

General SOLAS Information

Who can use SOLAS to apply for a Leave?	<p>Q bank (Q742 and Q744) employees: <i>Non-supervisory Pedagogues, Teachers, School Psychologists, Guidance Counselors, School Social Workers, School Librarians, Attendance Teachers, School Secretarial Staff, and Laboratory Specialists.</i></p> <p>E bank (E745) employees: <i>Family Paraprofessionals, Health Service Aides, School Aides, Supervisor School Aides</i></p>	SOLAS website	<ul style="list-style-type: none"> Back Office log-in page for Secretaries: https://dhrnycaps.nycenet.edu/LeaveBackOffice/ Log-in page for employees to submit their Leave applications: https://dhrnycaps.nycenet.edu/SOLAS/
What types of Leaves can be requested in SOLAS?	<p>Non-medical Leaves include:</p> <ul style="list-style-type: none"> • Maternity / Child care • Adjustment of personal affairs • Care of sick family member • Study Leave (non-sabbatical) • Study - Training in metro area / Fulbright Scholarship • Work for Peace Corps / VISTA (AmeriCorps) / Union • Teacher Exchange Program (Paid / Unpaid) • Teaching CUNY / SUNY / Charter School / Government sponsored foreign country • Study Sabbaticals • Military <p>Medical Leaves include:</p> <ul style="list-style-type: none"> • Maternity disability • Restoration of Health / Personal Illness • Health Sabbaticals • Line of Duty (LODI) • Workers' Compensation 	SOLAS fax number	(718) 935-5175
		Questions about SOLAS?	<ul style="list-style-type: none"> Superintendents, Principals and Secretaries can call: (718) 935-4003 HR Directors and BFSCs can call: (718) 935-4002 Employees can call: (718) 935-4000

Navigating SOLAS – Logging into the Leave Back Office Application

How to log into SOLAS Back Office:

1. Go to the SOLAS Leave Back Office Application page: <https://dhrnycaps.nycenet.edu/LeaveBackOffice/>
2. Enter your DOE Network / Email ID user name. This is the same user name you use to log into your DOE computer. (Example: Jsmith would be the user name if the email address is Jsmith@schools.nyc.gov).
3. Then enter your Network / Email ID password. This is the same password you use to log into your DOE computer.
4. Click "Login to Leave Back Office Application" button.

Training Material and Reference Guide

- SOLAS Phase VII - Training for Payroll Secretaries: This PowerPoint presentation is specifically designed for Payroll Secretaries to provide an overview of the SOLAS Phase VII release. PowerPoint link: [Click Here](#).
- Payroll Secretaries & Timekeepers Online Payroll Handbook: This handbook includes overview of all payroll topics including timekeeping information related to leaves of absences. Handbook link: [Click Here](#).

