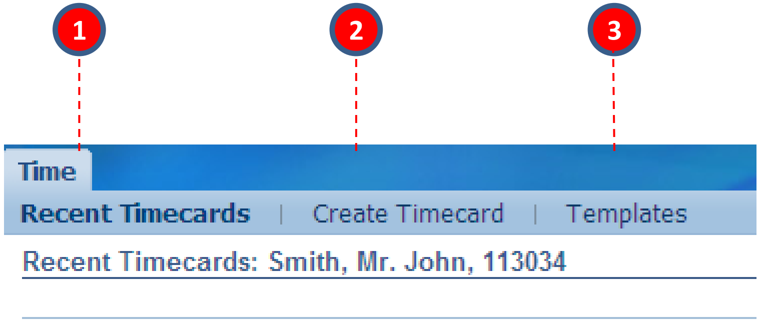
After signing into the system select the Employee Self Service responsibility and the **My Time** menu option. The My Time menu has a few features that will help you navigate through your tasks.



The Tabs

The tabs at the top of the form are always available and function as follows:

1. Clicking **Recent Timecards** will bring you to the list of timecards you have started and give you the status
2. Clicking **Create Timecard** will bring you to the screen where you enter your time
3. Clicking **Templates** will bring you to your saved templates and allow you to delete them. (Not applicable for Exempt Employees)



At the end of this guide you will find the list of error messages used in My Time and what they mean. This will help you in determining the correct action to take if you received one of these errors.

Also at the end of this guide you will find other helpful information in using the My Time menu, including absence reason definitions, how holiday credits work, and recording time in quarter days.

THE MY TIME MENU

Features of the My Time menu

The My Time menu has a few features that will help you navigate through your tasks.

Recent Timecards List

The Recent Timecard list gives you information about your timecards

.

4. The status of your timecards
5. The date you submitted the timecard
6. Update a saved timecard with additional entries
7. View a timecard details

Select	Timecard Status	Period Ending	Submission Date	Update	Details
	Working	30-Apr-2015			
	Submitted	31-Mar-2015	30-Dec-2015		
	Approved	28-Feb-2015	30-Dec-2015		

Tip! *Once a timecard has been approved by your supervisor, it can no longer be updated or deleted. You can however, update or delete a submitted timecard and your supervisor will receive a new notification for approval.*

ENTER A TIMECARD

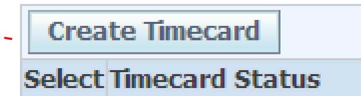
How to enter exception time

After selecting The My Time menu

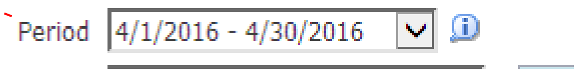
1. On the main My Time screen, click the **Create Timecard** button
2. Use the Period drop down box to select the monthly period for which you are entering time

   Tip! *You can enter past or current periods but cannot enter future periods.*

1



2

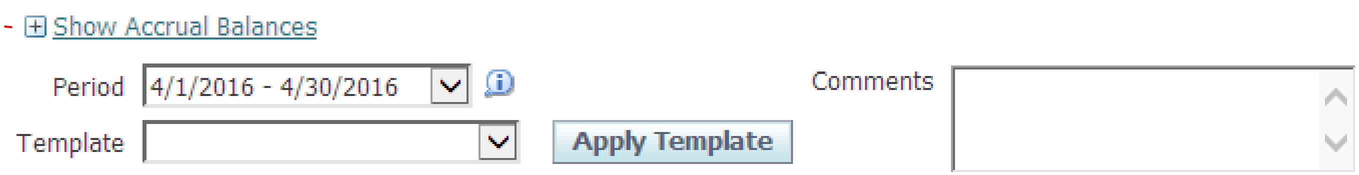


To Determine available Accrual Balances (Eligible Employees Only):

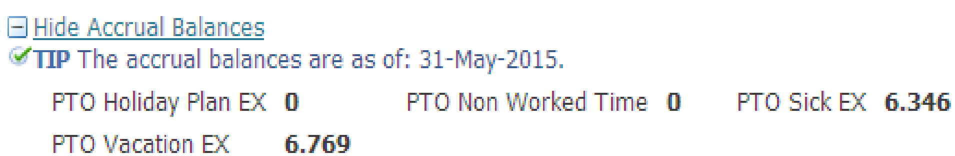
3. Click the **Show Accrual Balances** link at the top of the timecard
4. Each accrual type you are eligible for is displayed along with the balance as of the end of the last pay period in the month.

