E-Time Reporting Guide for Exempt Student Employees

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Click on topic below to go directly to that page.

LOG INTO THE ORACLE BUSINESS SYSTEM

How to Access, Log In and Navigate

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

1. Go to Employee Self Service
2. Click **Access Employee Self Service**
3. Enter your Research Foundation ID Number as your username. If you are an RF Self-Service 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. Enter your OneLogin Protect Code. *To set this up, please see the MFA Quick Start Guide.*
6. Go to the Business Applications portlet and click **Self Service** link.

If you need help with Self Service, contact Customer Services at: (518) 434-7222 or through RF Connect.

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."

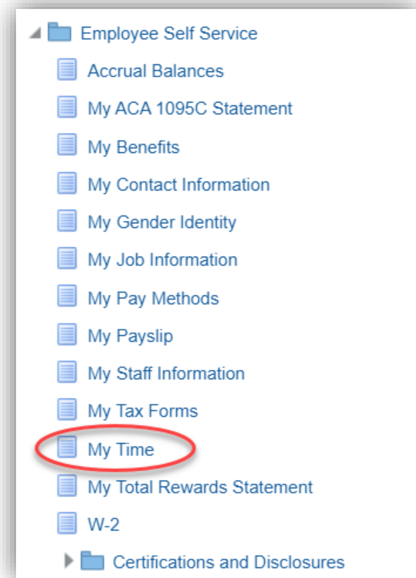
Log Out to Protect Your Personal Information!

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

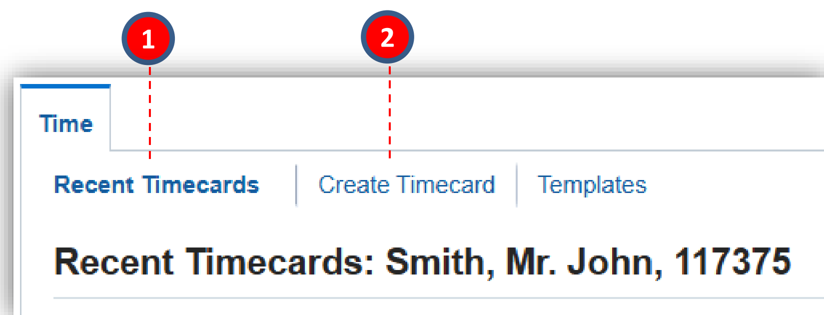
After signing into the system select the Employee Self Service responsibility and the **My Time** menu option. The My Time menu has a few features that will help you navigate through your tasks.



The Tabs

The tabs at the top of the form are available throughout **My Time**, which include:

1. **Recent Timecards** will bring you to the list of timecards you have started and give you the status
2. **Create Timecard** will bring you to the screen where you enter your time



Later in this guide you will find:

- Common Error Messages and how to fix them
- Absence reason definitions
- How to Record Time

THE MY TIME MENU

Features of the My Time menu

The **My Time** menu has features that will help you navigate through your time reporting.

Recent Timecards List

The Recent Timecard list allows you to do the following:

1. Timecard Status - shows the status of created timecards
   a) Approved – Approved by your supervisor
   b) Submitted – Submitted to your supervisor for approval
   c) Working – Saved but not submitted
2. Submission Date - shows the date the timecard was submitted
3. Update Button - allows the timecard to be updated
4. Details Button - view a timecard's details

Important! *If updates are needed to a timecard whose status shows "Approved," please contact your local campus Research Foundation Human Resources office for guidance on how to correct the timecard.*

Timecard Status 1	Transferred To	Period Starting	Period Ending 2	Recorded Time	Submission Date	Update	Details
Working	None	01-Jul-2026	31-Jul-2026	1			
Submitted	None	01-Jun-2026	30-Jun-2026	0	29-Jun-2026		
Approved	None	01-May-2026	31-May-2026	1.5	29-May-2026		

CREATE A TIMECARD & VIEW ACCRUAL BALANCES

On the **My Time** menu:

1. Select the **Create Timecard** button
2. Use the **Period** drop down menu to select the monthly period for which you are entering time

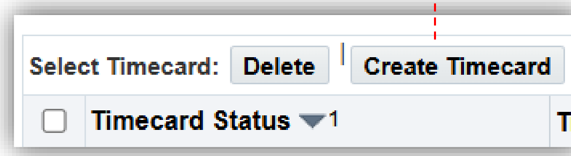
   Note: *The timecard will automatically default to the current time reporting period. You can enter past or current periods.*

View available **Accrual Balances**:

3. Click the **Show Accrual Balances** link at the top of the timecard
4. Each eligible accrual type displays the balance as of the end of the last pay period in the month.