Responsibilities for SOLAS

Leave Type	Responsibilities for SOLAS Applications	Timeframes
Restoration of Health, Maternity Disability, Maternity / Childcare, Health Sabbatical	<p>Secretaries must:</p> <ul style="list-style-type: none"> Verify timekeeping in SOLAS <p>Superintendents must:</p> <ul style="list-style-type: none"> Acknowledge - Health Sabbatical Leave applications <i>only</i> <p>Principals may:</p> <ul style="list-style-type: none"> Acknowledge 	<p>Superintendents and Principals have 10 days to Acknowledge a Leave request in SOLAS. HR Connect will contact any Superintendent who does not provide their Acknowledgment within the 10 day timeframe. If there is no Principal Acknowledgement within the 10 day timeframe, SOLAS will auto-Acknowledge the request.</p>
Study Sabbaticals	<p>Superintendents must:</p> <ul style="list-style-type: none"> Request resubmission of supporting documentation. Superintendents can request resubmission of supporting documentation by selecting “<i>reasons for resubmission</i>” or by providing comments for specific reasons. Approve the request OR Disapprove: a reason for the disapproval will be required <p>Principals may:</p> <ul style="list-style-type: none"> Acknowledge 	<p>Spring Study Sabbaticals: A Superintendent has from October 6th until December 5th to review a Study Sabbatical Leave application and request resubmission of supporting documentation or to approve/disapprove.</p> <p>The Principal has 10 days to Acknowledge in SOLAS.</p> <p>If there is no Superintendent determination after the 10 day timeframe, they will be contacted by HR Connect. If there is no Principal Acknowledgement after the 10 day timeframe, SOLAS will auto-Acknowledge.</p>
Line of Duty Injury (LODI)	<p>Secretaries must:</p> <ol style="list-style-type: none"> Log the incident into OORS Review the CIR fact sheet, OP200, and Written Statement for signatures and determinations Upload necessary CIR and written statement, and then file the original documents Verify timekeeping in SOLAS <p>Superintendents must:</p> <ul style="list-style-type: none"> Sign and indicate a determination on the CIR <p>Principals may:</p> <ul style="list-style-type: none"> Acknowledge without medical review, OR Acknowledge pending medical review, OR Disapprove 	
Non-medical Leaves	<p>Principals must:</p> <ul style="list-style-type: none"> Acknowledge, approve or deny Leave 	<p>The Principal has 10 days to acknowledge the Leave application, If there is no Principal Acknowledgement within the 10 day timeframe, SOLAS will auto-Acknowledge the request.</p> <p>For a Study/Teaching/Personal Affairs Leave request, the application will require a Principal’s determination in order to proceed.</p>
Military	<p>Secretaries must:</p> <ol style="list-style-type: none"> Review original signed and notarized EMBP and keep the originals with the employee’s records Verify timekeeping in SOLAS <p>Principals may:</p> <ul style="list-style-type: none"> Acknowledge 	<p>The Principal has 10 days to acknowledge the Leave application, If there is no Principal Acknowledgement within the 10 day timeframe, SOLAS will auto-Acknowledge the request.</p>
Workers’ Compensation	<p>Secretaries must:</p> <ol style="list-style-type: none"> Log the incident into OORS Review the CIR fact sheet, C2, DP2002 and Written Statement for signatures and determination Document C2 in Payroll Portal Verify timekeeping in SOLAS Upload documents to SOLAS (C2, CIR, DP2002, Written Statement) <p>Principals may:</p> <ul style="list-style-type: none"> Acknowledge the Leave application Approve – the first 5 days, OR Deny – the first 5 days 	<p>A Principal has 10 days to Acknowledge the Leave application and approve/deny the first 5 days, if there is no Acknowledgement/determination after the 10 day timeframe, SOLAS will auto-Acknowledge and approve.</p>

