



E-Time Reporting Guide for Hourly Student Employees

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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.

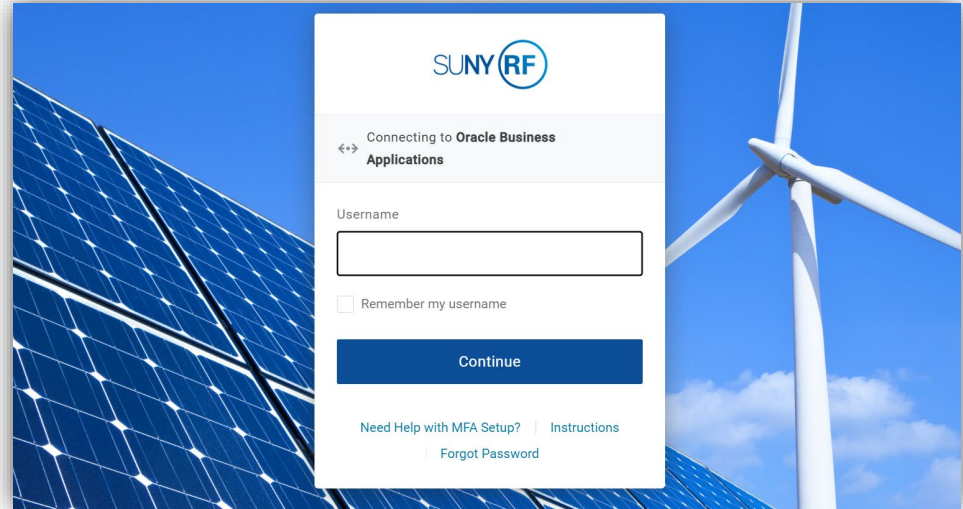
1. Go to [Employee Self Service](#)
2. Click **Access Employee Self Service**
3. Enter your Research Foundation ID Number as your username. If you are an RF Self-Service this was sent to you via email when you were first hired. (If you are not contact your campus information security administrator for 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.

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.



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

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.

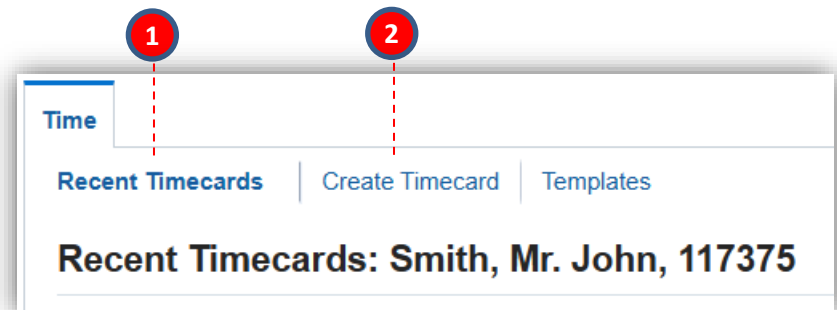
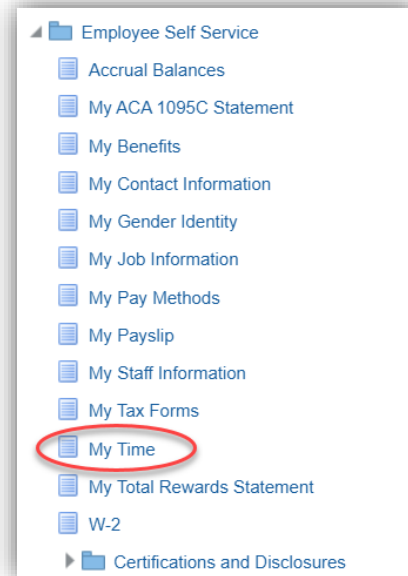
The Tabs

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	27-Jun-2026	10-Jul-2026		6		
☐ Submitted	None	13-Jun-2026	26-Jun-2026		17 02-Jul-2026		
☐ Approved	None	30-May-2026	12-Jun-2026		14 02-Jul-2026		

ENTER A TIMECARD

Enter start and stop times

From the **My Time** feature:

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

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

Note: Time format is HH:MMam/pm (8:00am or 12:00pm) with no spaces and should be entered on the corresponding Start/Stop row. DO NOT enter worked time in the hours field.

5. To reflect unpaid breaks like your lunch time, click on **Add Another Row** to enter the start and stop time after the break using an additional Hours Worked row.

1

Select Timecard: **Delete** | **Create Timecard**

☐ Timecard Status ▼ 1 Tr

2

Period 07/01/2026 - 07/10/2026 ▼ ⓘ

3

Hours Type	Absence Reason	Job Worked/Supervisor	Time	Thu, Jun 25	Fri, Jun 26	Biweekly Total	Delete
Worked Hours ▼	▼	▼	Start Stop Hrs	09:00AM 12:00PM ▼	▼ ▼ ▼	3	🗑️
Worked Hours ▼	▼	▼	Start Stop Hrs	12:30PM 04:00PM ▼	▼ ▼ ▼	3.5	🗑️
▼	▼	▼	Start Stop Hrs	▼ ▼ ▼	▼ ▼ ▼	0	
Add Another Row Recalculate Timecard Operating Unit: The Research Foundation for SUNY (21)				6.5	0	6.5	

4

5

ENTER A TIMECARD

Enter Paid Time Off (PTO)

To View Available Paid Time Off Balances:

1. Click the **Show Accrual Balances** link at the top of the timecard
2. Each type of PTO you are eligible for is displayed along with the current balance, as of the end of the time reporting period.

