

E-Time Reporting Guide for Exempt Employees

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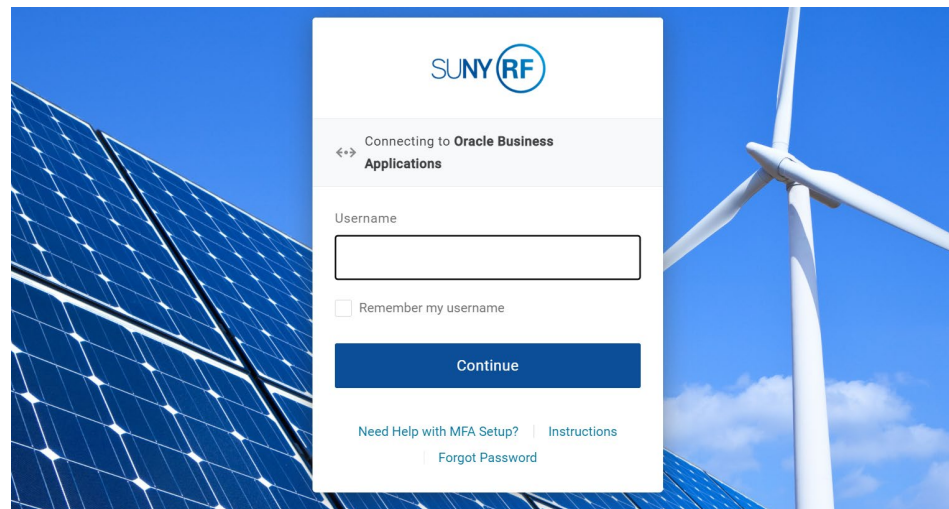
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LOG INTO THE ORACLE BUSINESS SYSTEM

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 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. 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: 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.

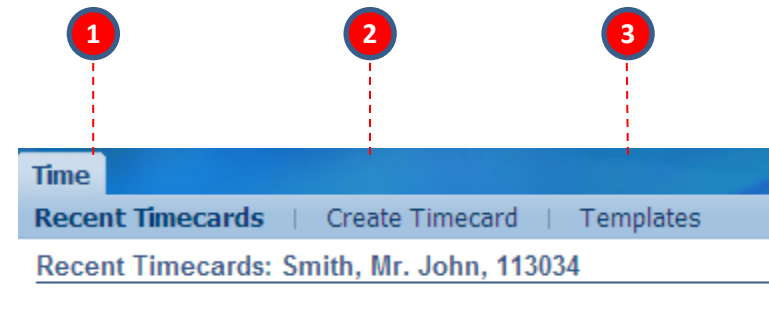
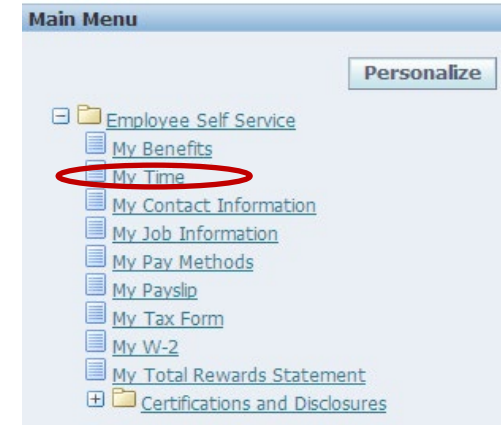
The Tabs

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

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.

Select	Timecard Status	Period Ending	Submission Date	Update	Details
<input type="checkbox"/>	Working	30-Apr-2015			
<input type="checkbox"/>	Submitted	31-Mar-2015	30-Dec-2015		
<input type="checkbox"/>	Approved	28-Feb-2015	30-Dec-2015		

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. Create Timecard

Select Timecard Status

2. Period 4/1/2016 - 4/30/2016

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. + Show Accrual Balances

Period 4/1/2016 - 4/30/2016

Template

Apply Template

Comments

4. Hide Accrual Balances

✓ **TIP** The accrual balances are as of: 31-May-2015.

PTO Holiday Plan EX	0	PTO Non Worked Time	0	PTO Sick EX	6.346
PTO Vacation EX	6.769				

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 Hours 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, leave of absence, or if there are no appropriate accruals available. (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.