Navigating SOLAS – Verifying Timekeeping and Uploading Supporting Documents

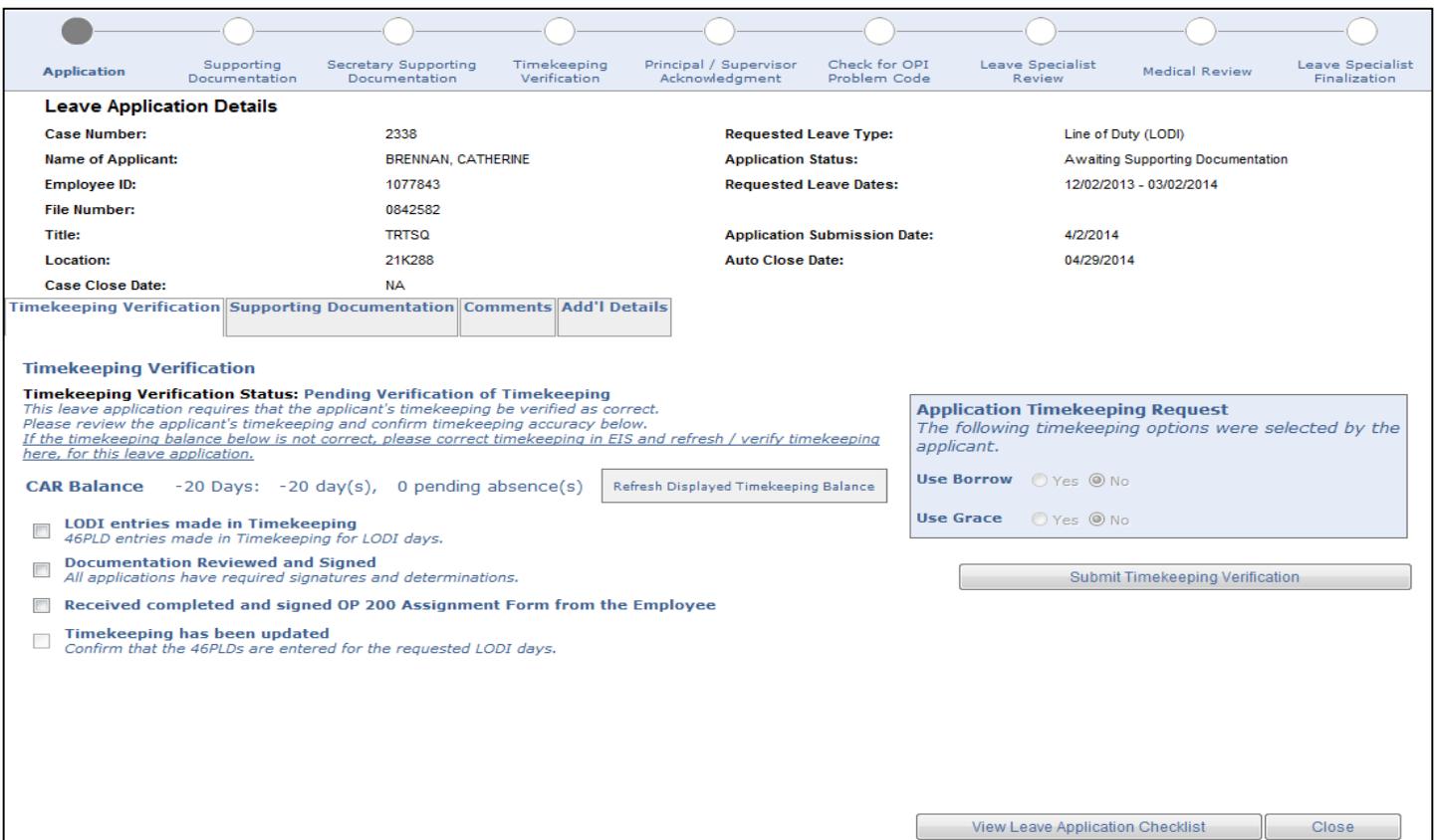
Verifying timekeeping for Line of Duty Injury (LODI):

1. Log into the SOLAS Leave Back Office Application page: (<https://dhrnycaps.nycenet.edu/LeaveBackOffice/>).
2. Click on **Leave Applications** tab to view the Leave applications requiring your action.



The screenshot shows the SOLAS Home page. At the top, there are two tabs: 'Home' and 'Leave Applications'. The 'Leave Applications' tab is highlighted with a red box, and a red arrow points upwards to it. Below the tabs, the text reads 'Welcome to SOLAS' and 'The self-service online leave application and processing system.' There is a search section with the text 'Search for an Application, to update receipt of Supporting Documentation' and 'To find a specific Leave Application, enter the applicant's Name, PRI or Employee ID and click 'Search''. Below this is a search input field with the placeholder text '[Please enter Name, Employee ID, or PRI]' and a 'search' button.

