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OTHER LINKS IN THIS GUIDE

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

Active links appear in BLUE
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.

**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.
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.

Tip!

- Sick and Non-Worked Hours Types require employees to enter a reason. See pg. 7.1 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

The Response Screen

To Respond to the Timecard As a Second Supervisor:

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

In the **Action History** section you will be able to see the steps taken since the timecard was submitted.

Other items on the Response Screen:

- Click in the **Response** section and add a note to subsequent approvers, as necessary. Enter a note prior to responding to the transaction. Make sure to initial after your comments.
- Click the **Return to Worklist** link to leave this transaction and take no action.

**Tip!**

Sick and Non-Worked Hours Types require employees to enter a reason. See pg. 7.1 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 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

Oracle Applications Home Page > Notification Details >
Request Information: Timecard (01-JAN-2016 to 31-JAN-2016) for Jones, Sarine (3) requires approval
* Indicates required field

More Information Request

Request More Information From
- Workflow Participant: Jones, Sarine
- Any User: All Employees and Users

Inform Requested

Return to Worklist
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.
MONITORING

Viewing Employees’ Accrual Balances

When you want to review an employee’s accrual balances, take the following steps:

1. Using ORG Supervisor Self Service responsibility click Accrual Balances
2. Locate the employee you want to review and click Balance action button on far right for that employee (if you would like to see employees that report to your staff click the plus next to their name)
3. The next screen has two tabs; the Absence Summary lists the absences for the employee
4. The Entitlement Balances tab will show the employees accrual balance as of the date you select. Open the show balances screen by clicking the plus symbol
5. Change Effective Date and click Go to see results for a different period

Note: accrual balances only reflect the usages through the last timecard that has been submitted, approved, and fully processed into the E-Time module. Please deduct leave taken for absences that are not reflected on the absence summary tab.
When you want to monitor the status of employees' timecards, including those who have not yet submitted for a particular period, use the Timecard Dashboard:

1. Using ORG Supervisor Self Service responsibility, click Timecard Dashboard under E-time Reporting.
2. Enter the start and end dates of the timeframe you would like to review.
3. If you want to see just those employees that report to you, select "Directs." If you would like to see those employees that report to you and those that report to others in your staff, select "All Employees under Directs." Click Go.
4. Each status will have a number listed; these numbers are links that once clicked will display the detail in the bottom portion of the screen.
5. For those timecards in a Submitted status, you can approve from the detail section by clicking the Action button on the far right.
MONITORING

Timecard History

When you want to review timecards you have approved in the past use the Timecard History menu.

1. Using ORG Supervisor Self Service responsibility click Timecard History under E-time Reporting
2. Enter the start and end dates of the timeframe you would like to review.
3. If you want to see all those employees that report to you select leave the Person field blank, or complete it if you would like to see just one person. Change the Mode to “History” and Click Go
4. To see the detail for any timecard returned, click the Details button on the far right.
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

<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>FMLA Approved by HR - 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 Approved by HR - Family Illness/Injury (Non Work)</td>
<td>An approved FMLA absence for an immediate family member’s illness or injury* when sick leave accruals are exhausted</td>
</tr>
<tr>
<td>Jury Duty (Non Work)</td>
<td>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.</td>
</tr>
<tr>
<td>Leave of Absence Unpaid Approved by HR (Non Work)</td>
<td>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.</td>
</tr>
<tr>
<td>Military (Non Work)</td>
<td>Approved absence to serve in the military</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Absence Reason</th>
<th>Used For...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation – Non Balance/Not Eligible (Non Work)</td>
<td>Approved vacation or personal time when you have insufficient vacation or personal accrual balance.</td>
</tr>
<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. If out longer than 5 days, provide your doctor’s return to work note to your supervisor who will forward it to <a href="mailto:RFHR@Albany.edu">RFHR@Albany.edu</a> for the file.</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 25 days can be used for family illness/injury.
Where to go with questions

**CONTACT INFORMATION**

Trouble understanding the forms?

*Contact your RFHR Payroll Specialist or call RFHR at 518-437-4500*

Trouble logging on to the system?

*Contact RF Customer Services: 518-434-7222  
CustomerServices@rfsuny.org*