

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

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## E-Time Reporting Guide for Non Exempt Employees

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Active links appear in **BLUE**



# 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.

**SUNY RF**  
The Research Foundation for  
The State University of New York

**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.

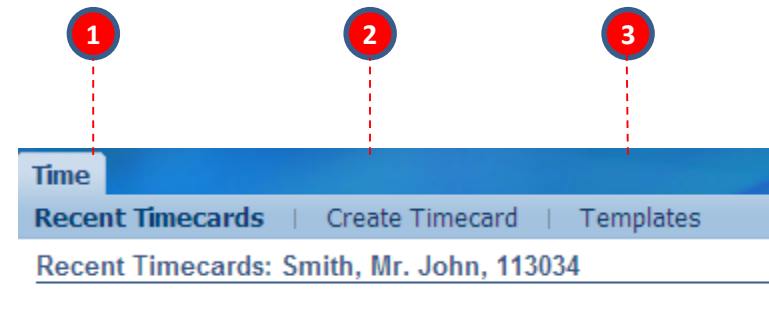
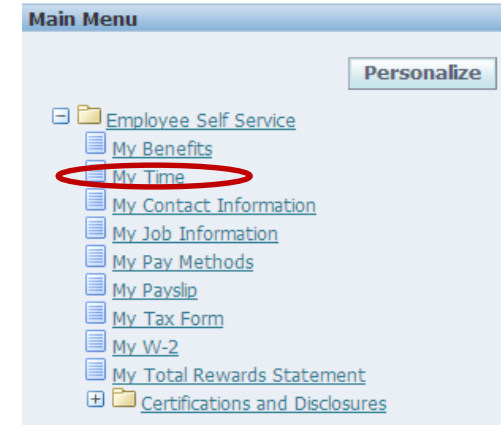
### The Tabs

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.

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 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         | 25-Dec-2015   |                 |  |  |
| <input type="checkbox"/> | Submitted       | 06-Mar-2015   | 30-Dec-2015     |  |  |
| <input type="checkbox"/> | Approved        | 20-Feb-2015   | 30-Dec-2015     |  |  |

# 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.

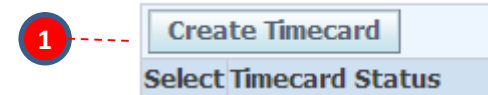
1. On the main My Time screen, click the **Create Timecard** button
2. Use the Period drop down box to select the biweekly period for which you are entering time

*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.



| Hours Type  | Absence Reason | Time  | Sat, Feb 07 | Sun, Feb 08 | Mon, Feb 09 |
|---|----------------|-------|-------------|-------------|-------------|
| Worked Hours  |                | Start |             |             | 08:00AM     |
|   |                | Stop  |             |             | 12:00PM     |
|   |                | Hrs   |             |             |             |
| Worked Hours  |                | Start |             |             | 12:30PM     |
|   |                | Stop  |             |             | 04:00PM     |
|   |                | Hrs   |             |             |             |
| <input type="button" value="Add Another Row"/> <input type="button" value="Recalculate"/> |                |       |             |             |             |



# 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 type 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.

1 [+ Show Accrual Balances](#)

Period

2 [- Hide Accrual Balances](#)

**TIP** The accrual balances are as of: 20-Feb-2015.

|                              |    |                          |      |                          |      |
|------------------------------|----|--------------------------|------|--------------------------|------|
| PTO Holiday Plan NEX 37 Half | 0  | PTO Non Worked Hours     | 0    | PTO Personal NEX 37 Half | 37.5 |
| PTO Sick NEX 37 Half         | 15 | PTO Vacation NEX 37 Half | 22.5 |                          |      |

### 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.

3       5

**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.

# ENTER A TIMECARD

## Enter Leave

### 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)” 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 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.*



# ENTER A TIMECARD WITH MULTIPLE SUPERVISORS

## Enter start and stop times

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

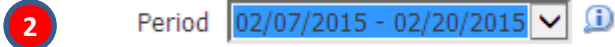
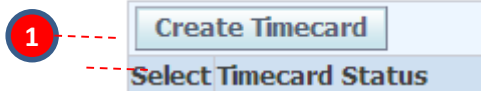
1. On the main My Time screen, click the **Create Timecard** button
2. Use the Period drop down box to select the biweekly period for which you are entering time

*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. Select the Job Worked/Supervisor for the Worked Hours
5. Enter the start and stop times on the days you worked for that supervisor.

