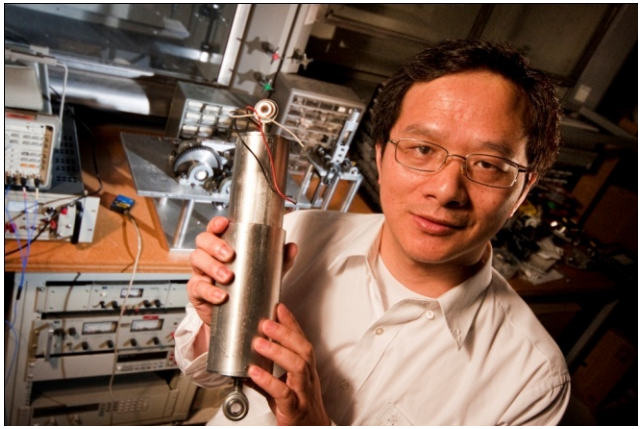

E-Time Reporting Guide for Supervisors

SUNY RF

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APPENDIX A

- 6.1 Absence Reasons

OTHER LINKS IN THIS GUIDE

This Guide contains hyperlinks to help you navigate within the Guide.

Active links appear in BLUE

SUNY RF

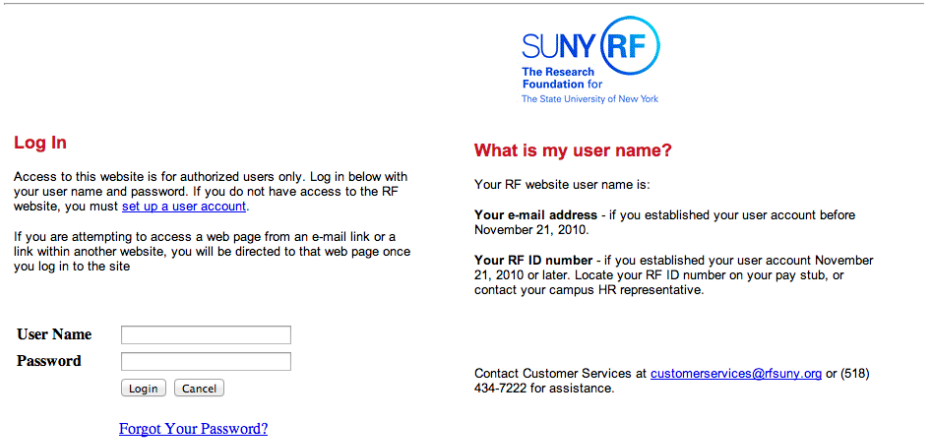
LOG INTO THE ORACLE BUSINESS SYSTEM

How to Access, Log In and Navigate

You can access Manager 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. 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. Go to the Business Applications portlet and click **Self Service** link.



If you need help with your Self Service account, 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.

ACCESS TIMECARD FOR RESPONSE

How to access the response screen

Via Email: You will receive an email notification when your approval is required. The email will be from "Workflow Notification". The email contains a summary of the timecard you are being asked to approve

Click on the **Please click here to Respond** link in the email to approve or reject the timecard.

Tip!

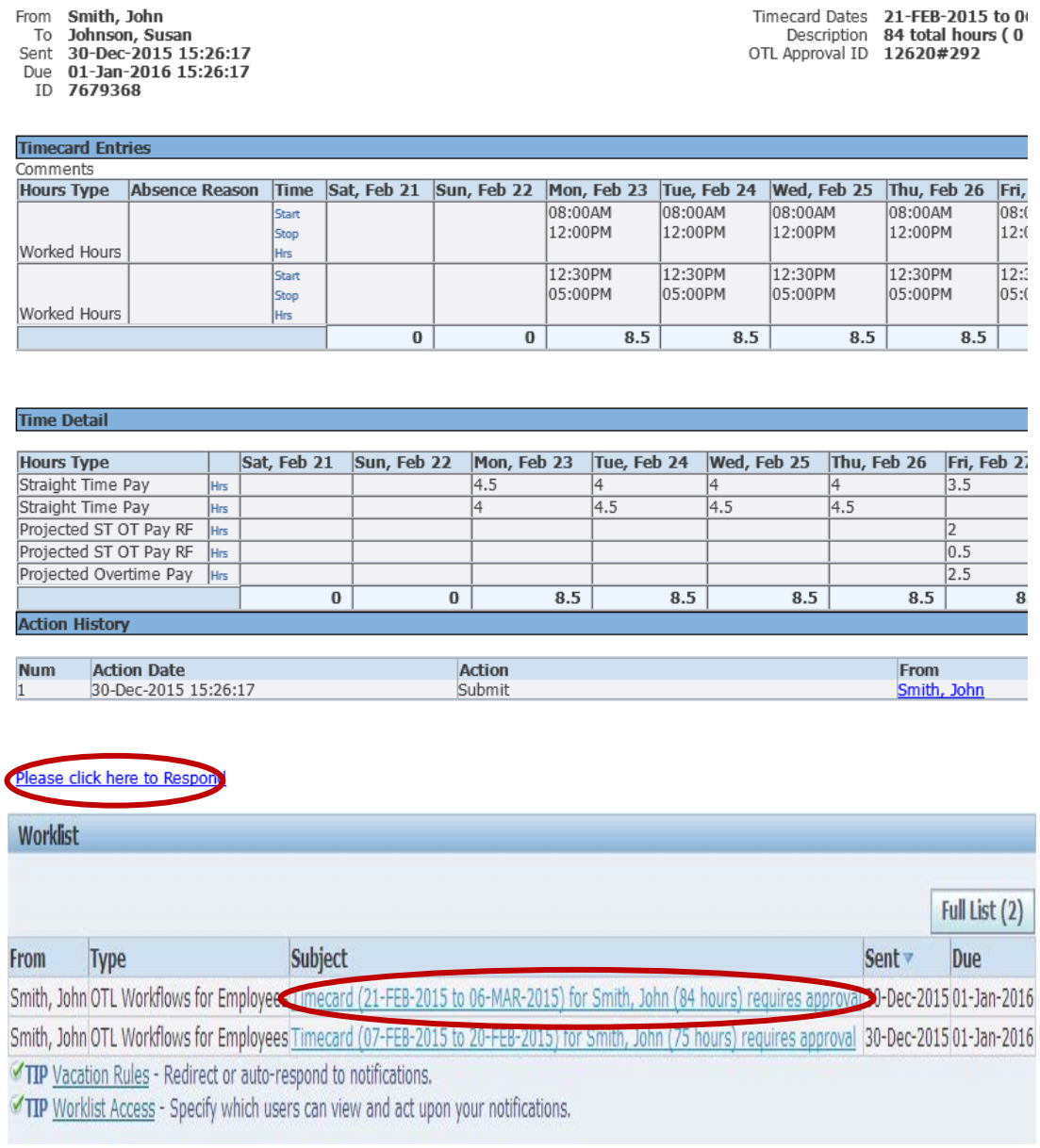
- *This will bring up the timecard that you would also find in the worklist (see below)*
- *If you are not already signed into the system you will be prompted to do so when you click on the link*

