

## E-Time Reporting Guide for Exempt Non-Accruing Employees

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# 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](http://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.



### 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](mailto: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](mailto: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.

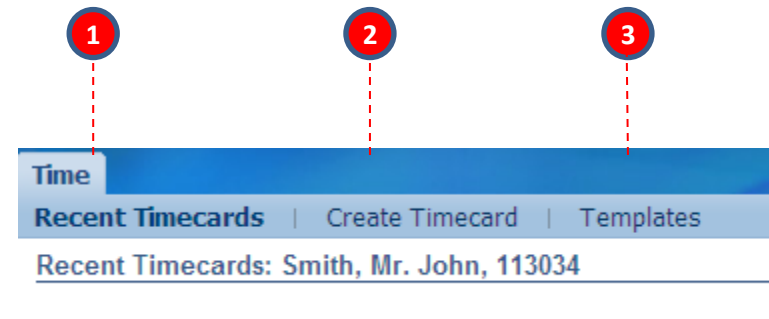
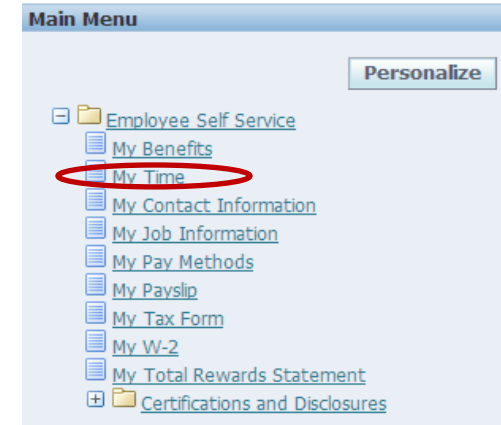
### The Tabs

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 such as using the My Time menu or including absence reason definitions.**



# 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 unapproved 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. Timecards must be submitted chronologically to avoid receiving message "Error Occurred While Validating Earnings Policy"

**NOTE:** It is not necessary to enter something for every day of the month. If you have met your FTE obligation for the month, simply check the certification box and click Submit. No other entry should be made, unless a holiday occurs during the month. For a month with a holiday, simply enter "Grad" (if a student) or "Non-accruing" (if a non-student) in the comments box, check the certification box and click Submit.

### Using Non-Worked Time:

If you find that you must be absent you enter 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. (see [pg. 7.1](#) for a full list of absence reasons).

After selecting the period follow these steps to record non-worked time:

3. Use the Hours Type drop down box and select the type of absence and enter the time out on the appropriate day.
4. Select the appropriate reason from the drop down.
5. If you have more than one type of absence click Add Another Row
6. **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.**
7. Go to Save or Submit a Timecard on [pg. 4.1](#)

1 Create Timecard  
Select Timecard Status

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

Hours Type	Absence Reason	Fri, May 01
Non-Worked		1
Add Another Row Recalculate		0

3 4 5 6

# SAVE OR SUBMIT A TIMECARD

## How to save your timecard or submit for approval

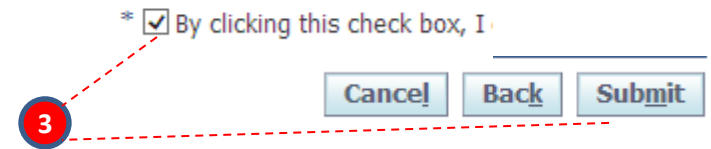
### To Save:

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 **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.



### Tips!

- If you need to go back to the previous screen **DO NOT** use your browser's back function, instead use the back button on the form.
- If you need to communicate any information about your entries to your supervisor or HR office, use the comments box
- 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

## Holiday Error

If you are completing a timecard for a period which includes a holiday, even though you are not accruing any leave, the system still looks for either an entry on the holiday or a comment in the Comments Box. Therefore, please enter “Grad” if you are a graduate student, or “non-accruing” if another non-accruing position.

## 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 (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. 6.1](#) for the error message you will receive if you try to do this.

