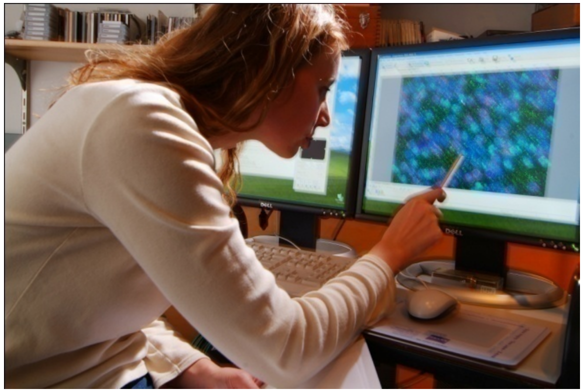


E-Time Reporting Guide for Non-Exempt (Salaried and Hourly) Employees

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

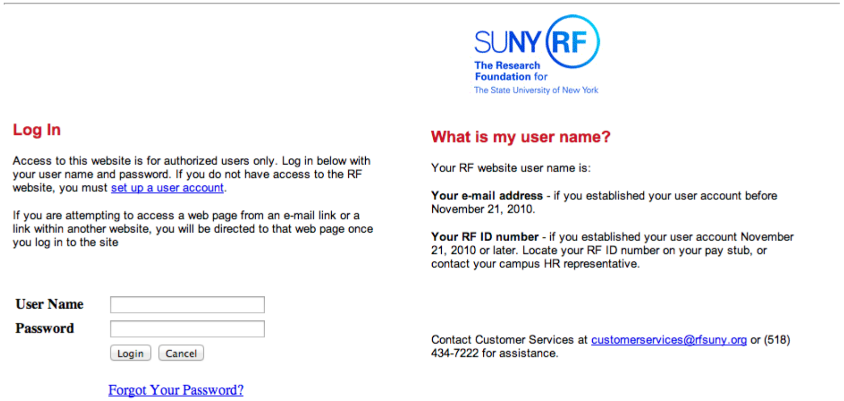
LOG INTO THE ORACLE BUSINESS SYSTEM

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 right 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

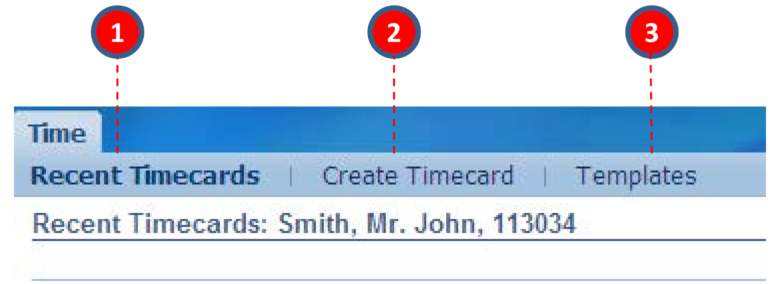
Features of the My Time menu

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:

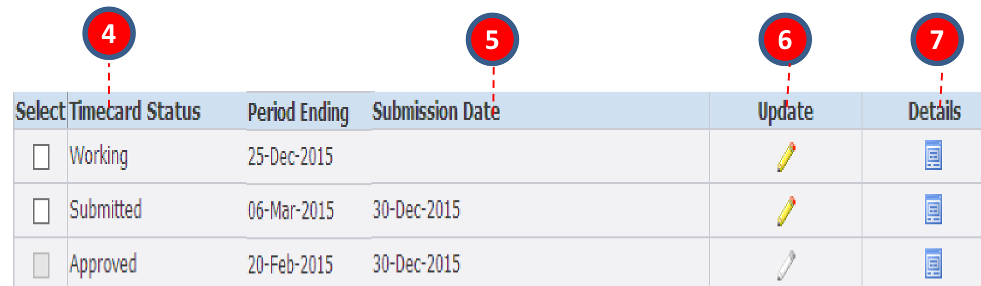
1. Clicking Recent Timecards will bring you to the list of timecards you have started and give you the status
2. Clicking Create Timecard will bring you to the screen where you enter your time
3. Clicking Templates will bring you to your saved templates and allow you to delete them.