.

By Logging into the Oracle business system directly :

At any time you can log into the Oracle business system and view your worklist, which is located on the right hand side of your Main Menu. The worklist will list all current timecards awaiting your response.

Click on the **link** for the transaction in the subject column to approve or reject the timecard.



From Smith, John
To Johnson, Susan
Sent 30-Dec-2015 15:26:17
Due 01-Jan-2016 15:26:17
ID 7679368

Timecard Dates 21-FEB-2015 to 0
Description 84 total hours (0
OTL Approval ID 12620#292

Timecard Entries

Comments

Hours Type	Absence Reason	Time	Sat, Feb 21	Sun, Feb 22	Mon, Feb 23	Tue, Feb 24	Wed, Feb 25	Thu, Feb 26	Fri,
Worked Hours		Start Stop Hrs			08:00AM 12:00PM	08:00AM 12:00PM	08:00AM 12:00PM	08:00AM 12:00PM	08: 12:
Worked Hours		Start Stop Hrs			12:30PM 05:00PM	12:30PM 05:00PM	12:30PM 05:00PM	12:30PM 05:00PM	12: 05:
			0	0	8.5	8.5	8.5	8.5	

Time Detail

Hours Type		Sat, Feb 21	Sun, Feb 22	Mon, Feb 23	Tue, Feb 24	Wed, Feb 25	Thu, Feb 26	Fri, Feb 2
Straight Time Pay	Hrs			4.5	4	4	4	3.5
Straight Time Pay	Hrs			4	4.5	4.5	4.5	
Projected ST OT Pay RF	Hrs							2
Projected ST OT Pay RF	Hrs							0.5
Projected Overtime Pay	Hrs							2.5
		0	0	8.5	8.5	8.5	8.5	8

Action History

Num	Action Date	Action	From
1	30-Dec-2015 15:26:17	Submit	Smith, John

Please click here to Respond

Worklist

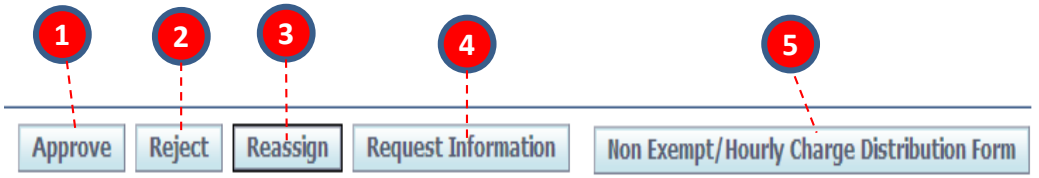
Full List (2)

From	Type	Subject	Sent	Due
Smith, John	OTL Workflows for Employees	Timecard (21-FEB-2015 to 06-MAR-2015) for Smith, John (84 hours) requires approval	30-Dec-2015	01-Jan-2016
Smith, John	OTL Workflows for Employees	Timecard (07-FEB-2015 to 20-FEB-2015) for Smith, John (75 hours) requires approval	30-Dec-2015	01-Jan-2016

TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.