The screenshot shows a timecard entry form for Friday, May 01. It has two main columns: 'Hours Type' and 'Absence Reason'. Below these are two dropdown menus. The first dropdown menu is currently set to 'Vacation'. The second dropdown menu is empty. To the right of these dropdowns is a text input field containing the number '1'. Below the dropdowns are two buttons: 'Add Another Row' and 'Recalculate'. To the right of these buttons is a text input field containing the number '0'. Red dashed lines with numbered circles (1, 2, 3) point to the 'Hours Type' dropdown, the 'Absence Reason' dropdown, and the 'Add Another Row' button, respectively.

Hours Type	Absence Reason	Fri, May 01
Vacation		1
<div>Add Another Row Recalculate</div>		0

SAVE OR SUBMIT A TIMECARD

How to save your timecard or submit for approval

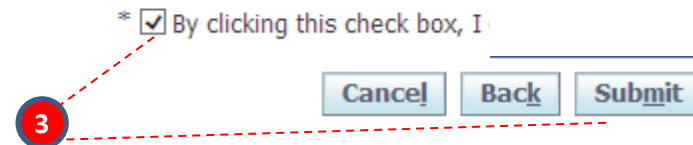
To Save:

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 form **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.

SAVE OR SUBMIT A TIMECARD

Your last timecard submission

If you separate from the RF for any reason, you can complete your last timecard on-line even after your last day of work as self service will still be available to you. Although, the entire month will appear you will not be able to enter any time out of the office after your termination date.

[See pg. 6.2](#) for the error message you will receive if you try to do this. Your accrual balances will no longer appear on your last timecard, Contact your HR office to confirm your balances prior to entering your time.

You may NOT extend your termination date to include non-work days such as holidays or vacation time.

THE MY ACCRUALS MENU

Features of the My Accruals menu

The My Accruals menu has features that will help you view absence history and to project accruals.

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.

Entitlement Balances

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

Note: The assumption when projecting accruals is that you will remain in an accruing position at your current FTE and work the required hours. The projection is not a guarantee that you will earn the anticipated amount of accruals due to changes in FTE, unpaid leave, etc.

In the Effective Date block, enter the Pay Period End Date for which you wish to view PTO Accruals and click Go.

Tip! If you are looking to project balances beyond December of a given year, the totals will only reflect accruals earned from the start of projected year through the Effective Date you entered unless the Carry Over process at year end has been run. To get the full balance you will need to add your current accrual balances to the results of your projection. This will not be necessary once the Carry Over process has run.

Start Date	End Date	Absence Type	Absence Category	Duration Days Hours
31-Oct-2016	31-Oct-2016	Vac EX Absence Type	Vacation	0.25
10-Oct-2016	10-Oct-2016	Holiday EX Absence Type	Holiday	1
19-Sep-2016	26-Sep-2016	Vac EX Absence Type	Vacation	6

Accrual balances only reflect the usages through the last timecard you submitted

☐ Hide Accrual Balances

✓ **TIP** The accrual balances are as of: 03-Mar-2017.

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

Effective Date

(example: 16-Nov-2016)

PTO Holiday Plan EX 0 PTO Non Worked Time 0 PTO Sick EX 2.885

PTO Vacation EX 10.462

OTHER FEATURES

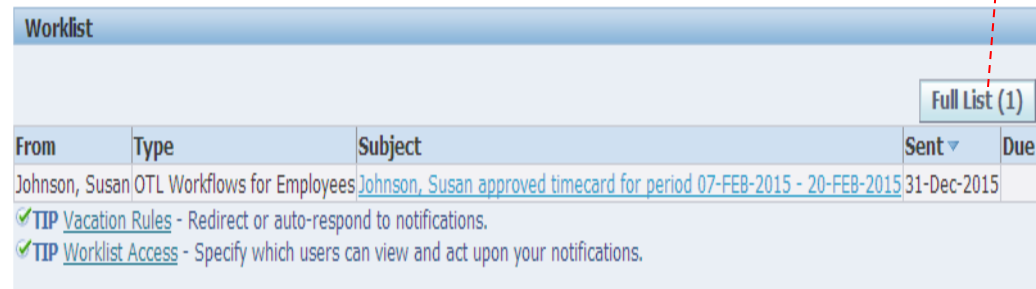
Notifications and Email Preferences

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.

