

E-Time Reporting Guide for Supervisors

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LOG INTO THE ORACLE BUSINESS SYSTEM

How to Access, Log In and Navigate

You can access Manager 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. If you are an RF employee this was sent to you via email when you were first hired. If you are not contact your campus information security administrator for this number.
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.

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.

SUNY RF
The Research Foundation for
The State University of New York

Log In

Access to this website is for authorized users only. Log in below with your user name and password. If you do not have access to the RF website, you must [set up a user account](#).

If you are attempting to access a web page from an e-mail link or a link within another website, you will be directed to that web page once you log in to the site

User Name

Password

[Forgot Your Password?](#)

What is my user name?

Your RF website user name is:

Your e-mail address - if you established your user account before November 21, 2010.

Your RF ID number - if you established your user account November 21, 2010 or later. Locate your RF ID number on your pay stub, or contact your campus HR representative.

Contact Customer Services at customerservices@rfsuny.org or (518) 434-7222 for assistance.

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



ACCESS TIMECARD FOR RESPONSE

How to access the response screen

Via Email: You will receive an email notification when your approval is required. The email will be from "Workflow Notification". The email contains a summary of the timecard you are being asked to approve

Click on the [Please click here to Respond](#) link in the email to approve or reject the timecard.

Tip!

- This will bring up the timecard that you would also find in the worklist (see below)
- If you are not already signed into the system you will be prompted to do so when you click on the link

By Logging into the Oracle business system directly :

At any time you can log into the Oracle business system and view your worklist, which is located on the right hand side of your Main Menu. The worklist will list all current timecards awaiting your response.

Click on the [link](#) for the transaction in the subject column to approve or reject the timecard.

From **Smith, John**
 To **Johnson, Susan**
 Sent **30-Dec-2015 15:26:17**
 Due **01-Jan-2016 15:26:17**
 ID **7679368**

Timecard Dates **21-FEB-2015 to 01-MAR-2016**
 Description **84 total hours (0 hrs)**
 OTL Approval ID **12620#292**

| Timecard Entries | | | | | | | | | |
|------------------|----------------|----------------------|-------------|-------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Comments | | | | | | | | | |
| Hours Type | Absence Reason | Time | Sat, Feb 21 | Sun, Feb 22 | Mon, Feb 23 | Tue, Feb 24 | Wed, Feb 25 | Thu, Feb 26 | Fri, Feb 27 |
| Worked Hours | | Start Stop Hrs | | | 08:00AM 12:00PM | 08:00AM 12:00PM | 08:00AM 12:00PM | 08:00AM 12:00PM | 08:00AM 12:00PM |
| Worked Hours | | Start Stop Hrs | | | 12:30PM 05:00PM | 12:30PM 05:00PM | 12:30PM 05:00PM | 12:30PM 05:00PM | 12:30PM 05:00PM |
| | | | 0 | 0 | 8.5 | 8.5 | 8.5 | 8.5 | 8.5 |

| Time Detail | | | | | | | | |
|------------------------|-----|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Hours Type | | Sat, Feb 21 | Sun, Feb 22 | Mon, Feb 23 | Tue, Feb 24 | Wed, Feb 25 | Thu, Feb 26 | Fri, Feb 27 |
| Straight Time Pay | Hrs | | | 4.5 | 4 | 4 | 4 | 3.5 |
| Straight Time Pay | Hrs | | | 4 | 4.5 | 4.5 | 4.5 | |
| Projected ST OT Pay RF | Hrs | | | | | | | 2 |
| Projected ST OT Pay RF | Hrs | | | | | | | 0.5 |
| Projected Overtime Pay | Hrs | | | | | | | 2.5 |
| | | 0 | 0 | 8.5 | 8.5 | 8.5 | 8.5 | 8 |

| Action History | | | |
|----------------|----------------------|--------|-----------------------------|
| Num | Action Date | Action | From |
| 1 | 30-Dec-2015 15:26:17 | Submit | Smith, John |

[Please click here to Respond](#)

| Worklist | | | | |
|-------------|-----------------------------|--|-------------|-------------|
| From | Type | Subject | Sent | Due |
| Smith, John | OTL Workflows for Employees | Timecard (21-FEB-2015 to 06-MAR-2015) for Smith, John (84 hours) requires approval | 30-Dec-2015 | 01-Jan-2016 |
| Smith, John | OTL Workflows for Employees | Timecard (07-FEB-2015 to 20-FEB-2015) for Smith, John (75 hours) requires approval | 30-Dec-2015 | 01-Jan-2016 |

[Full List \(2\)](#)
 ✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.
 ✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.