Note: Balances will only be reflective of the last timecard which has been processed for payment.

Entering Paid Time Off (PTO):

3. Select the **Hours Type** from the drop-down menu.
4. For all Paid Time Off, you must enter a corresponding Absence Reason code as follows:
 - **Student Sick** – Select the appropriate absence reason beginning with the word “Student.”
 - **Non-Worked Time** – Select the appropriate absence reason ending in “Non Worked”
5. Enter the amount of PTO taken in quarter-hour increments on the Hours row. Please keep in mind that partial hours are represented with a decimal, where each 15-minute increment is represented by .25

1

2

Show Accrual Balances

TIP The accrual balances are as of: 10-Jul-2026.

Please note: If your previous timecards have not yet been submitted, approved or

PTO Non Worked Hours 0 PTO Student Sick NEX 15.25

Period 06/27/2026 - 07/10/2026~ ⓘ

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)

3

4

5

Hours Type	Absence Reason	Job Worked/Supervisor	Time	Sat, Jun 27	Sun, Jun 28	Mon, Jun 29
Student Sick	Student Illness/Injury (Sick)		Start			
			Stop			
			Hrs			4.25

SAVE OR SUBMIT A TIMECARD

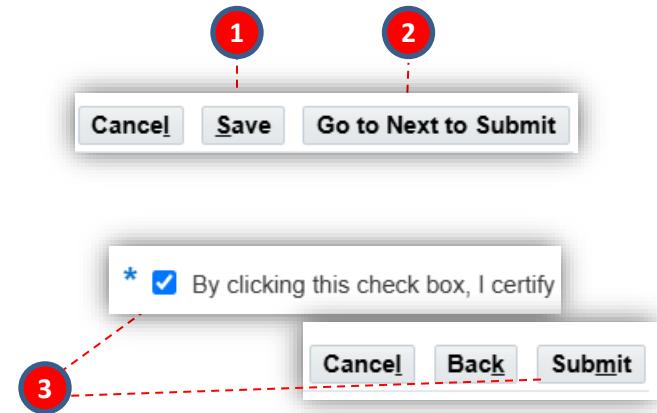
How to save or submit a timecard for approval

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.

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.

THE ACCRUAL BALANCE MENU

Features of the Accrual Balance menu

The Accrual Balance menu has features that will help you view absence history.

Absence Summary

The Absence Summary list gives you historical information about your absences for any timecards that have been submitted and approved by your supervisor. Additionally, there is a search feature that allows you to filter by absence type, absence category, or timeframe.

Absence Summary

Entitlement Balances

Search

Note that the search is case insensitive

Absence Type

Absence Category

Start Date

End Date

Go

Clear

Previous

1 - 10

Next 10

Start Date	End Date	Absence Type	Absence Category	Duration
				Days Hours
15-Jul-2026	15-Jul-2026	Student Sick NEX Abs Type	Sickness	5.5
01-Jul-2026	01-Jul-2026	Student Sick NEX Abs Type	Sickness	3.5

Entitlement Balances

The Entitlement Balances tab allows you to see your PTO balances. Please note that accrual balances are based on time reports which have been processed for payment.

Hide Accrual Balances

TIP

The accrual balances are as of: 02-Jul-2026.

TIP

Enter the PAY PERIOD END DATE for which you wish to view Leave accruals.

Effective Date

Go

PTO Student Sick NEX

11.75



COMMON MESSAGES

Definitions and Corrective Actions for Common Messages

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
Worked Hours must have start and stop times. Please adjust your entry.	An entry on the hours row has been made using the Hours Type “Worked Hours” instead of the time you started and stopped work.	Delete the hours value and enter the time worked using the time you started and stopped working.
Hours for paid time off should be entered in the hours field not as start and stop times. Please adjust your entry.	An entry had been made on a row using a PTO Hours Type (i.e. Student Sick) instead of the number of hours.	Delete the start and stop times and enter the number of hours of the absence.
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 hours. For example, .60 is not an acceptable entry as hourly employees can only charge their time in quarter hour increments.	Adjust your entry to the nearest quarter hour.
You have worked more than 6 consecutive hours without a meal break. Please double check your entry. If it is correct, use the comment field to explain the reason.	You are required to take a ½ hour unpaid meal break after working 6 consecutive hours. Start and stop time(s) totaling greater than 6 hours have been recorded, without a ½ hour gap between the stop time of the one row and the start time of the next.	If you took an unpaid meal period, correct the entry or indicate in the comments section why you had a paid break for this pay period. If you did not take an unpaid meal period, please provide details in the comment box.
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 Hours” but did not enter an Absence Reason.	Select a corresponding reason using the drop-down box (see the list of reasons on pg. 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 that begins with “Student” for an hours type of “Student Sick” or an absence reason that ends with “(Non-Work)” for “Non-Worked Time” Hours Type.

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 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 an 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](#).