

## SOLAS Phase III Factsheet for Payroll Secretaries

### General SOLAS information:

<b>Who can use SOLAS?</b>	<i>Only non-supervisory pedagogues (742): Teachers, School Psychologists, Guidance Counselors, School Social Workers, Librarians, Attendance Teachers, School Secretarial Staff, and Laboratory Specialists.</i>	<b>SOLAS website</b>	<ul style="list-style-type: none"> <li>▪ SOLAS log-in page for secretaries: <a href="https://dhrnycaps.nycenet.edu/LeaveBackOffice/">https://dhrnycaps.nycenet.edu/LeaveBackOffice/</a></li> <li>▪ SOLAS log-in page for employees to submit leave application: <a href="https://dhrnycaps.nycenet.edu/SOLAS/">https://dhrnycaps.nycenet.edu/SOLAS/</a></li> </ul>
<b>What types of leaves are in SOLAS?</b>	<p>All non-medical leaves and medical leaves, <i>except for Study Sabbatical leave and Military leave.</i></p> <p>Non-medical leaves include:</p> <ul style="list-style-type: none"> <li>- Maternity / Child care</li> <li>- Adjustment of personal affairs</li> <li>- Care of sick family member</li> <li>- Study leave (non-sabbatical)</li> <li>- Study – Training in metro area / Fulbright Scholarship</li> <li>- Work for Peace Corps / VISTA (AmeriCorps) / Union</li> <li>- Teacher Exchange Program (Paid / Unpaid)</li> <li>- Teaching CUNY / SUNY / Charter School / Government sponsored foreign country</li> </ul> <p>Medical leaves include:</p> <ul style="list-style-type: none"> <li>- Maternity disability</li> <li>- Restoration of health / Personal illness</li> <li>- Health Sabbatical</li> <li>- Line of duty (LODI)</li> </ul>	<b>SOLAS fax number</b>	718-935-5175
		<b>Questions about SOLAS?</b>	<p>Principals and secretaries can call: 718-935-4003</p> <p>Employees can call: 718-935-4000</p>

### Navigating SOLAS:

#### ▪ How to log into SOLAS back office:

1. Go to SOLAS leave back office 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 the DOE network, and matches your email address.  
(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 the DOE network.
4. Click “Login to Leave Back Office Application” button.



**HR CONNECT**

**Leave Back Office Application**



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Welcome to the DOE Leave Backoffice Application system.

From this online system, you may

- Process leave applications.

Please log in with your DOE Active Directory User ID and Password  
(This is the same User ID and Password you use to receive your DOE e-mail)

UserID:

(If your DOE e-mail is jdoe@schools.nyc.gov, your user ID is jdoe)

Password:

(This is the same password you use to access your DOE e-mail)

If you've forgotten your password or need assistance logging in,  
Please contact HR Connect at (718)935-4000

▪ **How to verify timekeeping for Line of Duty Injury (LODI) leave requests:**

1. Once you are logged into SOLAS, click the "Leave Applications" tab to view 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. If it is not correct, update timekeeping in EIS 9.2.1 and/or 9.1.1 and then click the

[Refresh Displayed Timekeeping Balance](#)

button.

4. You must enter 46PLDs for the requested LODI days in EIS screen 9.2.1 and/or 9.1.1.
5. Make sure to check all the three checkboxes that require your action.

[Save Timekeeping Verification](#)

6. Click the button to confirm your timekeeping verification.

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

**Leave Application Details**

<b>Case Number:</b>	2338	<b>Requested Leave Type:</b>	Line of Duty (LODI)
<b>Name of Applicant:</b>		<b>Application Status:</b>	Awaiting Supporting Documentation
<b>Employee ID:</b>		<b>Requested Leave Dates:</b>	12/02/2013 - 03/02/2014
<b>File Number:</b>		<b>Application Submission Date:</b>	4/2/2014
<b>Title:</b>	TRTSQ	<b>Auto Close Date:</b>	04/29/2014
<b>Location:</b>	21K288		
<b>Case Close Date:</b>	NA		

**Timekeeping Verification**    Supporting Documentation    Comments    Add'l Details

**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.*

**3.** **CAR Balance**    -20 Days: -20 day(s), 0 pending absence(s)    [Refresh Displayed Timekeeping Balance](#)

**5.**  **LODI entries made in Timekeeping**  
46PLD entries made in Timekeeping for LODI days.

**Documentation Reviewed and Signed**  
All applications have required signatures and determinations.

**Received completed and signed OP 200 Assignment Form from the Employee**

**Timekeeping has been updated**  
Confirm that the 46PLDs are entered for the requested LODI days.

**6.** [Submit Timekeeping Verification](#)

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

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

1. Once you are logged into SOLAS, click the "Leave Applications" tab to view 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. If it is not correct, update timekeeping in EIS 9.2.1 and/or 9.1.1 and then click the

[Refresh Displayed Timekeeping Balance](#)

button.