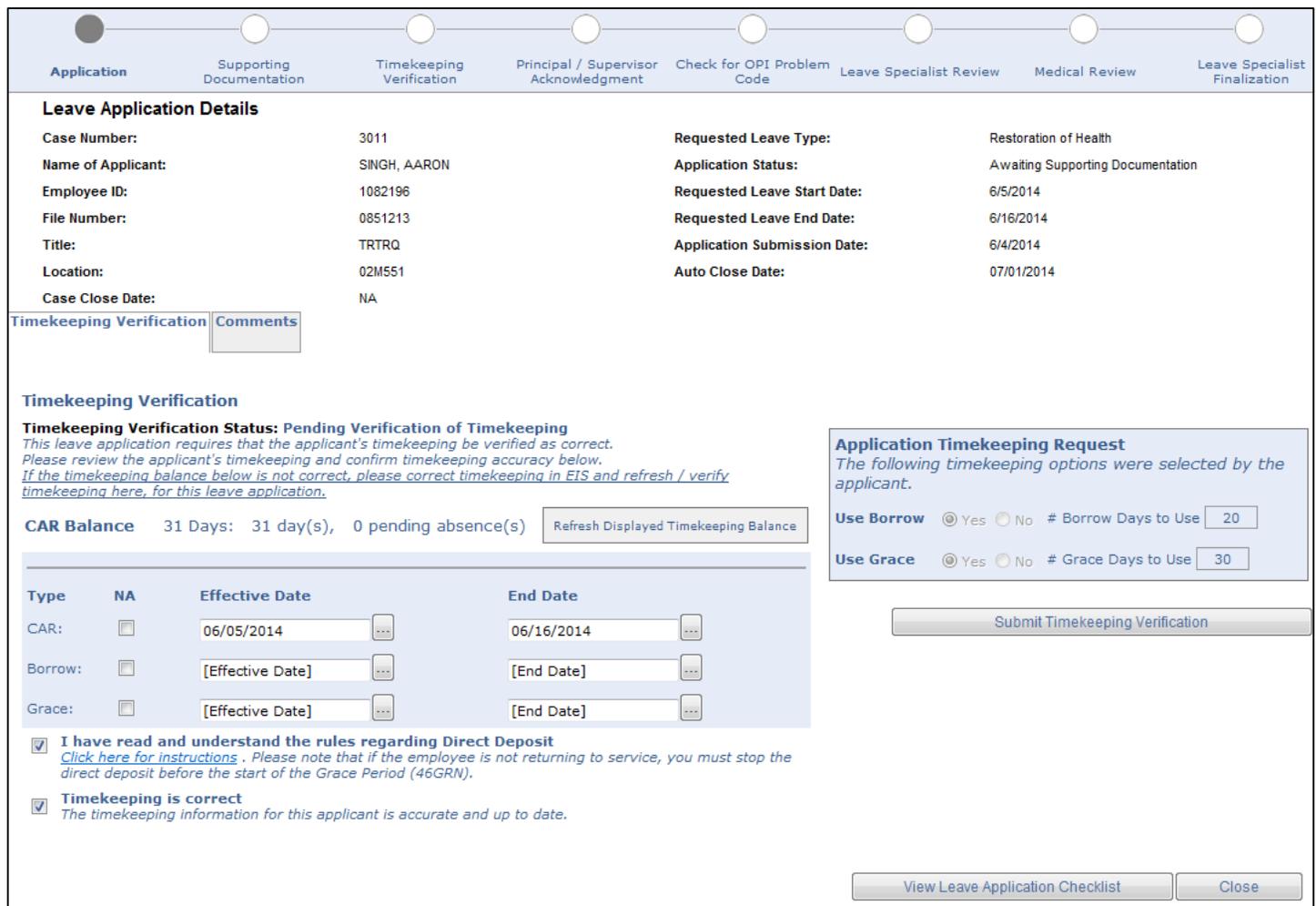
3. Click on the employee's name to view the details of the LODI application. On the "Leave Application Details" page, review the **Timekeeping Verification** tab.
4. To verify timekeeping:
 - a) Check to see if the CAR Balance that is displayed is correct in EIS. If it is incorrect, update timekeeping in EIS 9.2.1 and/or 9.1.1 and then click the button.
 - b) You must enter 46PLDs for the requested LODI days in EIS screen 9.2.1 and/or 9.1.1.
 - c) Make sure to check **ALL** three of the checkboxes that require your action.
 - d) Click the button to confirm your timekeeping verification.