RESPOND TO A TIMECARD

The Response Screen

To Respond to the Timecard:

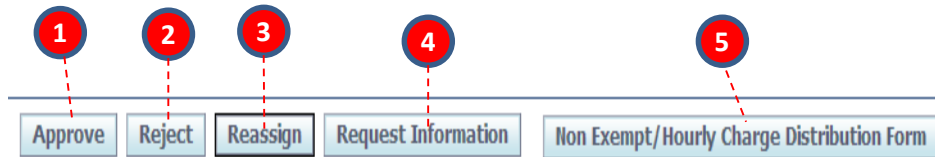
1. Click the **Approve** button to submit the timecard to HR for processing
2. Click the **Reject** button to return the timecard to the employee for correction
3. Click the **Reassign** button to give another person authority to approve the transaction ([see pg. 3.2](#))
4. Click the **Request Information** button to send a question to another user. ([see pg. 3.3](#))

Other items on the Response Screen:

5. Click the **Non Exempt/Hourly Charge Distribution Form** button to review and assign the hours worked to a project/task/award ([see pg. 4.1](#))
6. Click in the **Response** section and add a note to subsequent approvers, as necessary. Enter a note prior to responding to the transaction.
7. Click the **Return to Worklist** link to leave this transaction and take no action

Tip!

- The **Action History** includes the details of all prior Approvals, Return for Correction, Request for Information and corresponding Notes
- Your approval indicates the top section of the timecard is correct, the time detail section of the timecard is for HR purposes.
- If the information on the timecard is correct you should approve the timecard as soon as possible, even if you are waiting for additional documentation (i.e. Jury Duty documentation)



| n, Oct 11 | Mon, Oct 12 | Tue, Oct 13 | Wed, Oct 14 | Thu, Oct 15 | Fri, Oct 16 | Biweekly Total |
|-----------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| | 08:00AM 12:00PM | 08:00AM 12:00PM | 08:00AM 12:00PM | 08:00AM 12:00PM | 08:00AM 12:00PM | 40 |
| 0 | 4 | 4 | 4 | 4 | 4 | 40 |

Response

Note

6

[Return to Worklist](#)

7

RESPOND TO A TIMECARD

How to Reassign approval authority for the timecard to another user

To Reassign the transaction to another user:

1. Select the person who the transaction should be forwarded to
 - Tip!*
 - “Delegate your response” and “Transfer notification ownership” will both delegate your authority to approve this transaction to the user selected
 - The List of Values for “All Employees and Users” include employees from all campus sites. Please ensure you are selecting the correct person from your campus location.
2. Enter a **Note** in the **Comment** section indicating why the transaction is being forwarded to them for approval.
3. Click **Submit**

SUNY RF E-Business Suite

Navigator Favorites Diagnostics Home Logout Preferences Help

Oracle Applications Home Page > Notification Details >

Reassign Notification: Worker Status Change for Abbott, Janice (proposed by Fulton, Marla)

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification.

* Indicates required field

* Assignee All Employees and Users

Delegate your response

Transfer notification ownership

Comments

Return to Worklist

Cancel Submit

RESPOND TO A TIMECARD

How to Request Information for the timecard from another user

To Reassign the transaction to another user:

1. Select the person who you are asking about the timecard
Tip!
 - “Workflow Participant” is anyone who is in the approval chain
 - The List of Values for “All Employees and Users” include employees from all campus sites. Please ensure you are selecting the correct person from your campus location.
2. Enter a **Note** in the **Information Requested** section.
3. Click **Submit**

SUNY RF E-Business Suite

Oracle Applications Home Page > Notification Details >

Request Information: Worker Status Change for Abbott, Janice (proposed by Fulton, Marla)

* Indicates required field

* Request More Information From

Workflow Participant

Any User

* Information Requested

Return to Worklist

Cancel Submit

DISTRIBUTE HOURS WORKED

How to allocate hours worked to a Project/Task/Award

If a non-exempt salaried person has worked more hours than required by their FTE or if the employee is hourly, these hours need to be distributed to a to an active project/task/award. The hours will automatically distribute against the project/task/awards in the labor schedule using the percentage assigned. For example, if the person had 5 hours and a labor schedule that has 50% on one project/task/award string and 50% on the other, the hours will automatically distribute 2.5 to each. If the hours should be distributed differently, follow the steps below.

Click Non-exempt/Hourly Charges Distribution Form

1. Change the hours in both the Straight Time Hours and OT Hours columns to reflect where the employee spent their effort.