**You may NOT extend your termination date to include non-work days.**



# 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.

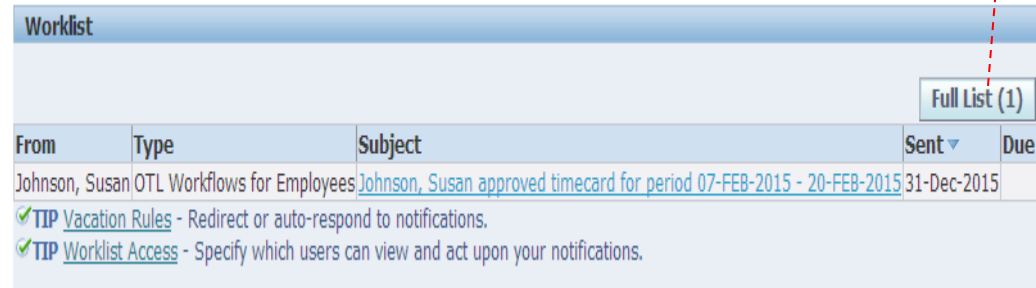
### Email Preferences

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"

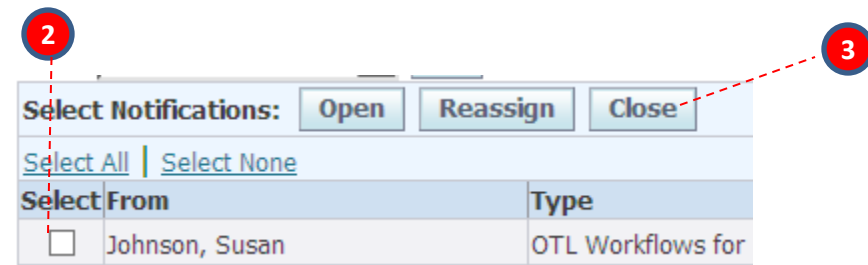
**Note:** Turning off e-mail notifications means you will no longer be aware of upcoming deadlines or confirmation of timecard submittal.

**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.



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	

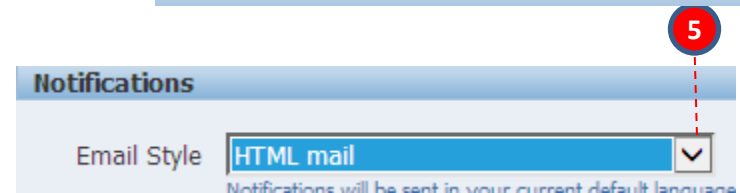
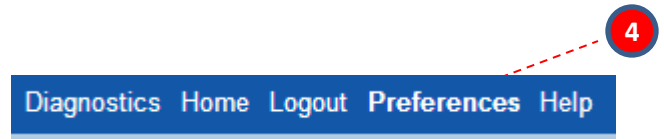
✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.  
✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.



Select Notifications:

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

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



Notifications

Email Style

Notifications will be sent in your current default language.

# COMMON MESSAGES

## Definitions and Corrective Actions for Common Messages

Error Message	Where Appears	Meaning	Corrective Action
Absence Reason is required when selecting Non-Worked Hours	Left, top of the screen	You have added a row with an Hours Type of "Non-worked Time" but did not enter an Absence Reason.	Select a reason using the drop down box (see the list of reasons on <a href="#">pg. 7.1</a> ).
<b>HRS [DATE] - You have entered time information out of the date range for your active assignment</b>	Left, top of the screen	<b>You entered time on a date after your separation from the RF</b>	<b>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</b>
No values in the Hours Type drop down box	In the Hours Type column	Your record is not set up correctly	Contact your campus HR office
An error message contains "&PLNNM"	Left, top of the screen	Your record is not set up correctly	Contact your campus HR office

# DEFINITIONS AND OTHER INFORMATION

## Absence Reasons

Absence Reason	Used For . . .
Court Appearance (Non Work)	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.
Jury Duty (Non Work)	When you have a jury duty obligation. Documentation to support time out of the office should be provided to your supervisor who will forward it to <a href="mailto:RFHR@albany.edu">RFHR@albany.edu</a> for further review in conjunction with the relevant timecard.
Leave of Absence Unpaid <b>Approved by HR</b> (Non Work)	Please provide explanation in comments field to provide reason/approval information.
Military (Non Work)	Approved absence to serve in the military

# Where to go with questions

## CONTACT INFORMATION

Trouble understanding the forms?

Contact:

*Janice O'Mara: 315-470-6614*

*Mary Gillett: 315-470-6612*

Trouble logging on to the system?

Contact RF Customer Services:

*518-434-7222*

[CustomerServices@rfsuny.org](mailto:CustomerServices@rfsuny.org)