The screenshot shows the 'Leave Application Details' page. At the top, there is a navigation bar with several tabs: 'Application', 'Supporting Documentation', 'Secretary Supporting Documentation', 'Timekeeping Verification', 'Principal / Supervisor Acknowledgment', 'Check for OPI Problem Code', 'Leave Specialist Review', 'Medical Review', and 'Leave Specialist Finalization'. The 'Timekeeping Verification' tab is selected. Below the navigation bar, the 'Leave Application Details' section is displayed. It includes fields for Case Number (2338), Name of Applicant (BRENNAN, CATHERINE), Employee ID (1077843), File Number (0842582), Title (TRTSQ), Location (21K288), and Case Close Date (NA). It also shows Requested Leave Type (Line of Duty (LODI)), Application Status (Awaiting Supporting Documentation), Requested Leave Dates (12/02/2013 - 03/02/2014), Application Submission Date (4/2/2014), and Auto Close Date (04/29/2014). Below this, there are four tabs: 'Timekeeping Verification', 'Supporting Documentation', 'Comments', and 'Add'l Details'. The 'Timekeeping Verification' tab is selected. The 'Timekeeping Verification' section shows the 'Timekeeping Verification Status: Pending Verification of Timekeeping' and a 'CAR Balance' of -20 Days: -20 day(s), 0 pending absence(s). There is a 'Refresh Displayed Timekeeping Balance' button. Below this, there are three checkboxes that require action: 'LODI entries made in Timekeeping', 'Documentation Reviewed and Signed', and 'Timekeeping has been updated'. To the right, there is an 'Application Timekeeping Request' section with 'Use Borrow' and 'Use Grace' options, each with 'Yes' and 'No' radio buttons. At the bottom right, there is a 'Submit Timekeeping Verification' button. At the very bottom, there are 'View Leave Application Checklist' and 'Close' buttons.

➤ **How to enter dates for CAR, borrow, Grace in SOLAS:**

1. Once you are logged into SOLAS, click the "Leave Applications" tab to view the Leave applications that are currently requiring your action.
2. Click on the applicant's name to see the details of the Leave application. On the "Leave Application Details" page of the applicant, review the **Timekeeping Verification** tab.
3. Check to see if the CAR Balance that is displayed is correct in EIS. If it is incorrect, update timekeeping in EIS 9.2.1 and/or 9.1.1 and then click the  button.



Application | Supporting Documentation | **Timekeeping Verification** | Principal / Supervisor Acknowledgment | Check for OPI Problem Code | Leave Specialist Review | Medical Review | Leave Specialist Finalization

Leave Application Details

Case Number: 3011 | Requested Leave Type: Restoration of Health
 Name of Applicant: SINGH, AARON | Application Status: Awaiting Supporting Documentation
 Employee ID: 1082196 | Requested Leave Start Date: 6/5/2014
 File Number: 0851213 | Requested Leave End Date: 6/16/2014
 Title: TRTRQ | Application Submission Date: 6/4/2014
 Location: 02M551 | Auto Close Date: 07/01/2014
 Case Close Date: NA

Timekeeping Verification | Comments

Timekeeping Verification

Timekeeping Verification Status: Pending Verification of Timekeeping
 This leave application requires that the applicant's timekeeping be verified as correct. Please review the applicant's timekeeping and confirm timekeeping accuracy below. If the timekeeping balance below is not correct, please correct timekeeping in EIS and refresh / verify timekeeping here, for this leave application.

CAR Balance 31 Days: 31 day(s), 0 pending absence(s) 

Application Timekeeping Request
 The following timekeeping options were selected by the applicant.

Use Borrow Yes No # Borrow Days to Use

Use Grace Yes No # Grace Days to Use

Type	NA	Effective Date	End Date
CAR:	<input type="checkbox"/>	06/05/2014	06/16/2014
Borrow:	<input type="checkbox"/>	[Effective Date]	[End Date]
Grace:	<input type="checkbox"/>	[Effective Date]	[End Date]

I have read and understand the rules regarding Direct Deposit
[Click here for instructions](#) . Please note that if the employee is not returning to service, you must stop the direct deposit before the start of the Grace Period (46GRN).