Recent Timecards List (default view)

The Recent Timecard list gives you information about the timecards that have entries.

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



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 an new notification for approval.

ENTER A TIMECARD

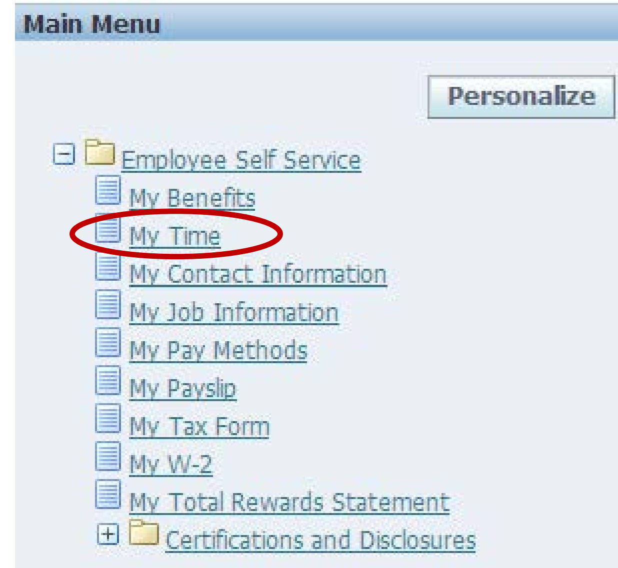
Enter start and stop times

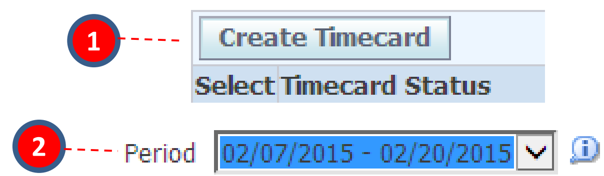
After signing into the system select the Employee Self Service responsibility and the My Time menu option

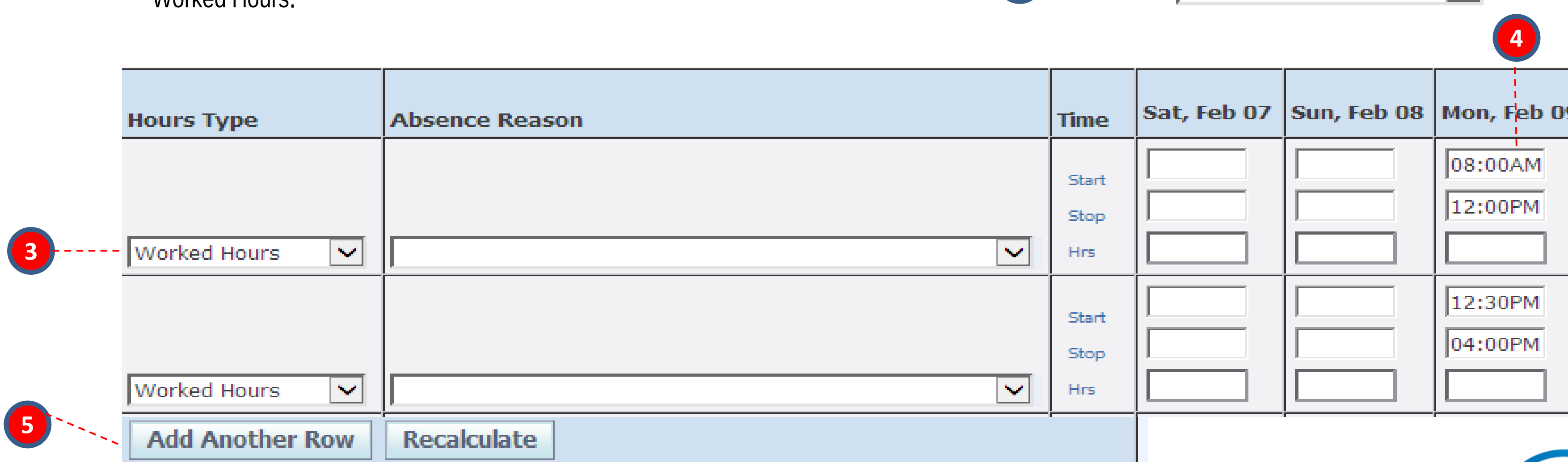
1. On the main My Time screen, click the Create Timecard button
2. Use the Period drop down box to select the biweekly period for which you are entering time