*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.

6. 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.
7. Repeat steps 4&5 for the remainder of the pay period for each Hours Type and supervisor as it applies.



| Hours Type   | Absence Reason | Job Worked / Supervisor                                     | Time  | Sat, Feb 02 | Sun, Feb 03 | Mon, Feb 04 |
|--------------|----------------|---|-------|-------------|-------------|-------------|
| Worked Hours |                | Senior Administrative Assistant (Marino, Mrs. Ashley Reed ) | Start |             |             | 08:00AM     |
|              |                |   | Stop  |             |             | 12:00PM     |
|              |                |   | Hrs   |             |             |             |
| Worked Hours |                | Senior Administrative Assistant (Maier, Ms. Margaret M )    | Start |             |             | 12:30PM     |
|              |                |   | Stop  |             |             | 04:00PM     |
|              |                |   | Hrs   |             |             |             |
|              |                |   | Start |             |             |             |
|              |                |   | Stop  |             |             |             |
|              |                |   | Hrs   |             |             |             |



# 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:

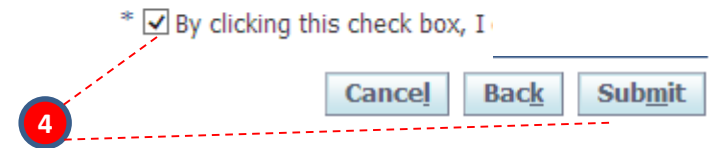
2. Once you have completed your entries for the period and are ready to submit the timecard to your supervisor for approval click the **Go To Next to Submit** button. This will bring you to the review screen.
3. On the review screen, you have the opportunity to review the time entered one more time before 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 to 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 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 biweekly period will appear you will not be able to enter any time out of the office after your termination date. [See pg. 7.3](#) 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.

# 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)

The screenshot shows a web interface for timecard reporting. At the top, there is a table with two columns and two rows. The first row has a dropdown menu labeled 'Worked Hours' and an empty input field. The second row has two empty input fields. Below the table are two buttons: 'Add Another Row' and 'Recalculate'. Below the buttons, there is a 'Template Name' field containing 'Standard Working Hours' and a 'Save as a Template' button. A red dashed line connects a red circle with the number '1' to the 'Template Name' field, and another red dashed line connects a red circle with the number '2' to the 'Save as a Template' button. Below this, there is a 'Period' dropdown menu showing '07/25/2015 - 08/07/2015' and an information icon. Below the period, there is a 'Template' dropdown menu showing '- Standard Working Hours' and an 'Apply Template' button. A red dashed line connects a red circle with the number '3' to the 'Template' dropdown, and another red dashed line connects a red circle with the number '4' to the 'Apply Template' button.

# 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.

| Start Date  | End Date    | Absence Type            | Absence Category | Duration |
|-------------|-------------|-------------------------|------------------|----------|
| 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

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**

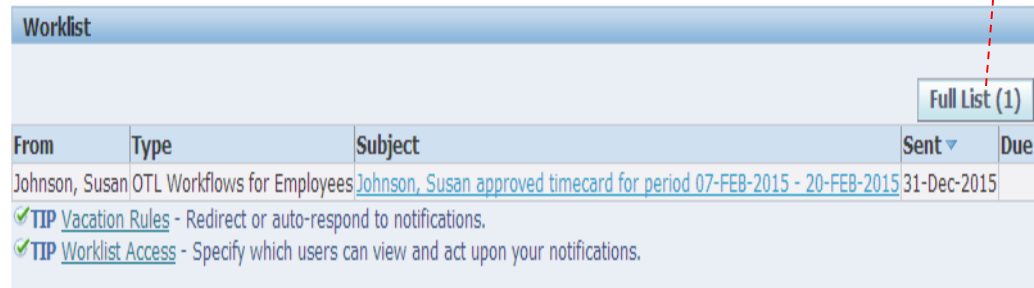
**Tip!** Any other buttons on this form, for example *Reassign*, should not be used.