4.

Application	Supporting Documentation	Timekeeping Verification	Principal / Supervisor Acknowledgment	Check for OPI Problem Code	Leave Specialist Review	Medical Review	Leave Specialist Finalization																
<b>Leave Application Details</b>																							
Case Number:	3011	Requested Leave Type:	Restoration of Health																				
Name of Applicant:		Application Status:	Awaiting Supporting Documentation																				
Employee ID:		Requested Leave Start Date:	6/5/2014																				
File Number:		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																						
<a href="#">Timekeeping Verification</a>   <a href="#">Comments</a>																							
<b>Timekeeping Verification</b>																							
<b>Timekeeping Verification Status: Pending Verification of Timekeeping</b> <i>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.</i>																							
<b>CAR Balance</b> 31 Days: 31 day(s), 0 pending absence(s) <a href="#">Refresh Displayed Timekeeping Balance</a>		<b>Application Timekeeping Request</b> <i>The following timekeeping options were selected by the applicant.</i>																					
		<b>Use Borrow</b> <input checked="" type="radio"/> Yes <input type="radio"/> No # Borrow Days to Use <input type="text" value="20"/>																					
		<b>Use Grace</b> <input checked="" type="radio"/> Yes <input type="radio"/> No # Grace Days to Use <input type="text" value="30"/>																					
<input type="button" value="Submit Timekeeping Verification"/>																							
<table border="1"> <thead> <tr> <th>Type</th> <th>NA</th> <th>Effective Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>CAR:</td> <td><input type="checkbox"/></td> <td>06/05/2014</td> <td>06/16/2014</td> </tr> <tr> <td>Borrow:</td> <td><input type="checkbox"/></td> <td>[Effective Date]</td> <td>[End Date]</td> </tr> <tr> <td>Grace:</td> <td><input type="checkbox"/></td> <td>[Effective Date]</td> <td>[End Date]</td> </tr> </tbody> </table>								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]
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]																				
<input checked="" type="checkbox"/> <b>I have read and understand the rules regarding Direct Deposit</b> <i><a href="#">Click here for instructions</a> . 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).</i>																							
<input checked="" type="checkbox"/> <b>Timekeeping is correct</b> <i>The timekeeping information for this applicant is accurate and up to date.</i>																							
<input type="button" value="View Leave Application Checklist"/>						<input type="button" value="Close"/>																	

3.

4.

5.

6.

▪ **How to upload supporting documentation (CIR Fact Sheet and Written Statement) for LODI leave requests:**

1. On the Leave Application Details page of an applicant, click the Supporting Documentation tab.
2. Click the  button for the document that you want to upload.
3. Choose the file you want to upload by searching for the file in your computer. Click the "Open" button.
4. A message will pop up to confirm that you have successfully uploaded the file. Click the "OK" button.
5. The document status will update to "Received" along with the date it was uploaded.

Note: If you are faxing your CIR Fact Sheet and Written Statement to the SOLAS Fax, you do not have to take any action in the Supporting Documentation tab. Once the Records Clerk at HR Connect receives the fax, the Records Clerk will upload the documentation directly into system and the documentation status will be updated to Received.

The screenshot shows the 'Leave Application Details' page with the 'Supporting Documentation' tab selected. The page displays application information such as Case Number (2652), Name of Applicant, Employee ID, File Number, Title (TRTRQ), Location (24Q005), and Case Close Date (NA). The 'Requested Leave Type' is 'Line of Duty (LODI)', 'Application Status' is 'Awaiting Timekeeping Verification', and 'Requested Leave Dates' are '03/03/2014 - 03/14/2014'. The 'Overall File Status' is 'On File'. A table lists required documents: 'Comprehensive injury Report' and 'Written Statement', both marked as '(Required)'. Two 'Browse...' buttons are visible next to these documents, with a red box and arrow labeled '2.' pointing to the one for the 'Written Statement'. A 'Choose File to Upload' dialog box is open, showing the 'Documents' library with a red '3.' next to it. A 'Message from webpage' dialog box with a yellow warning icon and the text 'Successfully Uploaded file' is shown with a red '4.' next to the 'OK' button. A status message reads 'All Available Documentation by Secretary has been submitted'.