   Note! *Balances will only be reflective of the last timecard approved. If you are behind in submitting timecards, these amounts may be inaccurate, and adjustments may be required after submission.*

1



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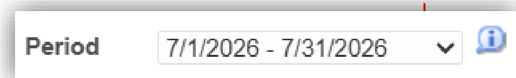

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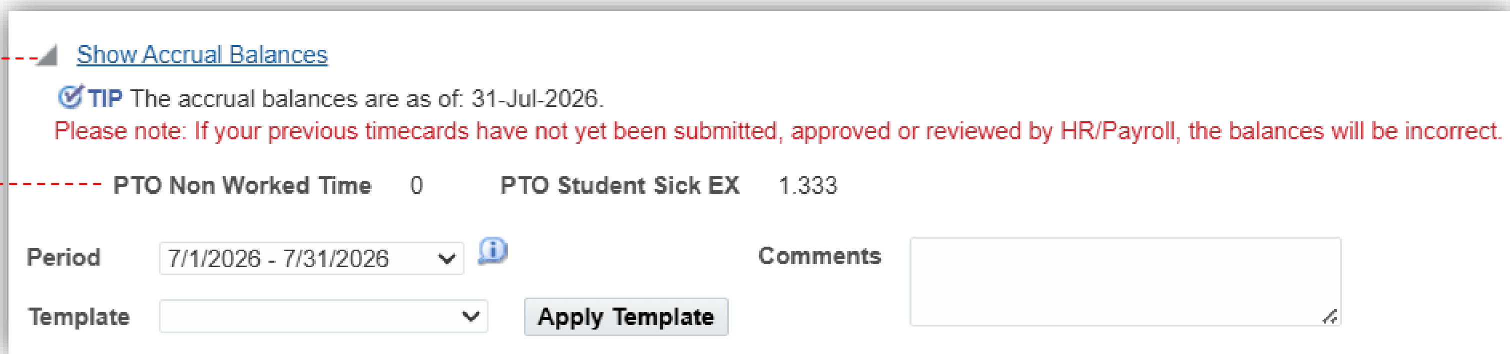


RECORD TIME

Note: Exempt employees do not record in and out times, they only record absences.

After selecting the period:

If you did not have any absences during the reporting period, please go to Save or Submit a Timecard on the next page.

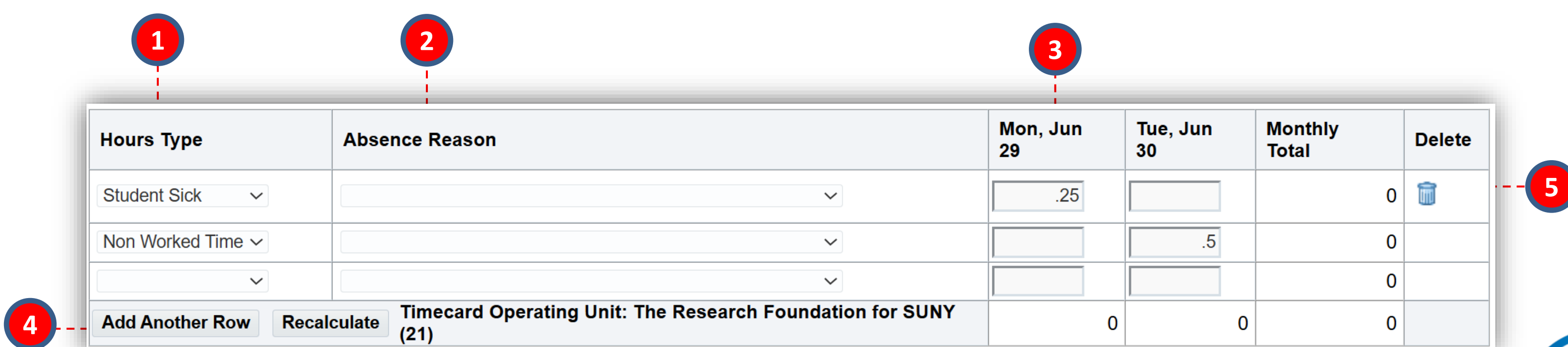
If you need to record absences:

1. Use the Hours Type drop down menu and select the type of absence

   Note: *Time taken should be entered in quarter day increments as a decimal. For example, .25 represents a quarter of a day.*
2. A corresponding Absence Reason will be required, based on the Hours Type used:
   a) Student Sick you must complete the Absence Reason field using a code that starts with the word "Student".
   b) "Non Worked Time" you must complete the Absence Reason field using a code that ends in "(Non Worked)".
3. Enter the absence time in the corresponding day, using quarter day increments (ex. .25, .5, .75, or 1) based on the length of the absence.
4. If you have more than one type of absence select Add Another Row
5. 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.

Using Non-Worked Time:

Non worked time may be used for absences which do not require PTO use, such as Prenatal medical appointments, or in situations where an employee does not have enough accruals to cover an absence. Before doing so you should check with your supervisor and/or HR office to determine the appropriate method to record this absence. (see page 10 for a full list of absence reasons)



SAVE OR SUBMIT A TIMECARD

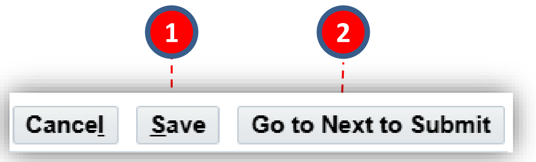
How to save or submit a timecard for approval

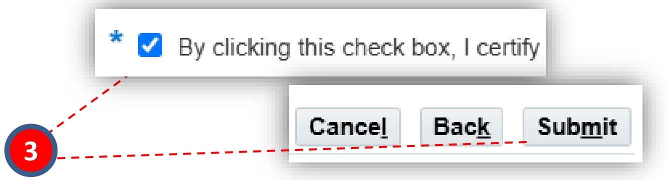
To Save a Timecard for Future Update:

1. Click the **Save** button at the top right of the timecard.

To Submit a Timecard for Approval:

2. Once you have completed any entries on your timecard for the period and are ready to submit the timecard to your supervisor for approval select the **Go to Next to Submit** button. This will bring you to the review screen.
3. If the entries are correct, you must certify by checking the box next to the statement certifying your entries. Then select **Submit**
4. If they are incorrect, select **Back** to make any necessary changes. If you select **Cancel** and did not save your entries on the previous page, your entries will be lost.





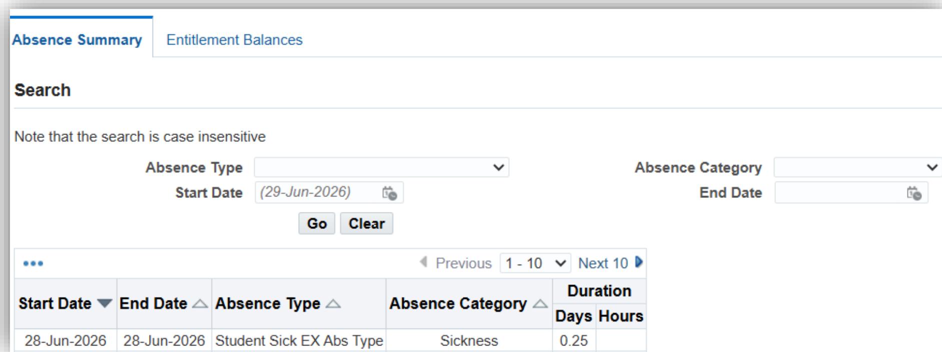
Note:

- *If you need to go back to the previous screen DO NOT use your browsers back function, instead use the **Back** button.*
- *Once a timecard has been submitted your supervisor will receive a notification. They will review the time report, and approve or reject the timecard which will return to you for adjustment.*
- *If you realize there are changes to your timecard after you submit but before your supervisor approves you can still update your timecard by using the update option outlined on page 3. After approval, if you determine there are changes contact your local Research Foundation Human Resources office for instruction.*

ACCRUAL BALANCES MENU

Features of the Accrual Balances menu

The **Accrual Balances** menu will show absence history and project accruals.