RESPOND TO A TIMECARD

The Response Screen

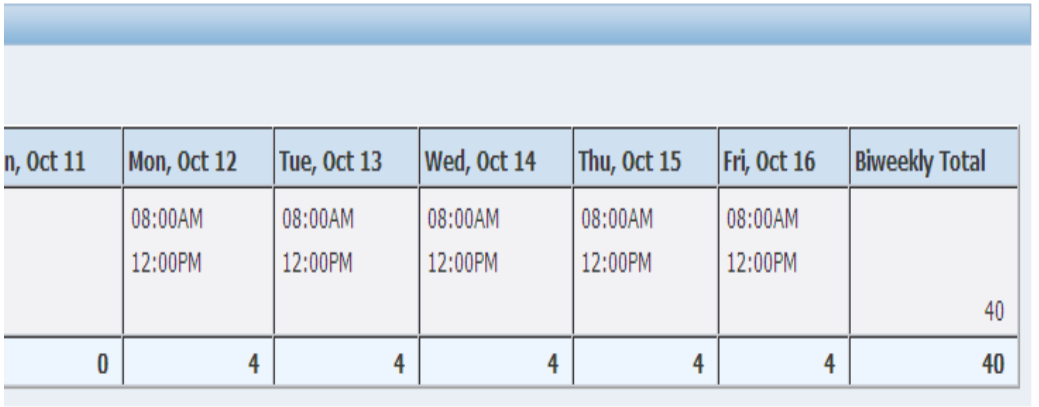


To Respond to the Timecard:

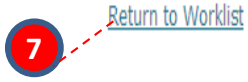
1. Click the **Approve** button to submit the timecard to HR for processing
2. Click the **Reject** button to return the timecard to the employee for correction
3. Click the **Reassign** button to give another person authority to approve the transaction (see pg. 3.2)
4. Click the **Request Information** button to send a question to another user. (see pg. 3.3)

Other items on the Response Screen:

5. Click the **Non Exempt/Hourly Charge Distribution Form** button to review and assign the hours worked to a project/task/award (see pg. 4.1)
6. Click in the **Response** section and add a note to subsequent approvers, as necessary. Enter a note prior to responding to the transaction.
7. Click the **Return to Worklist** link to leave this transaction and take no action



n, Oct 11	Mon, Oct 12	Tue, Oct 13	Wed, Oct 14	Thu, Oct 15	Fri, Oct 16	Biweekly Total
	08:00AM 12:00PM	08:00AM 12:00PM	08:00AM 12:00PM	08:00AM 12:00PM	08:00AM 12:00PM	40
0	4	4	4	4	4	40



Tip!

- *Sick and Non-Worked Hours Types require employees to enter a reason. See pg. 6.1 for a list of Absence Reasons and when they should be used.*
- *The **Action History** includes the details of all prior Approvals, Return for Correction, Request for Information and corresponding Notes*
- *If the information on the timecard is correct you should approve the timecard as soon as possible, even if you are waiting for additional documentation (i.e. Jury Duty documentation)*

RESPOND TO A TIMECARD

How to Reassign approval authority for the timecard to another user

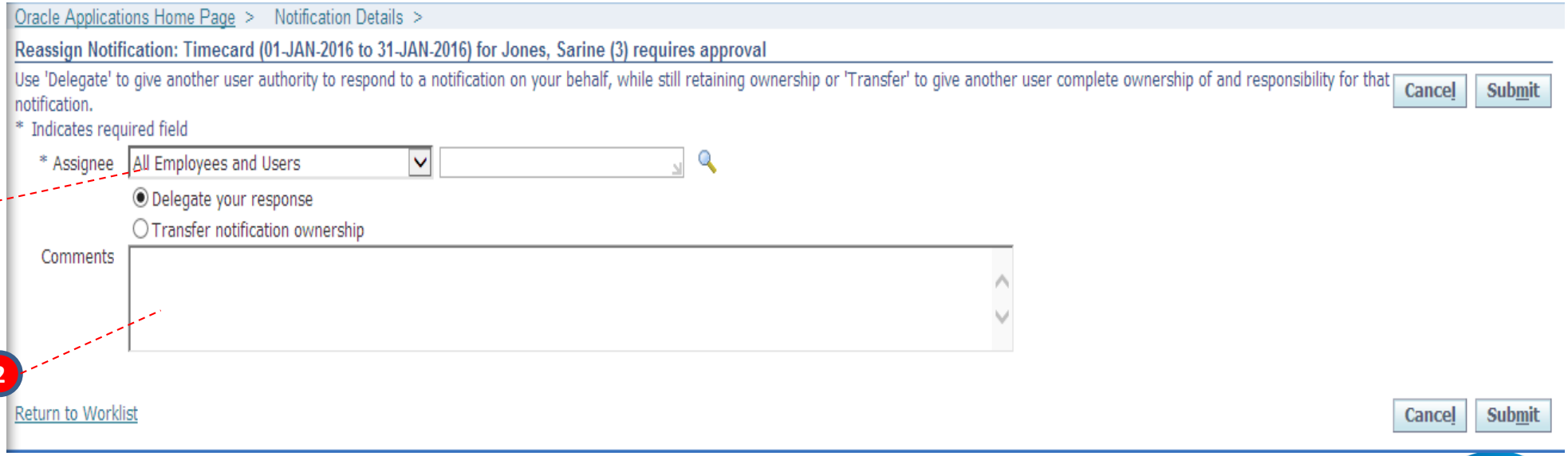
To Reassign the transaction to another user:

1. Select the person who the transaction should be forwarded to

   Tip!

