Payroll Information
• Paid bi-weekly on **Wednesdays** for work performed two weeks earlier.

• Salary Factor used to compute your bi-weekly salary
  
  • **Full-time employees**
    Base Salary X Factor
  
  • **Part-time employees**
    Base Salary X Factor X Percentage of obligation (FTE).

• **Note:** Dividing your salary by 26 will not give you the correct salary. State paychecks are based on the State fiscal year which cannot be equally divided.

• The salary factor use is .038358 (for leap year is .038251).

• Review all information for accuracy.
12 Month Faculty: professional obligation for 12 months.

10 Month Faculty: professional obligation from August thru May (two months of non-obligation).

- 21-pay basis: salary is paid out over 21 equal biweekly payments. 21-pay faculty go on the payroll with an effective date in August.

- 26-pay (CAL) basis: salary is paid out over the entire year from September 1 through August 31. Always goes on the payroll on September 1, no matter where this date falls within a biweekly period.

Special note: When on 26-pay (CAL) basis, the Spring Semester begins on March 2. For Payroll purposes only.
Payroll: Direct Deposit

- May enroll immediately by submitting enrollment form with or without check.
- Without a check your financial institution must verify information and sign the form.
- May take up to 2 payroll periods to take effect.
- Notify HRS of any changes. Changes may take 2 payrolls.
We now have your paystubs online. You can access it in the SOLAR system anytime, anywhere. Log into SOLAR using your employee ID and password. Click on:

- Select paycheck you wish to view and a PDF will pop up with your check information.
Payroll Deduction Authorization: to enroll visit Garage or Bursar office for details and forms.
Payroll Questions
Time and Attendance
Eligible 10 Month & 12 Month Faculty.

Refer to your handouts for accrual rates (page 3).

You may accrue a maximum of 200 sick days.

Employees are permitted to use a maximum of 30 days of their accumulated sick leave each year (7/1-6/30) for family sick purposes, such as absences necessitated by a death or illness in the employee’s family.

Medical documentation is required after 5 consecutive day of absence relating to illness (family or personal).

No advances on sick accruals.
State Vacation Accruals

- Eligible 12 Month Faculty and Non Teaching Professionals.
- Refer to your Holiday and Leave Booklet included in your packet.
- Vacation balance will **not** exceed 40 days as of January 1\textsuperscript{st} of any calendar year. Vacation accruals may exceed 40 days during the calendar year.
- You will be paid for **up to 30 vacation days** upon separation from State service.
- All time off requires prior supervisory approval.
- No advances on vacation accruals.
State Holidays


<table>
<thead>
<tr>
<th>Holiday</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>September 3, 2012</td>
</tr>
<tr>
<td>Columbus Day*</td>
<td>Monday</td>
<td>October 8, 2012</td>
</tr>
<tr>
<td>Election Day*</td>
<td>Tuesday</td>
<td>November 6, 2012</td>
</tr>
<tr>
<td>Veterans' Day (observed)*</td>
<td>Monday</td>
<td>November 12, 2012</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday</td>
<td>November 22, 2012</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Tuesday</td>
<td>December 25, 2012</td>
</tr>
<tr>
<td>New Year's Day</td>
<td>Tuesday</td>
<td>January 1, 2013</td>
</tr>
<tr>
<td>Dr. Martin Luther King, Jr. Day</td>
<td>Monday</td>
<td>January 21, 2013</td>
</tr>
<tr>
<td>Lincoln's Birthday*</td>
<td>Tuesday</td>
<td>February 12, 2013</td>
</tr>
<tr>
<td>Washington's Birthday (observed)*</td>
<td>Monday</td>
<td>February 18, 2013</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday</td>
<td>May 27, 2013</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Thursday</td>
<td>July 4, 2013</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>September 2, 2013</td>
</tr>
</tbody>
</table>
An employee who is eligible to observe holidays who is required to work on a holiday shall be granted a compensatory day off.

The holiday worked must be entered into the time reporting system for that month.

Note: Lincoln’s Birthday is not an observed holiday for UUP.
The day after Thanksgiving is an observed holiday for UUP.
State Leaves

Leaves information in your packet include the following:

- Additional Sick Leave (Presidential Leave)
- Bone Marrow and Organ Donors
- Breast Cancer Screening (BCS): doctor’s note
- Child Care / Child Birth / Adoption
- Family Medical Leave Act (FMLA)
- Jury Duty
- Military Leave
- Prostate Cancer Screening (PCS).

NOTE: Documentation is required for all leaves
Employees are required to certify their presence and record absences (vacation or sick) and holidays worked on the Electronic Web-based (SOLAR) system each month.

(UUP CONTRACT 23.9)

- Report **NO** for no absences
- Must indicate type of absence (i.e. Vacation, Sick, Jury Duty) using appropriate accrual types.
- Time is charged in full days or portions: 0.25, 0.50, 0.75 or 1.
- Indicate any holidays worked during the month (for 12 Month Employees).

<table>
<thead>
<tr>
<th>Time/Hours</th>
<th>Charge/Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 up to 2</td>
<td>0.25</td>
</tr>
<tr>
<td>2+ up to 4</td>
<td>0.50</td>
</tr>
<tr>
<td>4+ up to 6</td>
<td>0.75</td>
</tr>
<tr>
<td>6+ up to 8</td>
<td>1</td>
</tr>
</tbody>
</table>
Submit time entry on Solar to your supervisor no later than the 10th of the following month.

Current monthly accruals are available for use on the first of the following month.

(Example: If your start date is 9/01/12, your monthly accrual is available beginning 10/01/12).