   Tip! You can enter past or current periods but cannot enter future periods.
3. Use the Hours Type drop down box and select the type Worked Hours
4. Enter the start and stop times on the days you worked

   Tip! Time format is HH:MMam/pm with no spaces. DO NOT enter worked time in hours. You can use the copy and paste functions in this form for easy entry.
5. To reflect unpaid breaks of nonworked time, click on Add Another Row to enter any hours worked after the break using the Hours Type Worked Hours.







ENTER A TIMECARD

Enter Leave

To Determine available Accrual Balances:

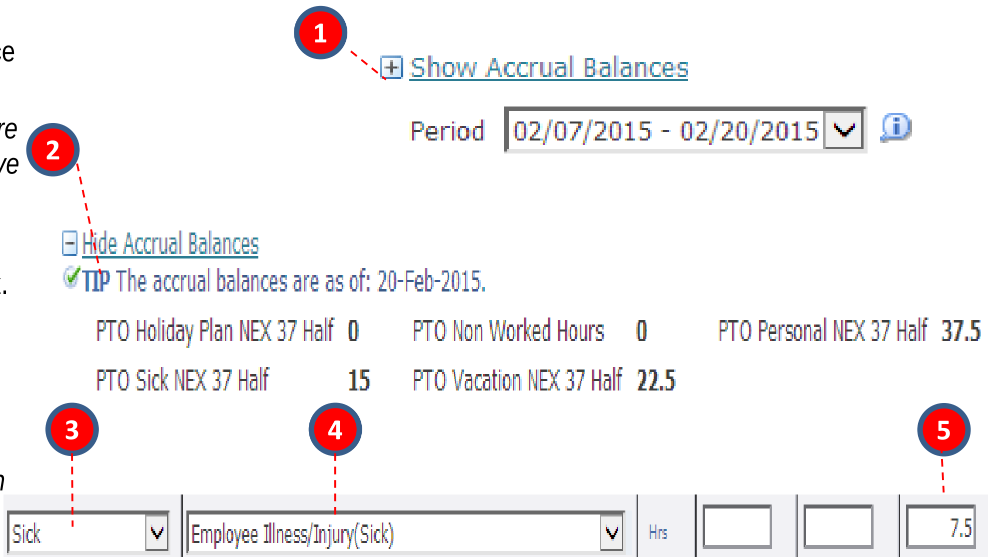
1. Click the Show Accrual Balances link at the top of the timecard
2. Each accrual balance you are eligible for is displayed along with the balance as of the end of the pay period

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 timesheet after submission.

Entering leave time:

3. Select the type of leave you are taking from the Hours Type drop down box.
4. For leave type of Sick you must complete the Absence Reason field. DO NOT complete a reason for Personal, Holiday, or Vacation.
5. Enter the amount of leave taken as hours.

Tip! Partial hours are represented with a decimal, where each 15 minute increment is represented by .25. Do not enter time worked or leave taken in anything less than 15 minute increments.



Using Non-Worked Hours (Non-exempt Salaried Employees Only):

6. Non-exempt salaried employees must record the number hours covered by their salary. 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 timesheet. 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 Hours. 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..

