E-Time Reporting Guide for Non-Exempt (Salaried and Hourly) Employees

Time Cards need to be submitted to your supervisor no later than the Tuesday following the end of a period to ensure the timely processing for payment. Payroll Schedules are posted on the Sponsored Programs Webpage.
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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
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.
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.

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 hours.
**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 the timecards that have entries.

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

Enter start and stop times

After signing into the system select the Employee Self Service responsibility and the My Time menu option.

1. On the main My Time screen, click the Create Timecard button
2. Use the Period drop down box to select the biweekly period for which you are entering time
   
   Tip! You can enter past or current periods but cannot enter future 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
   
   Tip! Time format is HH:MMam/pm (8:00am or 12:00pm) with no spaces. DO NOT enter worked time in hours. You can use the copy and paste functions in this form for easy entry.
5. To reflect unpaid breaks like your lunch time, click on Add Another Row to enter any hours worked after the break using the Hours Type Worked Hours.

<table>
<thead>
<tr>
<th>Hours Type</th>
<th>Absence Reason</th>
<th>Time</th>
<th>Sat, Feb 07</th>
<th>Sun, Feb 08</th>
<th>Mon, Feb 09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worked Hours</td>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>08:00AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stop</td>
<td></td>
<td></td>
<td>12:00PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hrs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worked Hours</td>
<td></td>
<td>Start</td>
<td></td>
<td></td>
<td>12:30PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stop</td>
<td></td>
<td></td>
<td>04:00PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hrs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ENTER A TIMECARD

Enter Leave

To Determine Available Accrual Balances (Eligible Employees Only):
1. Click the Show Accrual Balances link at the top of the timecard
2. Each accrual balance you are eligible for is displayed along with the balance as of the end of the pay period
   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.

Entering Leave Time:
3. Select the type of leave you are taking from the Hours Type drop down box.
4. For leave type of Sick you must complete the Absence Reason field. DO NOT complete a reason for Personal, Holiday, or Vacation.
5. Enter the amount of leave taken as hours.
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.
   Tip! Partial hours are represented with a decimal, where each 15 minute increment is represented by .25. Do not enter time worked or leave taken in anything less than 15 minute increments.
Using Non-Worked Hours (Non-exempt Salaried Employees Only):

6. Non-exempt salaried employees must record the number hours for which they are paid. This is determined by your FTE and standard work week. 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 timesheet. 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 Hours. 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. 8.1 for a complete list of reasons)

**Tip!**

Each reason in the list has either “(Sick)” or “(Non Work)” as part of the choice. You must pick the reason with the label that matches the Hours Type. For example, if you have Non Worked Hours 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 time 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. On the review screen, you have the opportunity to review the time entered one more time before submission. Also, in the Time Detail section you can review the potential overtime hours you might have earned based on the hours entered on your timecard.
4. If the entries are correct, you must check the box next the statement certifying your entries. Then click Submit.
5. 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.

Tip!
- 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.
- 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.
CREATE A TEMPLATE

How to save a timecard as a template

Non-exempt salaried employees may find that creating a template is an easy and efficient way to enter time. A template is useful if you generally work the same days/time every biweekly period. The template can then be loaded every time you enter a new timecard and then modified for any deviations from the normal schedule.

Enter timecard in and out times for your normal working hours

1. In the Template Name field enter a name for your template
2. Click the Save as a Template button
3. Next time you enter a timecard click in the Template drop down box and select the name of your saved template
4. Click the Apply Template button and the in and out times will complete according to the template
5. Modify the timecard with current period information (i.e. leave hours or in and out times)
OTHER FEATURES

Notifications and Email Preferences

Notifications
As you submit timecards and your supervisor approves them you will receive email notifications letting you know these actions have occurred. 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 ERROR MESSAGES