Please note:

10 Month Faculty have time reporting obligation from August through May
Just a reminder - it's the first day of the month, please access the SOLAR Time Reporting system to enter and submit your Time Entry for last month. Supervisors are encouraged to review all time entry that has been submitted for review and to make the appropriate approvals.

Please use link below, click the blue "Express Login to SOLAR Time Reporting" button. Upon successful login to SOLAR, you will be automatically directed to your own Time Entry page. Take a moment to enter your monthly time reporting and Submit for supervisor approval.

All approvals of last month's time entry must be completed by the 10th of this month.
http://www.stonybrook.edu/solarsystem

If you have any questions concerning time reporting, please call the Time & Attendance unit at 632-6186 or 632-6154
**DoIT Services**

For Students

For Faculty

For Staff

**SOLAR Login**

If the buttons do not appear, see these instructions for enabling JavaScript, setting time and time zone or setting the preferred language.

**Get Help**

- SOLAR Quick Facts
- Online Help For Students
- Online Help For Employees/Instructors/Advisors
- Report a Problem

**Important Links**

- Public Access to Course Catalog
- Public Access to Class Search
- Find Your Stony Brook ID (for students prior to 2001)

**SOLAR News**

- Having problems connecting or receiving errors working in PeopleSoft or SOLAR? You may need to clear your cache/temporary files and cookies. Click here for instructions.

- Paper billing statements are no longer printed or mailed! To view bills/make payments on SOLAR, choose the Account Summary / What Do I Owe? link

**Express Login to SOLAR Time Reporting**

For State UUP and MC employees of West Campus, HSC, and Southampton.
Solar System

Stony Brook ID: [ ]
Password: [ ]

SOLAR Password Help

Sign In

For security reasons, we recommend that you close your Web browser when you have finished your SOLAR System session. The information screens that you just viewed may remain in your browser’s memory until the browser is closed.

To Test Computer Browser Requirements Before Login

To Report Problems
SOLAR Time Reporting

Action Center
- Holds: No Holds.
- To Do List: No To Do's.

Message Center
- New Messages: No New Messages.

Home Page
- Security and Personal Data
  - Change My Solar Password, NetID Maintenance, User Preferences, Office Address, Addresses, Ethnicity, Veteran Status, Names, Phone Numbers, Email Addresses, & More...
- SB Alert Emergency Information
- Elections
- Campus Financial Services
  - Account Information/Payment
  - For Employees: State Time Reporting, Payroll and Compensation, Benefits, Learning and Development, Compliance and Info. Security

State Time Reporting
Report your time

Payroll and Compensation
View paycheck
### SOLAR Time Reporting

#### State Time Reporting

Report and review your time, schedules, request absences and more.

#### Report Time
Report your time and request planned overtime and absences.

#### State Employee Time Reporting

<table>
<thead>
<tr>
<th></th>
<th>Vacation</th>
<th>Sick</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Balance End of</td>
<td>JUN-2011</td>
<td>19.30</td>
<td>16.45</td>
</tr>
<tr>
<td>Current Month Used</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Holidays Worked &amp; HR Adjustments</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Pending Balances</td>
<td>19.30</td>
<td>16.45</td>
<td>0.00</td>
</tr>
</tbody>
</table>

YTD Family Sick Used: 0.00

---

#### Employee Time Reporting

<table>
<thead>
<tr>
<th>*Accrual Type</th>
<th>Description</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Accruals Used</th>
<th>FMLA</th>
<th>Accruals Earned</th>
<th>Comments</th>
<th>Submit</th>
<th>Apprv Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

State Employees are required to certify their presence and record any absences.
### SOLAR view

#### Search Results

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Description</th>
<th>Accrual Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>V4</td>
<td>Vacation 4 Day Work 1.25</td>
<td>Minus</td>
</tr>
<tr>
<td>V</td>
<td>Vacation</td>
<td>Minus</td>
</tr>
<tr>
<td>SF4</td>
<td>Sick - Family 4 Day Work 1.25</td>
<td>Minus</td>
</tr>
<tr>
<td>SF</td>
<td>Sick - Family</td>
<td>Minus</td>
</tr>
<tr>
<td>S4</td>
<td>Sick 4 Day Work 1.25</td>
<td>Minus</td>
</tr>
<tr>
<td>S</td>
<td>Sick</td>
<td>Minus</td>
</tr>
<tr>
<td>PCS</td>
<td>Prostate Cancer Screening</td>
<td>No Charge</td>
</tr>
<tr>
<td>NO</td>
<td>No Absences</td>
<td>No Charge</td>
</tr>
<tr>
<td>ML</td>
<td>Military Leave</td>
<td>No Charge</td>
</tr>
<tr>
<td>LST</td>
<td>Lost Time Voluntary</td>
<td>No Charge</td>
</tr>
<tr>
<td>JD</td>
<td>Jury Duty</td>
<td>No Charge</td>
</tr>
<tr>
<td>HW</td>
<td>Holiday Worked</td>
<td>Plus</td>
</tr>
<tr>
<td>HU</td>
<td>Holiday Used</td>
<td>Minus</td>
</tr>
<tr>
<td>EOL</td>
<td>Employee Organizational Leave</td>
<td>No Charge</td>
</tr>
<tr>
<td>CTU</td>
<td>Comp Time Used - Hours</td>
<td>No Charge</td>
</tr>
<tr>
<td>BCS</td>
<td>Breast Cancer Screening</td>
<td>No Charge</td>
</tr>
</tbody>
</table>

#### Employee Time Reporting

<table>
<thead>
<tr>
<th>*Accrual Type</th>
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<th>Accruals Earned</th>
<th>Comments</th>
<th>Submit</th>
<th>Appry Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 NO</td>
<td>No Absences</td>
<td>07/01/2011</td>
<td>07/31/2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Questions ?