   - *"Delegate your response" and "Transfer notification ownership" will both delegate your authority to approve this transaction to the user selected*
   - *The List of Values for "All Employees and Users" include employees from all campus sites. Please ensure you are selecting the correct person from your campus location.*

2. Enter a **Note** in the **Comment** section indicating why the transaction is being is being forwarded to them for approval.
3. Click **Submit**



RESPOND TO A TIMECARD

How to Request Information for the timecard from another user

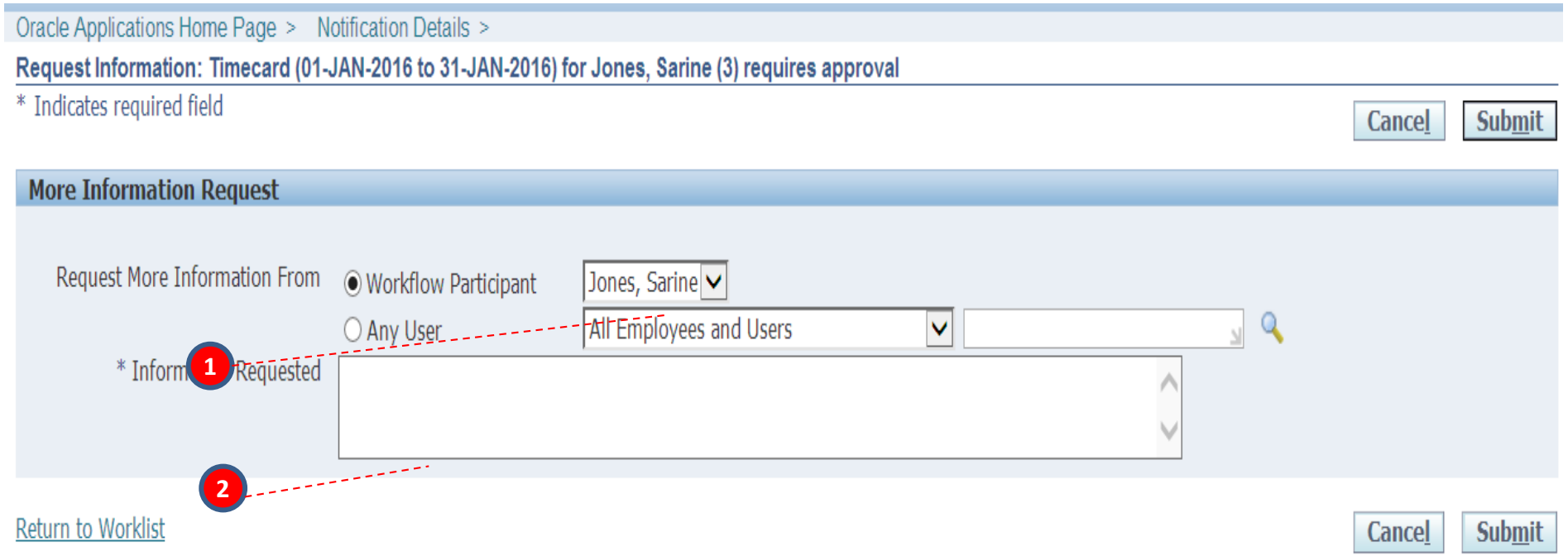
To Request Information from another user:

1. Select the person who you are asking about the timecard

   Tip!

   - *"Workflow Participant" will be the employee, if you are requesting information from a different person select "Any User"*
   - *The List of Values for "All Employees and Users" include employees from all campus sites. Please ensure you are selecting the correct person from your campus location.*

2. Enter a **Note** in the **Information Requested** section.
3. Click **Submit**



DISTRIBUTE HOURS WORKED

How to allocate hours worked to a Project/Task/Award

If a non-exempt salaried person has worked more hours than required by their FTE or if the employee is hourly, these hours need to be distributed to an active project/task/award. The hours will automatically distribute against the project/task/awards in the labor schedule using the percentage assigned. For example, if the person had 5 hours and a labor schedule that has 50% on one project/task/award string and 50% on the other, the hours will automatically distribute 2.5 to each. If the hours should be distributed differently, follow the steps below.