Tip! *Balances will only be reflective of the last timecard submitted. If you are behind in submitting timecards, these amounts may not be accurate and HR may have to adjust your timecard after submission.*

3



4



ENTER A TIMECARD

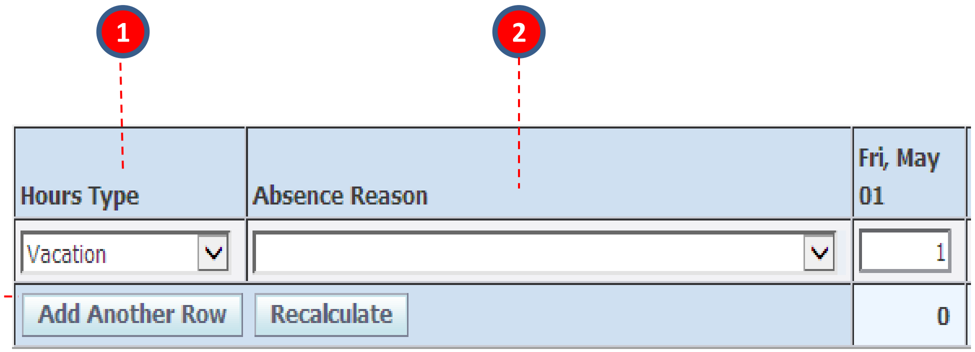
How to enter exception time

After selecting the period:

1. Use the Hours Type drop down box and select the type of absence and enter the time out on the appropriate day

   Tip! Time taken should be entered in quarter day increments as a decimal. For example, .25 represents a quarter of a day.

2. For leave type of Sick you must complete the Absence Reason field. DO NOT complete a reason for Holiday, or Vacation.
3. If you have more than one type of absence click Add Another Row
4. If you enter an hours type in error, it is best to save the timecard and then use the trash can icon at the end of the row to delete it. Do not change the hours type in that row.
5. If you did not have any time out of the office, go to Save or Submit a Timecard on pg. 4.1



Using Non-Worked Time:

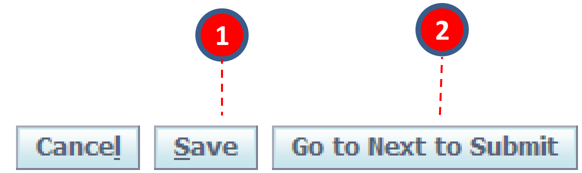
If you find that you must be absent but do not have enough accruals (or the appropriate type of accrual) to cover the absence, you still need to log the absence on your timecard. Before doing so you should check with your supervisor and/or HR office to determine the appropriate method to record this absence. You may be asked to record this time against the Hours Type Non Worked Time. A reason is required for this Hours Type as well. Examples of reasons in this category are Jury Duty, Court Appearances, leave of absence for military service or child care, and finally vacation or sick if there are no accruals in these categories. (see pg. 7.1 for a full list of absence reasons)

Tip!

