SOLAS Phase II

SOLAS, phase II will enable **non-supervisory pedagogical staff** to use the system to apply for maternity leaves, restoration of health leaves, health sabbatical leaves, in addition to currently available non-medical leaves.

What's new in SOLAS phase II?

- Maternity related leaves, restoration of health leaves, and health sabbaticals leaves
- The designated leave secretary / timekeeper will have access to SOLAS
- The employee will submit their timekeeping requests (borrowed days and grace period) using SOLAS (electronic OP 198)
- Superintendents will have access to SOLAS to indicate their acknowledgement on Health Sabbatical requests
- Principals will have the ability to enter comments when indicating their acknowledgements in myGalaxy TO

What's new for the payroll secretary?

- The designated leave secretary / timekeeper will have access to SOLAS
    - The system is located here: http://dhrnycaps.nycenet.edu/LeaveBackOffice/
    - To log into the system the designated leave secretary / timekeeper will use their DOE email / Network ID and password
- The employee will indicate in SOLAS their timekeeping requests (electronic OP 198)
- The designated leave secretary / timekeeper will receive an email when an employee at their school / location applies for a leave using SOLAS
- The designated leave secretary / timekeeper will be required to electronically verify timekeeping in SOLAS
- The designated leave secretary / timekeeper will be able to view the status of leave application in SOLAS anytime

What's new for the Principal?

- Principals will be able to enter comments when they acknowledge/approve or deny the leave request through myGalaxy TO

- Principals will have the ability to view non-medical supporting documentation in myGalaxy TO

What's new for the Superintendent?

- Superintendents will have access to SOLAS
    - The system is located here: http://dhrnycaps.nycenet.edu/LeaveBackOffice/
    - To log into the system the superintendent will use their DOE email / Network ID and password
- The superintendent will be able to see the status of all Health Sabbatical requests in their district in SOLAS
- Superintendents will indicate their acknowledgement on Health Sabbatical requests in SOLAS and provide an electronic signature

What's important for the success of SOLAS PHASE II?

- In order for the Payroll Secretary to be notified that an application has been submitted by an employee, the principal **must** designate a leave secretary in myGalaxy
- The designated leave secretary / timekeeper must ensure that the employee's time is accurate and up-to-date
- The designated leave secretary / timekeeper MUST verify timekeeping request in SOLAS
- It is highly recommended that the principal designate a principal leave designee in myGalaxy

SOLAS reminders

- Only **non-supervisory pedagogical staff** will have access. At a later date, all employees will be able to use the online system
- Employees can access SOLAS here: http://dhrnycaps.nycenet.edu/SOLAS
    - To log into the system the employee will need to know their DOE email / Network ID and password
- Employees should use the Password Recovery and Account Confirmation Tool to recover or reset their password
- The employee will be able to upload supporting documents into the system during the application process

- **All** correspondence, including the leave determination, will be sent via email to the employee's DOE account

- The system will generate a customized fax coversheet that must be used when submitting supporting documentation, if the employee is unable to upload documents online.

- A dedicated fax line has been established for SOLAS 718-935-5175, ONLY do not fax paper applications to this number

- The employee will be able to view the status of their leave application anytime in SOLAS

- The employee should not submit a SOLAS application, if they have already submitted a paper application

- Employees should submit one (1) application **only** either a paper application or a SOLAS online application. **DO NOT SUBMIT BOTH**

Training

- Webcast and eLearning for Principals, Payroll Secretaries, and Superintendents is located here.

    - Alternative training link: http://learningtimes.adobeconnect.com/solasphaseii/

Support

- For Payroll Secretaries (designated leave secretary / timekeeper): Call HR Connect at 718-935-4003

- For Principals: Call the Galaxy Helpdesk at 718-935-4444

- For Superintendents: Call HR Connect at 718-935-4002