Click Non-exempt/Hourly Charges Distribution Form

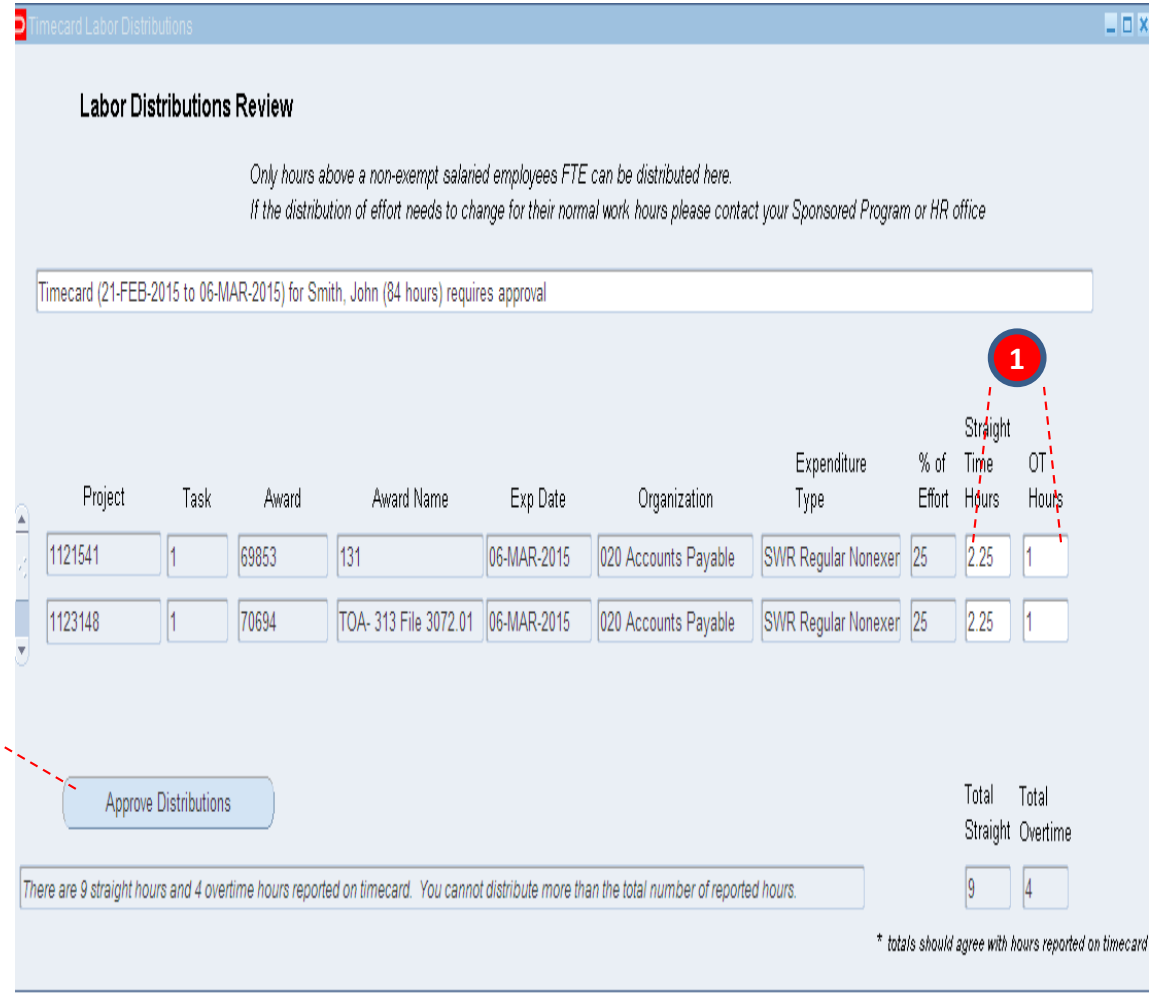
1. Change the hours in both the Straight Time Hours and OT Hours columns to reflect where the employee spent their effort.

Tip! *The amount of hours that must be distributed are listed on the bottom of the form.* ***All*** *hours worked (including those considered overtime) for hourly employees and those over the FTE for non-exempt salaried employees will be in Straight Time Hours. If the employee also has worked enough hours to have overtime hours for the period, those overtime hours will also be in the OT Hours column.*

2. Once the hours are distributed appropriately click the **Approve Distributions** button

Tip!

- *If a project/task/award string is not in the labor schedule but hours should be distributed to that string, adjust the hours that apply to the existing strings and approve. You will receive a message that tells you the undistributed hours will go to suspense. Click Continue and back on the main approval form, use the Notes field in the Response section and indicate where the hours should be distributed.*
- *This screen will only be visible at the time of approval. Once the timecard is approved contact your HR office for this information.*