### Email Preferences

You may choose to turn off your email notifications by:

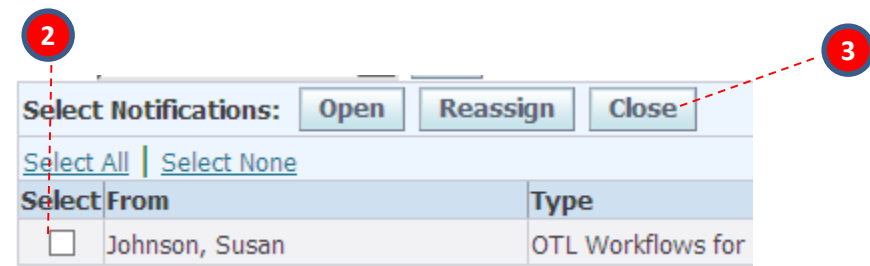
4. Selecting **Preferences** at the top right of your Main Menu screen
5. Under the Notifications section using the Email Style drop down box, you can select "Do Not Send Me Mail" instead of the default "HTML mail"

**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.



| 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 |     |

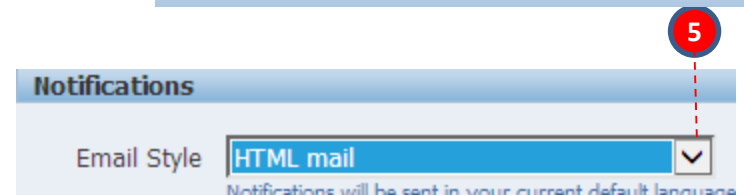
✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.  
✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.



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   |
|--|-------------------------|--|---|
| Worked Hours must have start and stop times. Please adjust your entry.   | Left, top of the screen | You have entered a number in the hours row using the Hours Type "Worked Hours" instead of the time you started and stopped work.   | Delete the hours and enter the time worked using the time you started and stopped working. The hours will then calculate.   |
| Hours for paid time off should be entered in the hours field not as start and stop times. Please adjust your entry.  | Left, top of the screen | You have entered start and stop times using a leave Hours Type (i.e. vacation) instead of the number of hours.   | Delete the start and stop times and enter the number of hours of the absence.   |
| 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 hours. For example, .60 is not an acceptable entry as non-exempt employees can only charge their time in quarter hour increments.  | Change your entry to the nearest quarter hour (see <a href="#">pg. 8.2</a> ).   |
| You have worked more than 6 consecutive hours without a meal break. Please double check your entry. If it is correct, use the comment field to explain the reason. | Left, top of the screen | 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. | 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. |

# COMMON MESSAGES

## Definitions and Corrective Actions for Common Messages

| Error Message  | Where Appears            | Meaning   | Corrective Action  |
|--|--------------------------|---|--|
| The total hours on this timesheet should be equal to or greater than (XX). This is the number of hours you are expected to work based on your FTE. Please double check your entry. If it is correct, please enter (XX) hours in the hours type "Non-worked Hours". | Left, top of the screen  | You did not enter enough hours between worked and absences to equal the amount of hours for which you are paid. | 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. |
| 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 Hours" but did not enter an Absence Reason.    | Select a reason using the drop down box (see the list of reasons on <a href="#">pg. 8.1</a> ).   |
| 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", "Personal", 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.   |
| Error occurred while validating earning policy   | On the time in/out entry | Your record is not set up correctly   | Contact your HR office.  |



# 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. If you are a salaried employee enter the time against the hours type "Non-worked Hours" if there is no other appropriate balance. | Left, top of the screen  | The absence amount you are entering is greater than the balance you have in that leave category.                           | You should use another category as appropriate or put the time to "Non-worked Hours"   |
| 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 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 <a href="#">pg. 8.2</a> ) |
| 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 | 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. |
| 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 medical 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.

# 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 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 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:

| Minutes   | Value after the decimal |
|-----------|-------------------------|
| 15        | .25                     |
| 30        | .50                     |
| 45        | .75                     |
| Full hour | .00                     |

# Where to go with questions

## CONTACT INFORMATION

Trouble understanding the forms?

Contact: Kathie Baker  
bakerk@newpaltz.edu  
845-257-3008

Trouble logging on to the system?

Contact RF Customer Services:  
518-434-7222

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