- *Each reason in the list has either "(Sick)" or "(Non Work)" at the end of the reason. You must pick the reason with the label that matches the Hours Type. For example, if you have Non Worked Time as the Hours Type you must pick a reason with (Non Work) after it.*
- *If you need to communicate any information about your entries to your supervisor or HR office, use the comments box.*

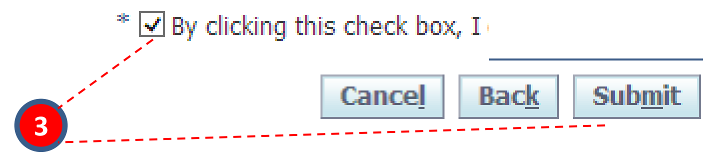
SAVE OR SUBMIT A TIMECARD

How to save your timecard or submit for approval



To Save:

1. Click the **Save** button at the top or bottom of the timecard. This will allow you to go back and update the timecard at a later time. It will also produce any applicable messages if there are issues with your entries.



To Submit:

2. Once you have completed your entries for the period and are ready to submit the timecard to your supervisor for approval click the **Go to Next to Submit** button. This will bring you to the review screen.
3. If the entries are correct, you must check the box next to the statement certifying your entries. Then click **Submit**
4. If they are not correct, click the **Back Button** and make the necessary changes. If you hit **Cancel** and had not saved your entries on the previous page, your entries will not be saved.

Tip!

- *If you need to go back to the previous screen DO NOT use your browsers back function, instead use the back button on the form.*
- *Once a timecard has been submitted your supervisor will receive a notification. If your supervisor disagrees with your entries, they will reject the timecard and return to you for correction.*
- *If you realize there are changes to your timecard after you submit but before your supervisor approves you can still update your timecard. After approval, if you determine there are changes contact your HR office.*

Log Out to Protect Your Personal Information!

When you've completed your session, click **Logout** in the list of links in the upper right corner of the screen. This will help prevent unauthorized access to your information.

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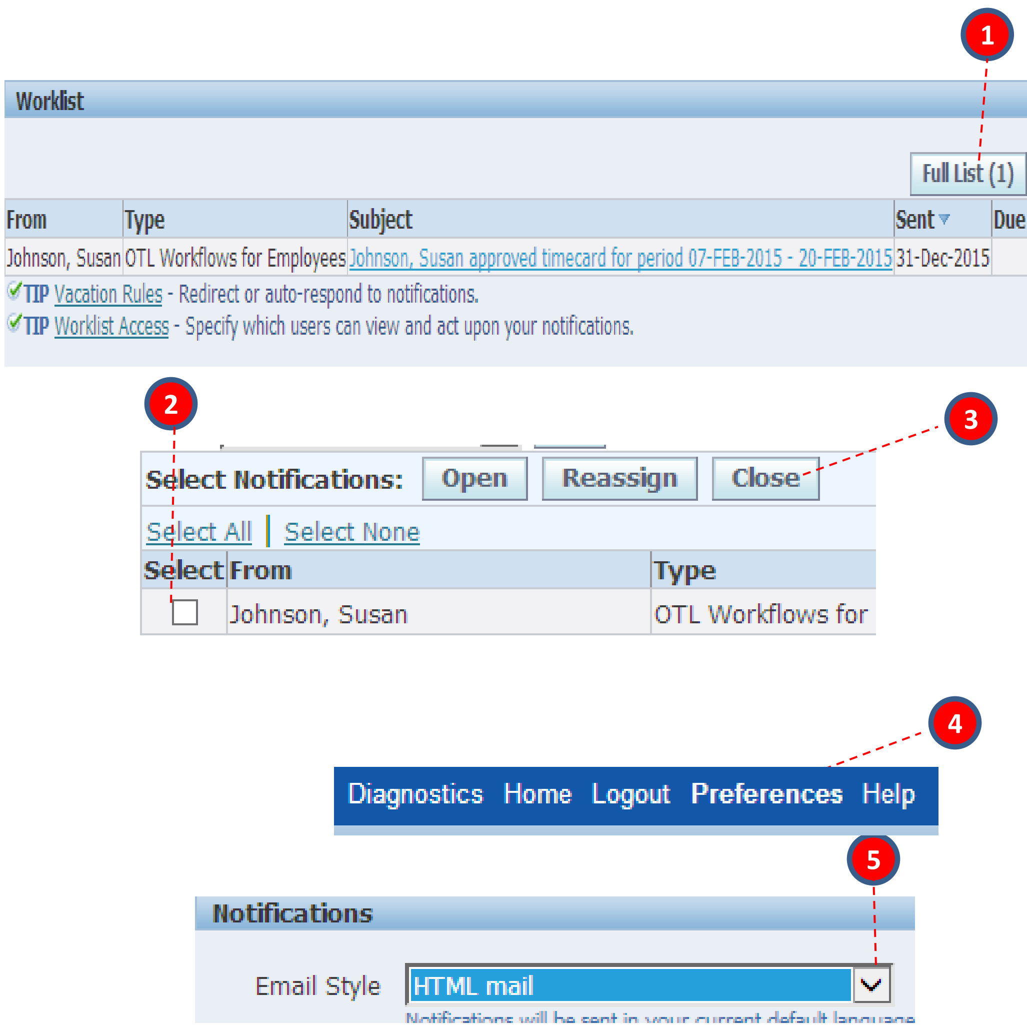
OTHER FEATURES