Timekeeping is correct
 The timekeeping information for this applicant is accurate and up to date.

➤ **Instructions for submitting supporting documentation for a Leave application:**

1. Once you are logged into SOLAS, click the "Leave Applications" tab to view the Leave applications that are currently requiring your action.
2. Click on the applicant's name to see the details of the Leave application. On the "Leave Application Details" page of the applicant, review the **Supporting Documentation** tab.
3. To upload a document, click on the "Upload File(s)" button next to the description of the document you wish to upload.
4. A small window will appear. Click "browse" and then search for the file, select the desired file to upload and then click on the "Open" button.
5. Click the "Next" button, and then select the type of document(s).
6. Click "Next", a preview window will appear. Review the document you uploaded and click on the "Confirm and Upload Supporting Document(s)" button. (Note: If you need to upload a different file, click on the "Cancel" button and choose another file)
7. Once your document has been uploaded successfully, you will see a link to the uploaded document next to the description.
8. Verify that the Status changed to "Received"; the document is marked with today's date; and the name of the file is associated with the correct required Supporting Documentation. This indicates that you have successfully uploaded your file.

Note: Please make sure that your file name does not contain any special characters: accents, tildes, symbols, etc. (e.g., è, é, ñ, &, *, #). In addition, please refrain from using non-English characters as this may cause conversion errors. Please limit your files to a maximum of 3MB (3072 KB) in size.

-- Webpage Dialog

Application Supporting Documentation Timekeeping Verification Principal / Supervisor Acknowledgment Medical Review Leave Specialist Review Leave Specialist Finalization

Leave Application Details

Case Number:	18273	Requested Leave Type:	Line of Duty (LOD)
Name of Applicant:	DAVIDSON, DANIELLA	Application Status:	Awaiting Timekeeping Verification
Employee ID:	582875	Requested Leave Dates:	03/24/2015 - 03/27/2015
File Number:	0791846		
Title:	TRTRQ	Application Submission Date:	3/5/2015
Location:	26Q435	Auto Close Date:	NA
Case Close Date:	NA		
Date Of Injury:	02/23/2015		

Timekeeping Verification Supporting Documentation Comments Add'l Details

*This leave requires the supporting documentation listed below.
As supporting documents are received/reviewed, please update the status of required documents below.*

Overall File Status: --[Please select]--

Document	Status	Updated	Updated By
<input type="checkbox"/> Medical Documentation	(Required) Received		
<input type="checkbox"/> Comprehensive injury Report Employee Types and Leaves Froms Matrix 102215.pdf	(Required) 	10/23/2015	ROTH,KEAVY
<input type="checkbox"/> Written Statement Employee Types and Leaves Froms Matrix 102215.pdf	(Required) 	10/23/2015	ROTH,KEAVY
<input type="checkbox"/> Additional Supporting Documents [Optional] You may upload a complete and signed Comprehensive Injury Report and written statement here (optional)	(Optional) Not Received		

Request Additional Documentation... Request Re-Submission

[View Leave Application Checklist](#) [Close](#)

Upload Supporting Document(s)

Step 1
Please select a file to upload Choose File

DOCS.jpg

Upload Supporting Document(s) Close

Step 2
Please select the supporting documents represented in this file. If the file represents more than one supporting document, please select all supporting documents that apply.

Supporting Documents

- Military Orders
- LES - Leave and Earning Statement
- EMBP - Extended Military Benefits Package
- Additional Supporting Documentation

Upload Supporting Document(s) Close

Step 3
Please confirm that the file you selected represents the supporting documents you wish to upload.

Files	Supporting Documents
DOCS.jpg	Military Orders
DOCS.jpg	EMBP - Extended Military Benefits Package
DOCS.inn	