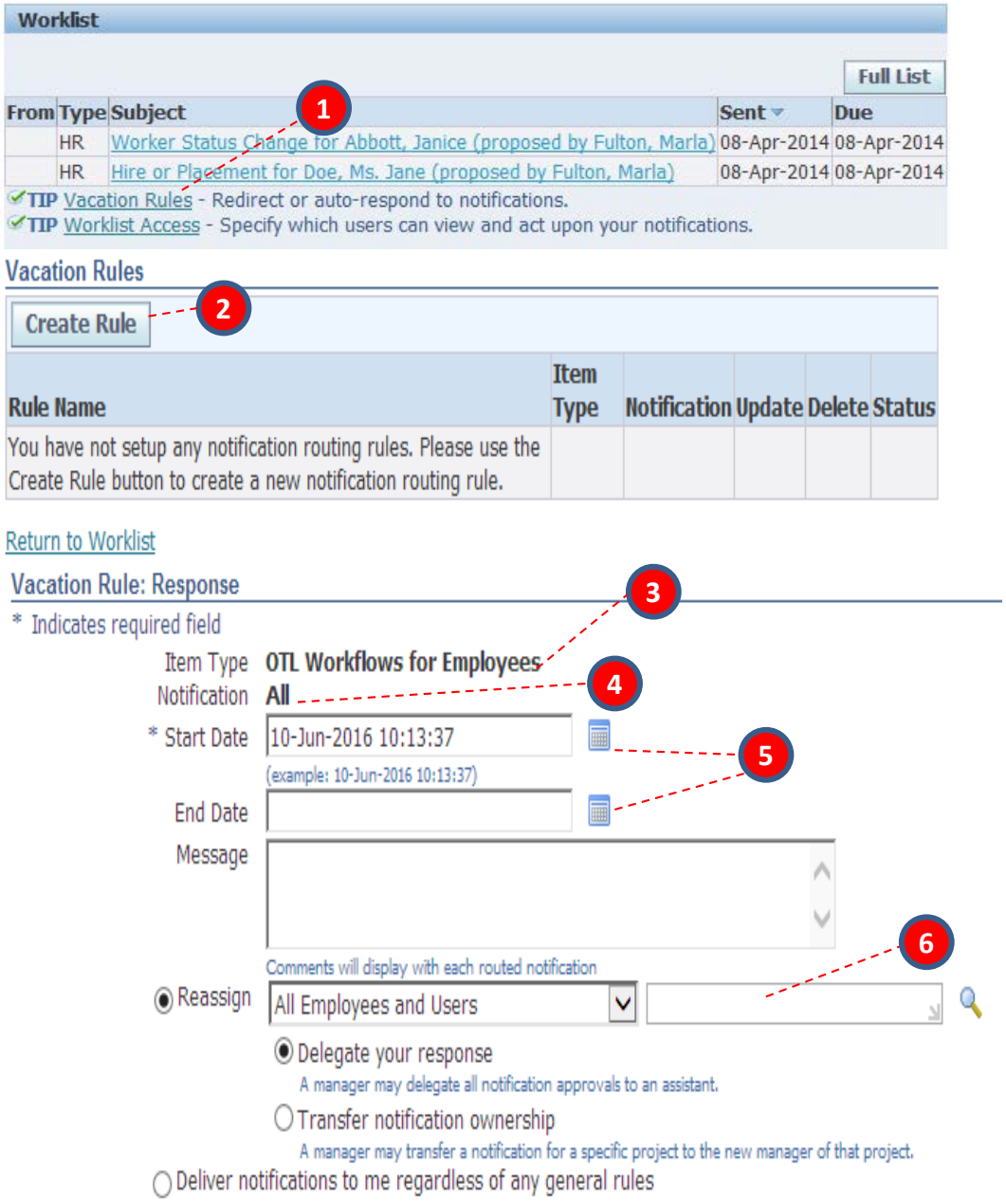


OTHER FEATURES

How to Create Vacation Rules

Use vacation rules to handle your notifications automatically when you are not available to manage your notifications directly, such as when you are on vacation.

1. Click the **Vacation Rules** link
2. Click the **Create Rule** button
3. Select **Item Type** of OTL Workflows for Employees
4. Select **Notification** "All" for rule to apply to all HR Notifications
5. Enter the **Start and End Date** you would like the Rule to expire
6. Select the name of the authorized user that will receive all your notifications to take action on.
7. Click the **Apply** button to save the rule