Notifications and Email Preferences



Notifications

When your supervisor approves your timecard you will receive an email Notification to let you know. These notifications will also appear in your Worklist (next to your Main Menu) You can clear these notifications by:

1. Clicking **Full List**
2. Selecting the notifications you wish to clear
3. Clicking **Close**

Tip! Any other buttons on this form, for example Reassign, should not be used.

Email Preferences

You may choose to turn off your email notifications by:

4. Selecting **Preferences** at the top right of your Main Menu screen
5. Under the Notifications section using the Email Style drop down box, you can select “Do Not Send Me Mail” instead of the default “HTML mail”

Tip! If at any point you stop receiving email notifications when you did not select this option, ensure this value does not say “Disabled”. If so change it back to the value “HTML mail”. If this does not correct the problem contact Customer Services.

COMMON ERROR MESSAGES

Definitions and Corrective Actions for Common Error Messages

Error Message	Meaning	Corrective Action
Time must be entered in quarter days or hours. Acceptable values after the decimal are .0, .25, .5, or .75.	One or more of your entries is not in quarter days. For example, .60 is not an acceptable entry as exempt employees can only charge their time in quarter day increments.	Change your entry to the nearest quarter day, this may be slightly more or less than the time actually taken (see pg. 7.2). Work with your supervisor or HR office if this continues to be an issue.
Absence Reason is required when selecting Sick, NYC Sick or Non-Worked Hours	You have added a row with an Hours Type of "Sick" or "Non-worked Time" but did not enter an Absence Reason.	Select a reason using the drop down box (see the list of reasons on pg. 7.1).
An absence reason is not required for this hours type, please delete	You have selected an absence reason for the Hours Type "Vacation" or "Holiday" which is not valid.	Delete your selected reason for "Vacation" or "Holiday". Use the comment box to add any explanations necessary.
This is not a valid reason for the hours type selected, please select a reason that corresponds to this absence.	You selected a "Sick" absence reason for "Non – Worked Time" or vice versa	Select an absence reason with "(Sick)" at the end of the reason for "Sick" Hours Type and an absence reason with "(Non-Worked)" at the end of the reason for "Non-Worked Time" Hours Type.
You do not have sufficient balances to charge PTO XXX time. Please reduce the time charged to equal your balance and either use another balance as appropriate or enter the time against the hours type "Non-worked Time."	The absence amount you are entering is greater than the balance you have in that leave category.	You should use another category as appropriate or put the time to "Non-worked Time"
XXX is a holiday; you have not entered any holiday time for this day. If this is correct, please explain in the comments section. If this is not correct, please add holiday time for this day.	You have not entered an Hours Type of "Holiday" with an absence amount on the day a holiday was designated by your campus.	Either enter an absence amount on the day designated as a holiday or use the comments box to indicate you were working that day and request to have the holiday credited to your accrual balance.

