E-Time Reporting Guide for Exempt Employees
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 left 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.

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 your Self Service account, contact Customer Services at customerservices@rfsuny.org or 518-434-7222.
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.

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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.
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.

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.

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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 leave 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, Court Appearances, leave of absence for military service or child care, and finally vacation or sick if there are no accruals in these categories. (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.
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 leave 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 Leave 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.
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.*

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 Customer Services.*
# COMMON MESSAGES

## Definitions and Corrective Actions for Common Messages

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Where Appears</th>
<th>Meaning</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time must be entered in quarter days or hours. Acceptable values after the decimal are .0, .25, .5, or .75.</td>
<td>Left, top of the screen</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Absence Reason is required when selecting Sick, NYC Sick or Non-Worked Hours</td>
<td>Left, top of the screen</td>
<td>You have added a row with an Hours Type of “Sick” or “Non-worked Time” but did not enter an Absence Reason.</td>
<td>Select a reason using the drop down box (see the list of reasons on pg. 7.1).</td>
</tr>
<tr>
<td>An absence reason is not required for this hours type, please delete</td>
<td>Left, top of the screen</td>
<td>You have selected an absence reason for the Hours Type “Vacation” or “Holiday” which is not valid.</td>
<td>Delete your selected reason for “Vacation” or “Holiday”. Use the comment box to add any explanations necessary.</td>
</tr>
<tr>
<td>This is not a valid reason for the hours type selected, please select a reason that corresponds to this absence.</td>
<td>Left, top of the screen</td>
<td>You selected a “Sick” absence reason for “Non – Worked Time” or vice versa</td>
<td>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.</td>
</tr>
<tr>
<td>Error Message</td>
<td>Where Appears</td>
<td>Meaning</td>
<td>Corrective Action</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>-----------------------</td>
<td>----------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>You do not have sufficient balances to charge PTO XXX time. Please reduce the</td>
<td>Left, top of the screen</td>
<td>The absence amount you are entering is greater than the balance you have in that leave category.</td>
<td>You should use another category as appropriate or put the time to “Non-worked Time”</td>
</tr>
<tr>
<td>time charged to equal your balance and either use another balance as appropriate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or enter the time against the hours type “Non-worked Time.”</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XXX is a holiday; you have not entered any holiday time for this day. If this is</td>
<td>Left, top of the screen</td>
<td>You have not entered an Hours Type of “Holiday” with an absence amount on the day a holiday was</td>
<td>Either enter an absence amount on the day designated as a holiday or use the comments box to indicate</td>
</tr>
<tr>
<td>correct, please explain in the comments section. If this is not correct, please add</td>
<td></td>
<td>was designated by your campus.</td>
<td>you were working that day and request to have the holiday credited to your accrual balance.</td>
</tr>
<tr>
<td>holiday time for this day.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRS [DATE] - You have entered time information out of the date range for your</td>
<td>Left, top of the screen</td>
<td>You entered time on a date after your separation from the RF</td>
<td>Ensure the time entered is correct and prior to your separation. If you are getting this error but are</td>
</tr>
<tr>
<td>active assignment</td>
<td></td>
<td></td>
<td>still working for the RF contact your campus HR office</td>
</tr>
<tr>
<td>No values in the Hours Type drop down box</td>
<td>In the Hours Type column</td>
<td>Your record is not set up correctly</td>
<td>Contact your campus HR office</td>
</tr>
<tr>
<td>An error message contains “&amp;PLNNM”</td>
<td>Left, top of the screen</td>
<td>Your record is not set up correctly</td>
<td>Contact your campus HR office</td>
</tr>
</tbody>
</table>
### DEFINITIONS AND OTHER INFORMATION

**Absence Reasons for Non Worked Time**

<table>
<thead>
<tr>
<th>Absence Reason</th>
<th>Used For . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court Appearance (Non Work)</td>
<td>When you are requested to appear in court on behalf of the RF or when mandated to be at court for personal reasons and you do not have any vacation or holiday time to cover the absence.</td>
</tr>
<tr>
<td>FMLA Approved by HR - Employee Illness/Injury (Non Work)</td>
<td>An approved FMLA absence for your own illness or injury when sick leave accruals are exhausted</td>
</tr>
<tr>
<td>FMLA Approved by HR - Family Illness/Injury (Non Work)</td>
<td>An approved FMLA absence for an immediate family members illness or injury* when sick leave accruals are exhausted</td>
</tr>
<tr>
<td>Jury Duty (Non Work)</td>
<td>When you have a jury duty obligation. Documentation will be required by your HR office.</td>
</tr>
<tr>
<td>Leave of Absence Unpaid Approved by HR (Non Work)</td>
<td>When you have exhausted all accruals and approved FMLA leave. Please provide explanation in comments field to explain if it was a child care, personal or disability.</td>
</tr>
<tr>
<td>Military (Non Work)</td>
<td>Approved absence to serve in the military</td>
</tr>
<tr>
<td>Sick – Non Balance/Not Eligible (Non Work)</td>
<td>Any sick reason not in this list for which you have no sick leave accrual balance</td>
</tr>
<tr>
<td>Vacation – Non Balance/Not Eligible (Non Work)</td>
<td>Approved vacation or personal time when you have insufficient vacation or personal accrual balance.</td>
</tr>
</tbody>
</table>

* Immediate family member is defined as parent, child, spouse, sibling, parent-in-law, child-in-law, grandparent, grandchild or any person with whom the employee makes his/her home. A maximum of 25 days can be used for family illness/injury.
## DEFINITIONS AND OTHER INFORMATION

### Absence Reasons for sick time

<table>
<thead>
<tr>
<th>Absence Reason</th>
<th>Used For . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bereavement (Sick)</td>
<td>Death of an immediate family member*</td>
</tr>
<tr>
<td>Employee Illness/Injury (Sick)</td>
<td>Your own illness or injury</td>
</tr>
<tr>
<td>Employee Medical Appointment (Sick)</td>
<td>For scheduled medical appointments during the work day</td>
</tr>
<tr>
<td>Family Illness/Injury (Sick)</td>
<td>To care for an immediate family members illness or injury*</td>
</tr>
<tr>
<td>FMLA Approved by HR Employee Illness/Injury (Sick)</td>
<td>An approved FMLA absence for your own illness or injury</td>
</tr>
<tr>
<td>FMLA Approved by HR Family Illness/Injury (Sick)</td>
<td>An approved FMLA absence for an immediate family members illness or injury*</td>
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* Immediate family member is defined as parent, child, spouse, sibling, parent-in-law, child-in-law, grandparent, grandchild or any person with whom the employee makes his/her home. A maximum of 25 days can be used for family illness/injury.
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 leave 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 leave credit for all campus designated holidays, regardless of whether you are scheduled to work that day or not. The maximum holiday leave credited will be 1 day (7.5/8 hours).
- Part-Time Employees: receives holiday leave 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 leave.**

**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.

Employees using Paid Leave do not have to use their time in quarter day increments.
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