Tip! The amount of hours that must be distributed are listed on the bottom of the form. All hours worked (including those considered overtime) for hourly employees and those over the FTE for non-exempt salaried employees will be in Straight Time Hours. If the employee also has worked enough hours to have overtime hours for the period, those overtime hours will also be in the OT Hours column.

2. Once the hours are distributed appropriately click the **Approve Distributions** button

Tip!

- If a project/task/award string is not in the labor schedule but hours should be distributed to that string, adjust the hours that apply to the existing strings and approve. You will receive a message that tells you the undistributed hours will go to suspense. Click Continue and back on the main approval form, use the Notes field in the Response section and indicate where the hours should be distributed.
- This screen will only visible at the time of approval. Once the timecard is approved contact your HR office for this information.

| Project | Task | Award | Award Name | Exp Date | Organization | Expenditure Type | % of Effort | Straight Time Hours | OT Hours |
|---------|------|-------|-----------------------|-------------|----------------------|---------------------|-------------|---------------------|----------|
| 1121541 | 1 | 69853 | 131 | 06-MAR-2015 | 020 Accounts Payable | SWR Regular Nonexer | 25 | 2.25 | 1 |
| 1123148 | 1 | 70694 | TOA- 313 File 3072.01 | 06-MAR-2015 | 020 Accounts Payable | SWR Regular Nonexer | 25 | 2.25 | 1 |

Total Straight: 9
Total Overtime: 4

* totals should agree with hours reported on timecard

OTHER FEATURES

How to Create Vacation Rules

GO TO: [Main Menu](#) > [Worklist](#)

Use vacation rules to handle your notifications automatically when you are not available to manage your notifications directly, such as when you are on vacation.

1. Click the [Vacation Rules](#) link
2. Click the [Create Rule](#) button
3. Select [Item Type](#) of OTL Workflows for Employees
4. Select [Notification](#) "All" for rule to apply to all HR Notifications
5. Enter the [Start and End Date](#) you would like the Rule to expire
6. Select the name of the authorized user that will receive all your notifications to take action on.
7. Click the [Apply](#) button to save the rule

| Worklist | | | | |
|----------|------|---|-------------|-------------|
| From | Type | Subject | Sent | Due |
| HR | | Worker Status Change for Abbott, Janice (proposed by Fulton, Marla) | 08-Apr-2014 | 08-Apr-2014 |
| HR | | Hire or Placement for Doe, Ms. Jane (proposed by Fulton, Marla) | 08-Apr-2014 | 08-Apr-2014 |

✓ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
✓ [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Vacation Rules

[Create Rule](#)

| Rule Name | Item Type | Notification | Update | Delete | Status |
|---|-----------|--------------|--------|--------|--------|
| You have not setup any notification routing rules. Please use the Create Rule button to create a new notification routing rule. | | | | | |

[Return to Worklist](#)

Item Type Notification Rule Response

Vacation Rule: Response

* Indicates required field

Item Type **HR**

Notification **All**

* Start Date

(example: 14-Apr-2014 13:42:41)

End Date

Message

Comments will display with each routed notification

Reassign

Delegate your response
A manager may delegate all notification approvals to an assistant.

Transfer notification ownership
A manager may transfer a notification for a specific project to the new manager of that project.

Deliver notifications to me regardless of any general rules

Step 3 of 3

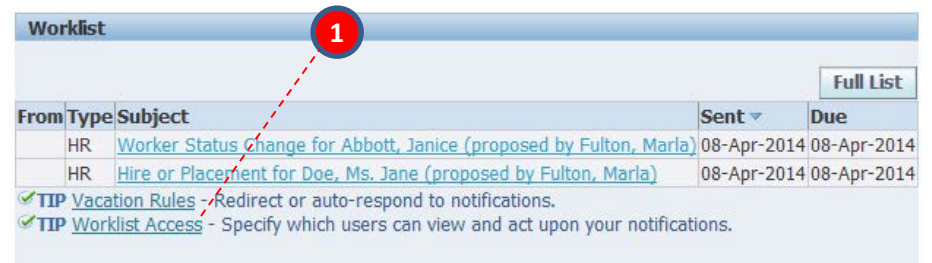
OTHER FEATURES

How to Grant Worklist Access

GO TO: [Main Menu](#) > [Worklist](#)

The worklist access feature lets you allow another user to handle your notifications. However, note that a user who has access to your worklist can view all the details of your notifications and take most actions that you can take on the notifications. **IMPORTANT!** Ensure that you take all necessary security considerations into account when you choose to grant worklist access to another user.