Definitions and Corrective Actions for Common Error Messages

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Meaning</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worked Hours must have start and stop times. Please adjust your entry.</td>
<td>You have entered a number in the hours row using the Hours Type “Worked Hours” instead of the time you started and stopped work.</td>
<td>Delete the hours and enter the time worked using the time you started and stopped working. The hours will then calculate.</td>
</tr>
<tr>
<td>Hours for paid time off should be entered in the hours field not as start and</td>
<td>You have entered start and stop times using a leave Hours Type (i.e. vacation) instead of the number of hours.</td>
<td>Delete the start and stop times and enter the number of hours of the absence.</td>
</tr>
<tr>
<td>stop times. Please adjust your entry.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time must be entered in quarter days or hours. Acceptable values after the</td>
<td>One or more of your entries is not in quarter hours. For example, .60 is not an acceptable entry as non-exempt employees can only charge their time in quarter hour increments.</td>
<td>Change your entry to the nearest quarter hour (see pg. 8.2).</td>
</tr>
<tr>
<td>decimal are .0, .25, .5, or .75.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have worked more than 6 consecutive hours without a meal break. Please</td>
<td>You are required to take a ½ hour break after working 6 consecutive hours. You entered a start and stop time that is greater than 6 hours without representing a break using a ½ hour gap between the stop time of the one row and the start time of the next.</td>
<td>Either correct the entry or indicate in the comments section why you had a paid break for this pay period. You should contact your HR office to determine the best explanation.</td>
</tr>
<tr>
<td>double check your entry. If it is correct, use the comment field to explain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>the reason.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The total hours on this timesheet should be equal to or greater than (XX).</td>
<td>You did not enter enough hours between worked and absences to equal the amount of hours for which you are paid.</td>
<td>Check the in and out times and be sure all worked hours are recorded. Check any absence hours and ensure those are the correct number. If all entries are correct and you still do not have enough hours, enter “Non-worked Hours” with the number of hours in the last sentence of the message.</td>
</tr>
<tr>
<td>This is the number of hours you are expected to work based on your FTE. Please</td>
<td></td>
<td></td>
</tr>
<tr>
<td>double check your entry. If it is correct, please enter (XX) hours in the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>hours type “Non-worked Hours”.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# COMMON ERROR MESSAGES
Definitions and Corrective Actions for Common Error Messages

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Meaning</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Reason is required when selecting Sick, NYC Sick or Non-Worked Hours</td>
<td>You have added a row with an Hours Type of “Sick” or “Non-worked Hours” but did not enter an Absence Reason.</td>
<td>Select a reason using the drop down box (see the list of reasons on pg. 8.1).</td>
</tr>
<tr>
<td>An absence reason is not required for this hours type, please delete</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>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-Worked)” at the end of the reason for “Non-Worked Time” Hours Type.</td>
</tr>
<tr>
<td>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. If you are a salaried employee enter the time against the hours type “Non-worked Hours” if there is no other appropriate balance.</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 Hours”</td>
</tr>
<tr>
<td>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.</td>
<td>You have not entered an Hours Type of “Holiday” with an absence amount on the day a holiday was designated by your campus.</td>
<td>Either enter an absence amount on the day designated as a holiday or enter the in and out times for that day and use the comments box to indicate you were working that day and request to have the holiday credited to your accrual balance. (see pg. 8.2)</td>
</tr>
</tbody>
</table>
## DEFINITIONS AND OTHER INFORMATION

### Absence Reasons

<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>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>LOA Child Care (Non Work)</td>
<td>Approved leave of absence for care of a child</td>
</tr>
<tr>
<td>LOA Disability (Non Work)</td>
<td>Approved leave of absence for a disability</td>
</tr>
<tr>
<td>LOA Military (Non Work)</td>
<td>Approved leave of absence to serve in the military</td>
</tr>
<tr>
<td>LOA Personal (Non Work)</td>
<td>Approved leave of absence for personal reasons</td>
</tr>
<tr>
<td>FMLA 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 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>Personal – Non Balance/Not Eligible (Non Work)</td>
<td>Approved personal time when you have insufficient personal leave accrual balance</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 time when you have insufficient vacation accrual balance</td>
</tr>
</tbody>
</table>

<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 Employee Illness/Injury (Sick)</td>
<td>An approved FMLA absence for your own illness or injury</td>
</tr>
<tr>
<td>FMLA Family Illness/Injury (Sick)</td>
<td>An approved FMLA absence for an immediate family members illness or injury*</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 15 days can be used for family illness/injury.
DEFINITIONS AND OTHER INFORMATION

Holiday Credits and Recording in Quarter Hours

Holiday Credit
Holidays will be credited based your work schedule.

Holiday credits for campus designated holidays use your work schedule to determine the time you are entitled to as follows:

- **Full-Time salaried non-exempt Employees**: receive holiday leave credit for all holidays, regardless of whether you are scheduled to work that day or not. The maximum holiday leave credited will be 7.5 or 8 hours dependent on your standard work week.

- **Part-Time and Hourly Employees**: receives holiday leave credit for only those holidays that you are scheduled to work to the nearest quarter hour increment. For example; if you are scheduled to work 6 hours on a day designated as a holiday you will receive .6 hours 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 Hours
Non-exempt employees must record absences in quarter hours as follows:

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Value after the decimal</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>.25</td>
</tr>
<tr>
<td>30</td>
<td>.50</td>
</tr>
<tr>
<td>45</td>
<td>.75</td>
</tr>
<tr>
<td>Full hour</td>
<td>.00</td>
</tr>
</tbody>
</table>
Where to go with questions

CONTACT INFORMATION

Trouble understanding the forms?
Contact: Kathie Baker
845-257-3008
bakerk@newpaltz.edu

Trouble logging on to the system?
Contact RF Customer Services:
518-434-7222
CustomerServices@rfsuny.org