__Tip!__

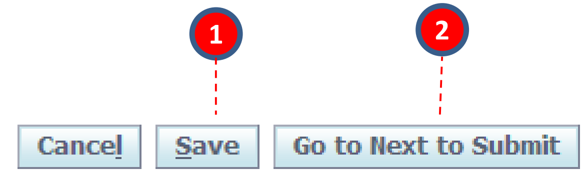
Each reason in the list has either "(Sick)" or "(Non Worked)" as part of the choice. You must pick the reason with the label that matches the Hours Type. For example, if you have Non Worked Hours as the Hours Type you must pick a reason with (Non Worked) after it. If you need to communicate any information 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

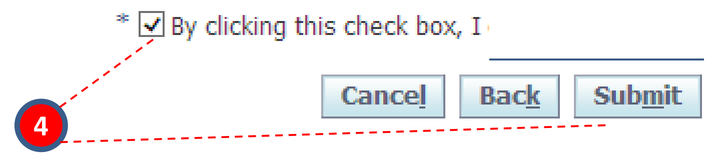
To Save:

1. Click the Save button at the top or bottom of the timecard. This will allow you to go back and update the time 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. On the review screen, you have the opportunity to review the time entered one more time before submission. Also, in the Time Detail section you can review the potential overtime hours you might have earned based on the hours entered on your timecard.
4. If the entries are correct, you must check the box next the statement certifying your entries. Then click Submit
5. 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!

- *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.

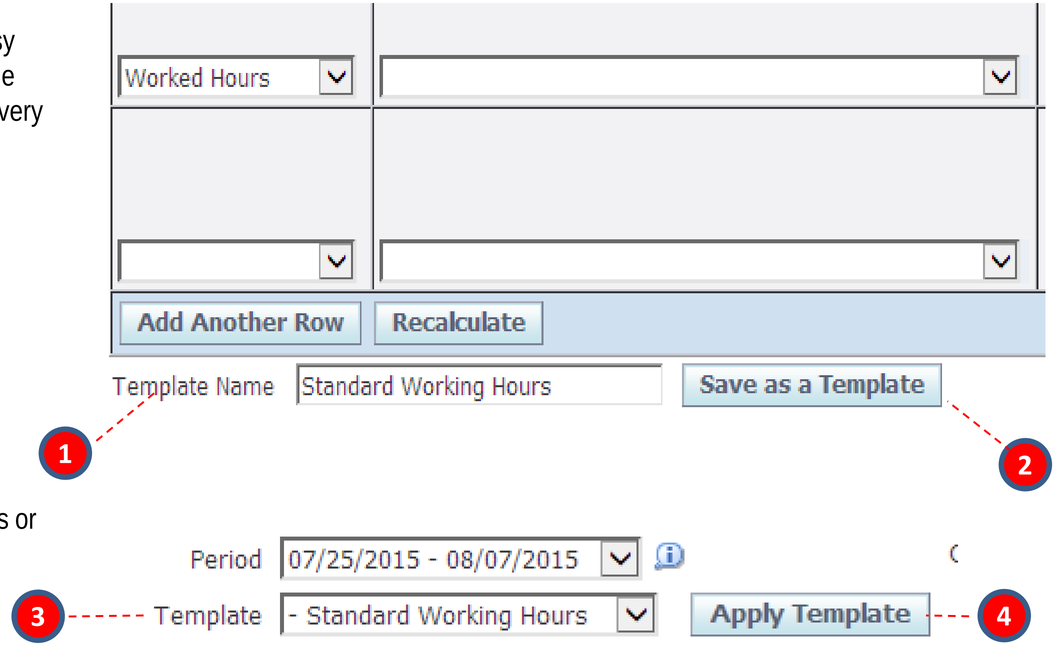
CREATE A TEMPLATE

How to save a timecard as a template

Non-exempt salaried employees may find that creating a template is an easy and efficient way to enter time. A template is useful if you generally work the same days/time every biweekly period. The template can then be loaded every time you enter a new timecard and then modified for any deviations from the normal schedule.