Application

Supporting Documentation

Timekeeping Verification

Secretary Supporting Documentation

Principal / Supervisor Acknowledgment

Leave Specialist Review

Medical Review

Leave Specialist Finalization

### Leave Application Details

Case Number: 2652 Requested Leave Type: Line of Duty (LODI)  
 Name of Applicant: Application Status: Awaiting Timekeeping Verification  
 Employee ID: Requested Leave Dates: 03/03/2014 - 03/14/2014  
 File Number:  
 Title: TRTRQ Application Submission Date: 4/17/2014  
 Location: 24Q005 Auto Close Date: NA  
 Case Close Date: NA

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:

All Available Documentation by Secretary has been submitted

	Document		5. Status	Updated	Updated By
<input type="checkbox"/>	<a href="#">Comprehensive injury Report</a>	(Required)	Browse...	Received	05/30/2014 MURDOCH ,JANE
<input type="checkbox"/>	<a href="#">Written Statement</a>	(Required)	Browse...	Not Received	

**SOLAS Email Notifications for LODI Leave Applications:**

Email Notification Type	System Action	Receives SOLAS Email			
		Employee	School Secretary / Leave Secretary / Timekeeper	Principal	Superintendent
Application Submission Confirmation	Employee submits a new leave application or extends current leave in SOLAS.	✓	✓	✓	
Withdraw Application Request Submission Confirmation	Employee withdraws leave application in SOLAS.	✓	✓	✓	
Timekeeping Verification Reminder	Secretary / timekeeper have not yet verified timekeeping for leave application after 5 days of the Application Submission Confirmation email.		✓	✓	
Supporting Documentation Received - Applicant	Supporting docs submitted by the employee have been received and logged by the Records Clerk at HR Connect.	✓			
Supporting Documentation Received - Secretary	Supporting docs submitted by the Secretary have been received and logged by the Records Clerk at HR Connect.		✓		
Supporting Documentation Reminder - Applicant	Employee's medical supporting docs have not yet been received by the Leaves Specialist 10 days after the original Application Submission Confirmation date. Employee has total 21 days to fulfill the supporting documentation requirement. After 21 days, leave is denied and case is closed.	✓			
Supporting Documentation Reminder - Secretary	Secretary's supporting docs have not yet been received by the Leaves Specialist 10 days after the original Application Submission Confirmation date.		✓		
Principal Acknowledgement Ready	Timekeeping has been verified by the secretary / timekeeper and the leave application is ready for principal's acknowledgement.			✓	
Principal Acknowledgement Reminder	Principal has not yet acknowledged the leave application after 5 days of initial Application Submission Confirmation email.			✓	
Request Resubmission of Employee Documentation	Employee's medical docs have been received but are rejected. Documents must be resubmitted.	✓			
Request Resubmission of Secretary Documentation	Secretary's supporting docs (CIR fact sheet / written statement) have been received but are rejected. Documents must be resubmitted.		✓		
Additional Documentation Requested - Applicant	Leave Specialist or the doctor has requested more supporting doc in addition to the ones that were already submitted by the applicant.	✓			
Additional Documentation Requested Reminder - Applicant	The requested additional supporting docs have not yet been received by the Leaves Specialist 10 days after the Additional Documentation Request date.	✓			
Administrative Bar	Superintendent disapproved the LODI request and as a result this places an administrative bar and the leave specialist cannot review the LODI case.	✓	✓	✓	✓
Remand	Employee does not meet the requirements as noted in the Personnel Memo #4.	✓	✓	✓	✓
Exam Request	The doctor is requesting the employee to come in for an exam in order to make a medical determination.	✓			
Final Leave Determination (Approval / Partial Approval / Denial)	Final determination.	✓	✓	✓	