DEFINITIONS AND OTHER INFORMATION

Absence Reasons

Absence Reason	Used For. . .
Court Appearance (Non Work)	When you are requested to appear in court on behalf of the RF or when mandated to be at court for personal reasons and you do not have any vacation or holiday time to cover the absence.
Jury Duty (Non Work)	When you have a jury duty obligation. Documentation will be required by your HR office.
LOA Child Care (Non Work)	Approved leave of absence for care of a child
LOA Disability (Non Work)	Approved leave of absence for a disability
LOA Military (Non Work)	Approved leave of absence to serve in the military
LOA Personal (Non Work)	Approved leave of absence for personal reasons
FMLA Employee Illness/Injury (Non Work)	An approved FMLA absence for your own illness or injury when sick leave accruals are exhausted
FMLA Family Illness/Injury (Non Work)	An approved FMLA absence for an immediate family members illness or injury* when sick leave accruals are exhausted
Personal – Non Balance/Not Eligible (Non Work)	N/A
Sick – Non Balance/Not Eligible (Non Work)	Any sick reason not in this list for which you have no sick leave accrual balance
Vacation – Non Balance/Not Eligible (Non Work)	Approved vacation time when you have insufficient vacation accrual balance

Absence Reason	Used For. . .
Bereavement (Sick)	Death of an immediate family member*
Employee Illness/Injury (Sick)	Your own illness or injury
Employee Medical Appointment (Sick)	For scheduled medial appointments during the work day
Family Illness/Injury (Sick)	To care for an immediate family members illness or injury*
FMLA Employee Illness/Injury (Sick)	An approved FMLA absence for your own illness or injury
FMLA Family Illness/Injury (Sick)	An approved FMLA absence for an immediate family members illness or injury*

* Immediate family member is defined as parent, child, spouse, sibling, parent-in-law, child-in-law, grandparent, grandchild or any person with whom the employee makes his/her home. A maximum of 15 days can be used for family illness/injury.

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DEFINITIONS AND OTHER INFORMATION

Holiday Credits and Recording in Quarter Days

Holiday Credit

Holidays will be credited based on the campuses designated holidays and your work schedule.

Campus Designated Holidays

Campuses determine which holidays they expect to see recorded on your timesheet. For example, some campus locations do not expect you to record an absence for New Year's Day on your timesheet because the campus is closed. In that case you will not see the New Year's Day holiday credit reflected in your holiday leave balance. Other holidays that occur when the campus is open, like Martin Luther King Jr. Day or Lincoln's Birthday, may be expected to be recorded as an absence on your timecard if you did not work the holiday. Contact your campus RF HR office for this list of holidays.

Work Schedule

Holiday credits for campus designated holidays use your work schedule to determine the time you are entitled to as follows:

- Full-Time Employees: receive holiday leave credit for all campus designated holidays, regardless of whether you are scheduled to work that day or not. The maximum holiday leave credited will be 1 day (7.5/8 hours).
- Part-Time Employees: receives holiday leave credit for only those campus designated holidays that you are scheduled to work to the nearest quarter day increment. For example; if you are scheduled to work 6 hours on a day designated as a holiday you will receive .75 day of holiday credit. ***You must have a work schedule on file with your RF HR office in order to be eligible for holiday leave.***

Recording Absences in Quarter Days

Exempt employees must record absences in quarter days and a day is always equal to 7.5 or 8 hours even for part-time employees, therefore there may be times when you need to work with your supervisor and HR office on a reasonable agreement for charging time. Again using the example of a scheduled 6 hour work day, the amount charged for an absence that day will either be .75 or .5 of a day, not .6 of a day or 1 full day.

Where to go with questions

CONTACT INFORMATION

Trouble understanding the forms?

Contact: *Zachary Jenney*

716-645-4439 / zjenney@buffalo.edu

Trouble logging on to the system?

Contact RF Customer Services:

518-434-7222

CustomerServices@rfsuny.org