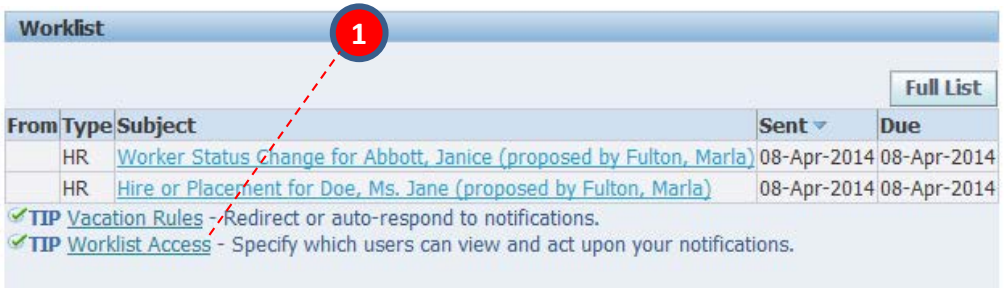


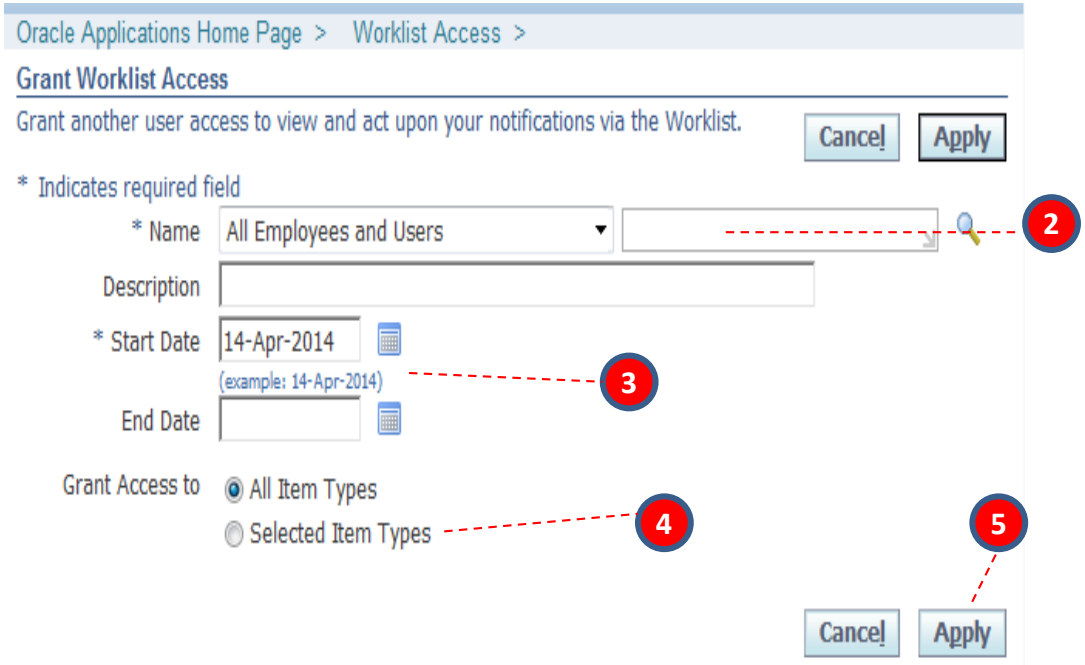
OTHER FEATURES

How to Grant Worklist Access

The worklist access feature lets you allow another user to handle your notifications. However, note that a user who has access to your worklist can view all the details of your notifications and take most actions that you can take on the notifications. **IMPORTANT!** Ensure that you take all necessary security considerations into account when you choose to grant worklist access to another user.

1. Click the **Worklist Access** link
2. Select the name of the user that you are granting access to.
3. Enter the **Start and End Date** you would like the Rule to expire
4. Click Grant Access to **Selected Item Types** and select "OTL Workflows for Employees"
5. Click the **Apply** button to save the rule



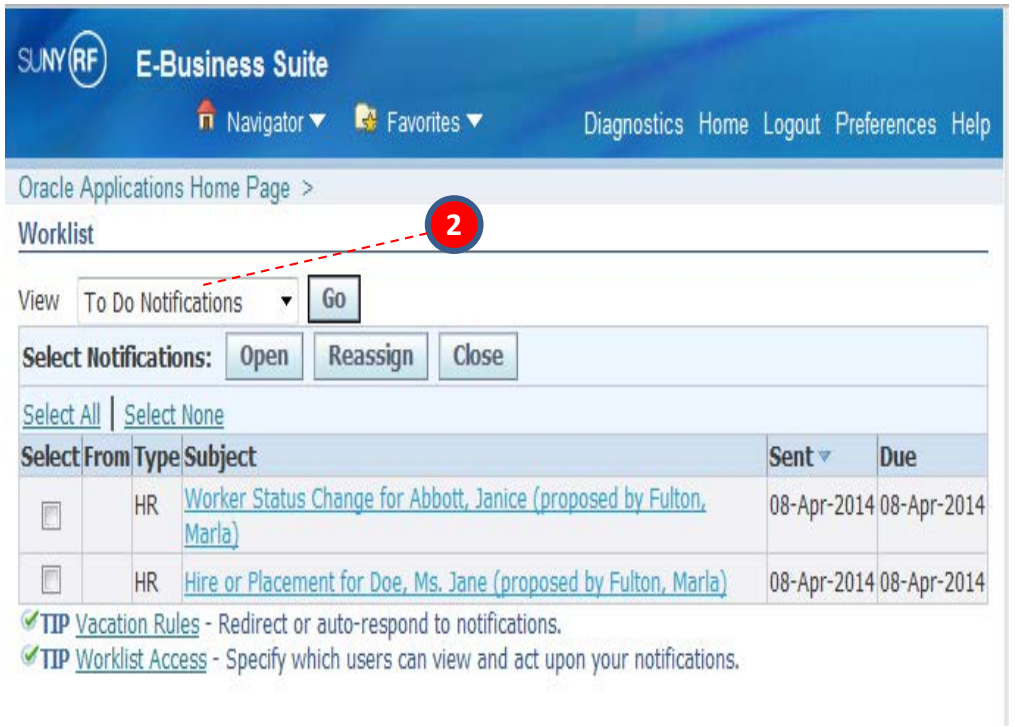


OTHER FEATURES

How to view previous transactions in your worklist

You can review previously approved and informational transactions in your work list.

1. Click on the **Full List** icon
2. Use the arrow in the **View** field to select All Notifications, Notifications From Me or Open Notifications and Click **Go**