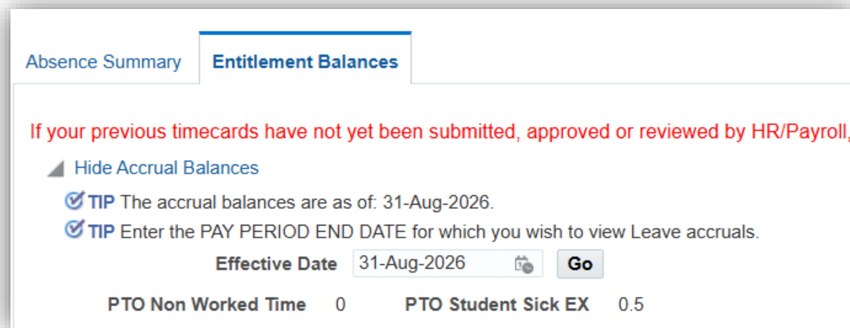
Absence Summary

The Absence Summary tab shows historical information about absences from timecards which have been submitted and approved by your supervisor. The search features allow by absence type, absence category, and/or timeframe.

Entitlement Balances

The Entitlement Balances tab is a tool which can be used to project your balances.

> **Note:** *The projection assumes that there are no changes to your RF appointment and that you will remain in position which continues to accrue, at your current FTE. The projection is not a guarantee that you will earn the anticipated amount of accruals.*



In the Effective Date block, enter the End Date of the time reporting period for which you wish to view PTO Accruals and then select Go.

> ***Note:*** *To project balances beyond December of the current calendar year, enter an Effective Date of 31-DEC for the current year. Then, carry that amount forward by adding that amount to the Month End Balance in the following year's projection.*

Final Timecard Submission

Final Timecard Submission

Final Timecard Submission

If you separate from the RF for any reason, you complete your final timecard after your last day of work as self service will still be available to you. Although, the entire month will appear, the system will not allow time to be entered after your appointment's separation date.

COMMON ERROR MESSAGES

Common Error Messages and How to Fix Them

Note: If you receive an error message not listed here, please contact your local Research Foundation Human Resources Office for assistance.

Error Message	Cause	Fix
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 page 5). Please see your supervisor or HR office with any questions regarding charging time.
Absence Reason is required when selecting Sick or Non-Worked Hours	You have added a row with an Hours Type of “Student Sick” or “Non Worked Time” but did not enter an Absence Reason.	Select a corresponding reason using the Absence Reason drop down menu (see the list of reasons on page 10).
This is not a valid reason for the hours type selected, please select a reason that corresponds to this absence.	You selected a “Student Sick” or “Non Worked Time” Hours reason and the Absence Reason code does not correspond with the Hours Type.	Select an absence reason starting with “Student” for the “Student Sick” Hours Type or an absence reason code ending with “(Non-Work)” for the “Non-Worked Time” Hours Type.
Please select an absence reason starting with the word “Student”.	The Absence Reason is not a valid reason code for PTO Student Sick.	Select an appropriate absence reason for a “Student Sick” (see the list of reasons on page 10).
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 PTO 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 “Holiday” in the comments box for a Holiday designated by your RF location.	Enter “Holiday” in the comments box.

ABSENCE REASON DEFINITIONS

Absence Reasons

Absence Reason	Used For. . .
Student Illness/Injury (Sick)	Your own illness or injury.
Student Medical Appointment (Sick)	Medical appointments.
Student Family Illness/Injury (Sick)	To care for an immediate family member due to illness or injury.
Student Safe Leave (Sick)	A reason approved under the Safe Leave Act.
FMLA Approved by HR - Employee Illness/Injury (Non Work)*	An approved unpaid FMLA absence for your own illness or injury.
FMLA Approved by HR - Family Illness/Injury (Non Work)*	An approved unpaid FMLA absence for an immediate family member's illness or injury.
Leave of Absence Unpaid Approved by HR (Non Work)*	An approved unpaid leave of absence approved by HR.
Other (provide explanation in comments field) (Non Work)	An absence reason not covered by an existing absence reason code.
Prenatal Medical Appointment (Non Work)	Medical appointments for prenatal care.
Sick – Non Balance/Not Eligible (Non Work)	Sick accruals are exhausted/not available.
Site Closure Approved by HR (Non Work)	An approved site closure.

Note: Immediate family member is defined as a student employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent, the child or parent of a student employee's spouse or domestic partner.
*Requires HR Approval.

Where to go with questions

CONTACT INFORMATION

Questions?

Contact Your Local Research Foundation HR/Payroll Office

Trouble logging into the system?

Contact RF Customer Services at *(518) 434-7222 or through RF Connect.*