1. Click the [Worklist Access](#) link
2. Select the name of the user that you are granting access to.
3. Enter the [Start and End Date](#) you would like the Rule to expire
4. Click Grant Access to [Selected Item Types](#) and select "HR"
5. Click the [Apply](#) button to save the rule



| Worklist | | | | |
|----------|------|---|-------------|-------------|
| From | Type | Subject | Sent | Due |
| HR | | Worker Status Change for Abbott, Janice (proposed by Fulton, Marla) | 08-Apr-2014 | 08-Apr-2014 |
| HR | | Hire or Placement for Doe, Ms. Jane (proposed by Fulton, Marla) | 08-Apr-2014 | 08-Apr-2014 |

Full List

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

[Oracle Applications Home Page](#) > [Worklist Access](#) >

Grant Worklist Access


Grant another user access to view and act upon your notifications via the Worklist.

[Cancel](#) [Apply](#)

* Indicates required field

* Name  


Description

* Start Date 

(example: 14-Apr-2014) 

End Date 

Grant Access to All Item Types

Selected Item Types 

[Cancel](#) [Apply](#) 

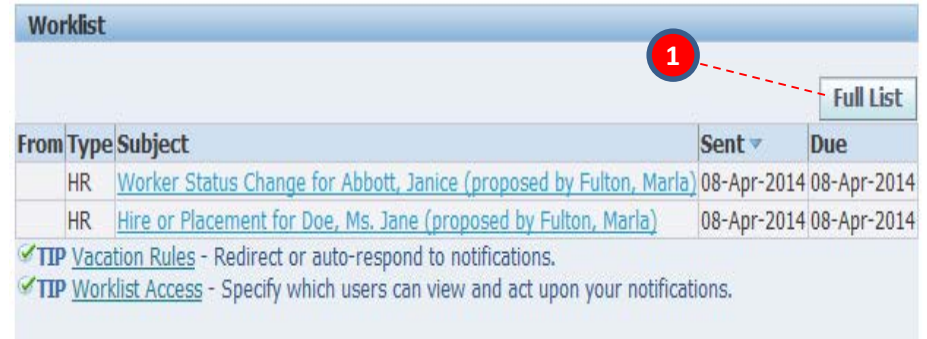
OTHER FEATURES

How to view previous transactions in your worklist

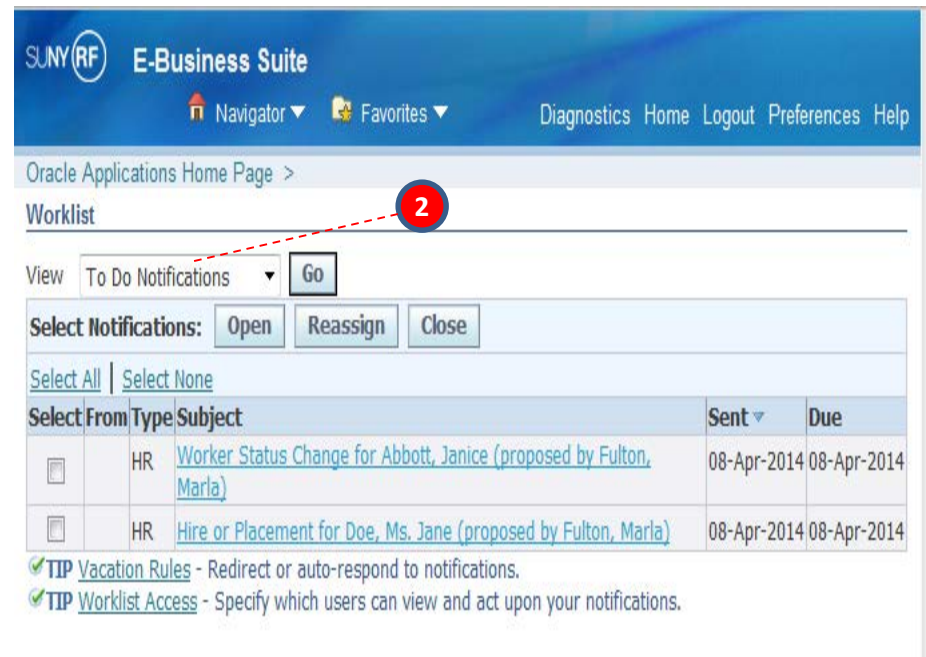
GO TO: Main Menu

You can review previously approved and informational transactions in your work list.