OTHER FEATURES

Clear Notifications and Email Preferences

Notifications

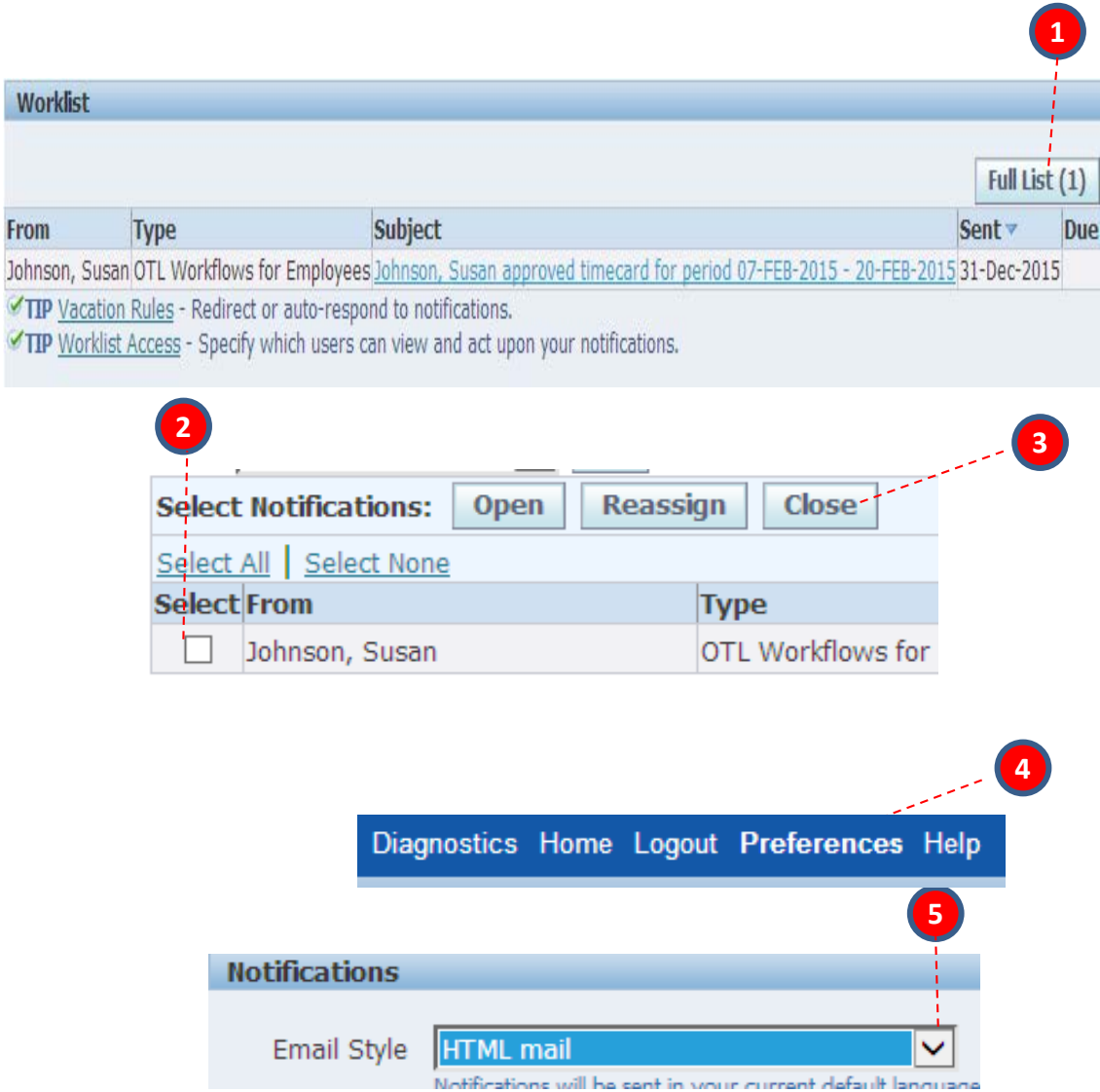
When you respond to a notification by approving a timecard it will be removed from your worklist. However, there may be other informational notifications that you may want to clear. To do this:

1. Click **Full List**
2. Select the notifications you wish to clear
3. Click **Close**

Email Preferences

If at any point you stop receiving email notifications:

4. Select **Preferences** at the top right of your Main Menu screen
5. Under the Notifications section using the Email Style drop down ensure the value is “HTML mail”, if it is any other value you should change it back to “HTML mail”
6. If this does not correct the problem contact the Help Desk.



APPENDIX A

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.
FMLA Approved by HR - Employee Illness/Injury (Non Work)	An approved FMLA absence for your own illness or injury when sick leave accruals are exhausted
FMLA Approved by HR - Family Illness/Injury (Non Work)	An approved FMLA absence for an immediate family members illness or injury* when sick leave accruals are exhausted
Jury Duty (Non Work)	When you have a jury duty obligation. Documentation will be required by your HR office.
Leave of Absence Unpaid Approved by HR (Non Work)	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.
Military (Non Work)	Approved absence to serve in the military
Sick – Non Balance/Not Eligible (Non Work)	Any sick reason not in this list for which you have no sick leave accrual balance
Vacation – Non Balance/Not Eligible (Non Work)	Approved vacation or personal time when you have insufficient vacation or personal accrual balance.

Absence Reason	Used For. . .
Bereavement (Sick)	Death of an immediate family member*
Employee Illness/Injury (Sick)	Your own illness or injury
Employee Medical Appointment (Sick)	For scheduled medial appointments during the work day
Family Illness/Injury (Sick)	To care for an immediate family members 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 an immediate family members illness or injury*

* 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 15 days can be used for family illness/injury.

Where to go with questions

CONTACT INFORMATION

Trouble understanding the forms? **Contact:**

Ellen Brown: 315-470-6625

Jeanne Schwebe: 315-470-6624

payroll@esf.edu

Trouble logging on to the system?

Contact RF Customer Services:

518-434-7222

CustomerServices@rfsuny.org

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