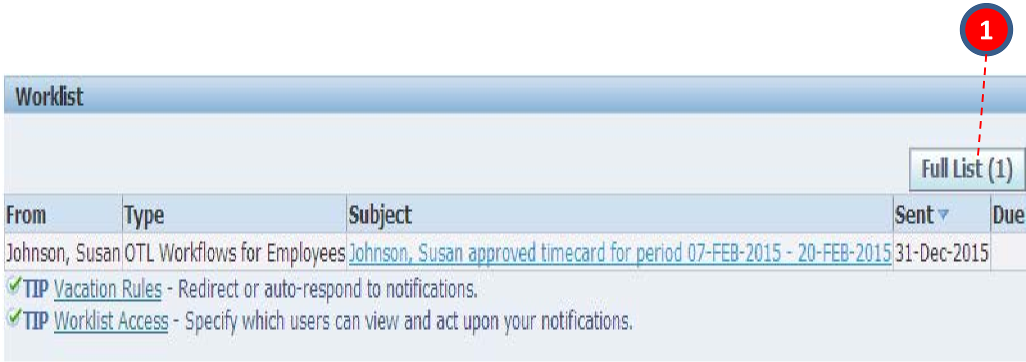
Enter timecard in and out times for your normal working hours

1. In the Template Name field enter a name for your template
2. Click the Save as a Template button
3. Next time you enter a timecard click in the Template drop down box and select the name of your saved template
4. Click the Apply Template button and the in and out times will complete according to the template
5. Modify the timecard with current period information (i.e. leave hours or in and out times)



OTHER FEATURES

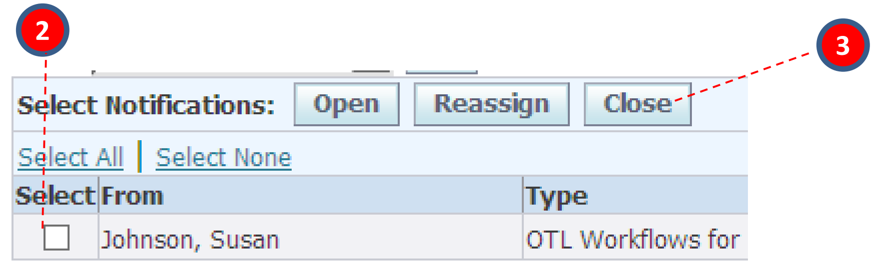
Notifications and Email Preferences



Notifications

As you submit timecards and your supervisor approves them you will receive email notifications letting you know these actions have occurred. 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

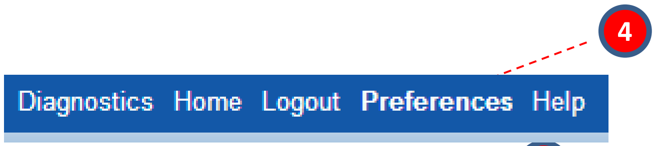


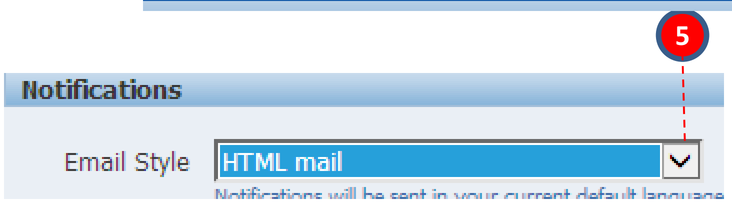
Email Preferences

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 the Help Desk.





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Where to go with questions

CONTACT INFORMATION

Trouble understanding the forms?

Contact: *[Enter Campus Info Here]*

Trouble logging on to the system?

Contact the RF Help Desk:

518-434-7222

CustomerServices@rfsuny.org