1. Click on the [Full List](#) icon
2. Use the arrow in the **View** field to select All Notifications, Notifications From Me or Open Notifications and Click [Go](#)



The screenshot shows the top of the Worklist interface. A blue header bar contains the word "Worklist". To the right of the header, there is a button labeled "Full List" which is circled in red with a white number "1". Below the header is a table with columns: From, Type, Subject, Sent, and Due. Two rows are visible, both with "HR" in the From and Type columns. The Subject column contains hyperlinks for "Worker Status Change for Abbott, Janice (proposed by Fulton, Marla)" and "Hire or Placement for Doe, Ms. Jane (proposed by Fulton, Marla)". The Sent and Due columns both show "08-Apr-2014". Below the table are two green checkmark icons followed by text: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications."



The screenshot shows the SUNY RF E-Business Suite interface. The top navigation bar is blue and contains the SUNY RF logo, "E-Business Suite", and links for Navigator, Favorites, Diagnostics, Home, Logout, Preferences, and Help. Below the navigation bar is a breadcrumb trail: "Oracle Applications Home Page >". The main content area is titled "Worklist". Below the title, there is a "View" dropdown menu set to "To Do Notifications" and a "Go" button circled in red with a white number "2". Below the dropdown and button are three buttons: "Select Notifications:", "Open", "Reassign", and "Close". Below these buttons are two links: "Select All" and "Select None". Below the links is a table with columns: Select, From, Type, Subject, Sent, and Due. Two rows are visible, both with "HR" in the From and Type columns. The Subject column contains hyperlinks for "Worker Status Change for Abbott, Janice (proposed by Fulton, Marla)" and "Hire or Placement for Doe, Ms. Jane (proposed by Fulton, Marla)". The Sent and Due columns both show "08-Apr-2014". Below the table are two green checkmark icons followed by text: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications."

OTHER FEATURES

Clear Notifications and Email Preferences

Notifications

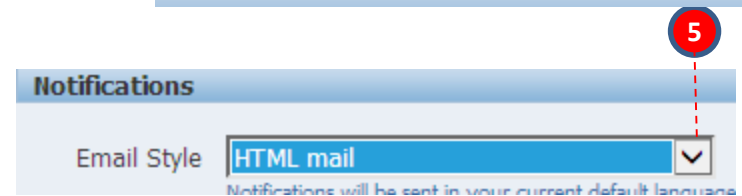
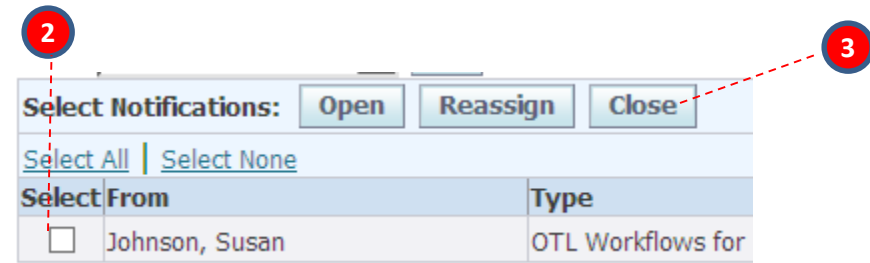
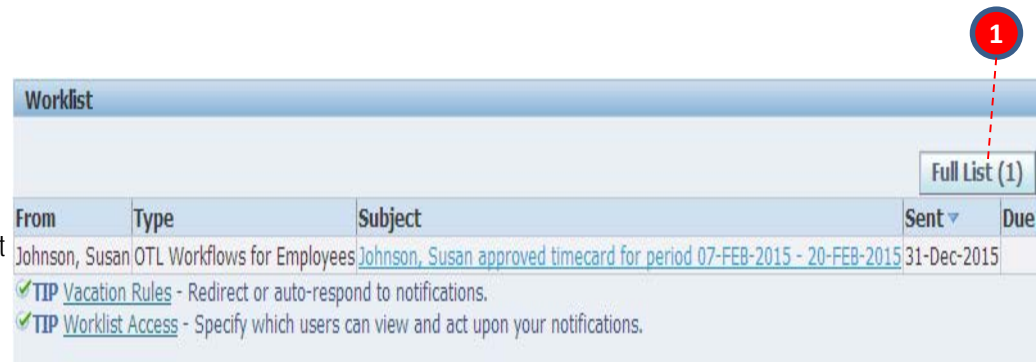
When you respond to a notification by approving a timecard it will be removed from your worklist. However, there may be other informational notifications that you may want to clear. To do this:

1. Click [Full List](#)
2. Select the notifications you wish to clear
3. Click [Close](#)

Email Preferences

If at any point you stop receiving email notifications:

4. Select [Preferences](#) at the top right of your Main Menu screen
5. Under the Notifications section using the Email Style drop down ensure the value is "HTML mail", if it is any other value you should change it back to "HTML mail"
6. If this does not correct the problem contact the Help Desk.



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