**SOLAS Leave Application Status:**

Status	Definitions
Admin-Denied	Employee's leave application is denied by the Medical, Leaves & Records Administration due to administrative reasons. Leave case is closed.
Admin-Closed	Employee's leave application is closed by the Medical, Leaves & Records Administration due to administrative reasons. Leave case is closed.
Approved	Employee's leave application is approved by the Leave Specialist. Leave case is closed.
Auto-Denied	Employee's leave application is denied automatically by the system because the necessary supporting documentation was not provided within the time allotment (21 days from date of application submission). Leave case is closed.
Awaiting Confirmation From Applicant	Employee's leave application is denied for Health Sabbatical Leave but pre-approved for Restoration of Health leave. Leave case is waiting for the employee to accept or decline pre-approved Restoration of Health leave offer. Leave case is open.
Awaiting Leave Specialist Review	Employee's leave application is waiting for the Leave Specialist's review without medical review for determination. Leave case is open.
Awaiting Leave Specialist Review and Finalization	Employee's leave application is waiting for the Leave Specialist's review after medical review for final determination. Leave case is open.
Awaiting Leave Specialist Review of Dates	Employee's leave application is denied for Health Sabbatical Leave and is waiting for the Leave Specialist's review of requested dates and timekeeping in order to pre-approve the employee for Restoration of Health Leave. Leave case is open.
Awaiting Medical Review	Employee's leave application is waiting for the DOE doctor's review for medical determination. Leave case is open.
Awaiting Medical Review (Exam to be scheduled)	Employee's leave application is waiting for an exam to be scheduled. Leave case is open.
Awaiting Medical Review – Reassigned to Manager	Employee's leave case is reassigned to another Leave Specialist or DOE doctor by a HR manager. Leave case is open.
Awaiting Principal Review	Employee's leave application is waiting for the Principal to acknowledge, approve or disapprove. Leave case is open.
Awaiting Supporting Documentation	Employee's leave application is waiting for the Employee to submit all of the required supporting documentation. Leave case is open.
Awaiting Superintendent Review	Employee's leave application is waiting for the Superintendent to acknowledge. Leave case is open.
Awaiting Timekeeping Verification	Employee's leave application is waiting for the Leave Secretary / Timekeeper to verify timekeeping in SOLAS. Leave case is open.
Denied	Employee's leave application is denied by the Leave Specialist. Leave case is closed.
Denied by Medical Review	Employee's leave application is denied by the DOE doctor upon medical review. Leave case is closed.
Disapproved by Principal	Employee's leave application is disapproved by the Principal. For non-medical leaves, the leave case is closed. For medical leaves, the leave case is open and the leave case will be reviewed by the Leave Specialist and/or the Medical Doctor for determination.
Pending Problem Code	Employee's leave application is on hold due to pending problem code and thus the being reviewed by OPI. Leave case is open.
Withdrawn	Employee withdrew the leave application in SOLAS. Leave case is closed.

**SOLAS Roles:**

<b>Roles</b>	<b>Role access</b>	<b>Things to note</b>
<b>School Secretary / Timekeeper</b>	Able to verify timekeeping in SOLAS and receive email notifications	
“Leave Secretary” Role	Able to verify timekeeping in SOLAS as a backup for the school secretary / timekeeper and receive email notifications	Principals can designate “Leave Secretary” role in Galaxy
<b>Principal</b>	Able to acknowledge / approve / disapprove leave applications in Galaxy or SOLAS and receive email notifications	
“Principal Designee” Role	Able to acknowledge / approve / disapprove leave applications in Galaxy or SOLAS as a backup for the principal and receive email notifications	Principals can designate “Principal Designee” role in Galaxy
“Leaves Designee” Role	Able to verify timekeeping; acknowledge / approve / disapprove leave applications in SOLAS as a backup for schools in Central locations	This role is created to give CFNs or central users who are not HR Directors to provide support to multiple locations.
<b>CFN HR Director</b>	Able to verify timekeeping and acknowledge / approve / disapprove leave applications in Galaxy or SOLAS; and receive email notifications	
<b>Superintendent</b>	Able to acknowledge Health Sabbaticals in SOLAS and receive email notifications	
“Superintendent Administrative Assistant” Role	Receive Health Sabbatical related email notifications that the Superintendents receive.	

**SOLAS Tools and Resources:**

- **SOLAS Phase III - LODI Webcast Training for Payroll Secretaries:** This webcast training is specifically designed for Payroll Secretaries to provide an overview of SOLAS Phase III and line of duty injury (LODI). Webcast link: <http://learningtimes.adobeconnect.com/solasiii>
- **Payroll Secretaries & Timekeepers Online Payroll Handbook:** This handbook includes overview of all payroll topics including timekeeping information related to leaves of absences. Handbook link: <http://schools.nyc.gov/NR/rdonlyres/7BB10B3A-98F5-4DB3-B99B-D78F7ED459AD/158279/PayrollSecretariesHandbookUpdate2015.pdf>