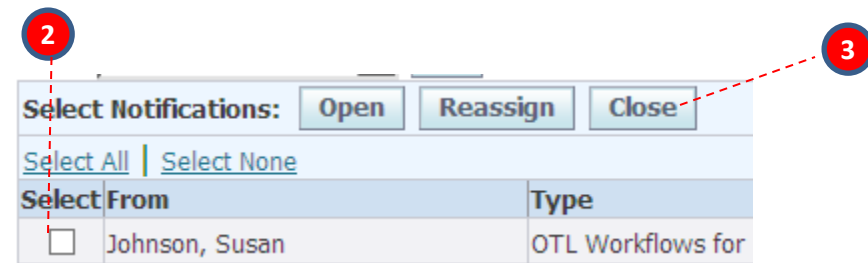


Worklist

Full List (1)

From	Type	Subject	Sent	Due
Johnson, Susan	OTL Workflows for Employees	Johnson, Susan approved timecard for period 07-FEB-2015 - 20-FEB-2015	31-Dec-2015	

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



Select Notifications: **Open** **Reassign** **Close**

[Select All](#) | [Select None](#)

Select From	Type
<input type="checkbox"/> Johnson, Susan	OTL Workflows for

COMMON MESSAGES

Definitions and Corrective Actions for Common Messages

Error Message	Where Appears	Meaning	Corrective Action
Time must be entered in quarter days or hours. Acceptable values after the decimal are .0, .25, .5, or .75.	Left, top of the screen	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	Left, top of the screen	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	Left, top of the screen	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.	Left, top of the screen	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-Work)" at the end of the reason for "Non-Worked Time" Hours Type.

COMMON MESSAGES

Definitions and Corrective Actions for Common Messages

Error Message	Where Appears	Meaning	Corrective Action
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."	Left, top of the screen	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.	Left, top of the screen	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.
HRS [DATE] - You have entered time information out of the date range for your active assignment	Left, top of the screen	You entered time on a date after your separation from the RF	Ensure the time entered is correct and prior to your separation. If you are getting this error but are still working for the RF contact your campus HR office.
No values in the Hours Type drop down box	In the Hours Type column	Contact your campus HR office.	Contact your campus HR office.
An error message contains "&PLNNM"	Left, top of the screen	Contact your campus HR office.	Contact your campus HR office.

DEFINITIONS AND OTHER INFORMATION

Absence Reasons

Absence Reason	Used For . . .
Bereavement (Sick)	Death of an immediate family member.
Cancer Screening (Non Work)	Screening for any type of cancer.
COVID-19: Employee Illness (Non Work)*	Unable to work due to COVID 19
Employee Illness/Injury (Sick)	Your own illness or injury.
Employee Medical Appointment (Sick)	Medical appointments.
Family Illness/Injury (Sick)	To care for an immediate family member due to illness or injury.
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.
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 a family member's illness or injury.
Jury Duty (Non Work)*	When you have a jury duty obligation.
Leave of Absence Unpaid Approved by HR (Non Work)*	An approved unpaid leave of absence approved by HR.
Military (Non Work)*	Approved absence to serve in the military.
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.

Note: Immediate family member is defined an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent, the child or parent of an employee's spouse or domestic partner and any person with whom the employee makes their home. A maximum of 30 days of accrued sick PTO per calendar year can be used for family illness/injury and bereavement.

*Requires HR Approval.

DEFINITIONS AND OTHER INFORMATION

Absence Reasons

Absence Reason	Used For . . .
Safe Leave (Sick)	A reason approved under the NYC Safe Leave Act.
Sick – Non Balance/Not Eligible (Non Work)	Sick accruals are exhausted/not available.
Site Closure Approved by HR (Non Work)	An approved site closure.
Vacation – Non Balance/Not Eligible (Non Work)	Vacation accruals are exhausted/not available.
Voting (Non Work)	Voting.

Note: Immediate family member is defined as an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent, the child or parent of an employee's spouse or domestic partner and any person with whom the employee makes their home. A maximum of 30 days of accrued sick PTO per calendar year can be used for family illness/injury and bereavement.

*Requires HR Approval.

DEFINITIONS AND OTHER INFORMATION

Holiday Credits and Recording in Quarter Days

Holiday Credit

Holidays will be credited based on your campus' 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 accrual 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 credit for all campus designated holidays, regardless of whether you are scheduled to work that day or not. The maximum holiday time credited will be 1 day (7.5/8 hours).
- ❑ Part-Time Employees: receives holiday 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 PTO.***

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: *[Enter Campus Info Here]*

Trouble logging on to the system?

Contact RF Customer Services:

518-434-7222

CustomerServices@rfsuny.org