

SUNY Workplace Guidance Affirmation:

State Employees on West Campus, HSC, SOM

Step 1: Go to ⇒ [SOLAR](#) ⇒ COVID-19 ⇒ COVID-19 Affirmation Document. If you do not see this folder as an option, please first [clear your browser cache](#), being sure to start a new browser session once your cache is cleared.



Step 2: After reading the document, check the completion box and save to affirm you have read the document and understand your obligation to follow the guidance and its provisions.

The screenshot shows the "Revised Workplace Guidance" document page. The page includes a title, a paragraph of text, a link to the document, an "Affirmation" section with a date field, a checkbox, and a "Save" button.

Revised Workplace Guidance

After reading the document, please check the completion box and save.

[Revised Workplace Guidance - Document](#)

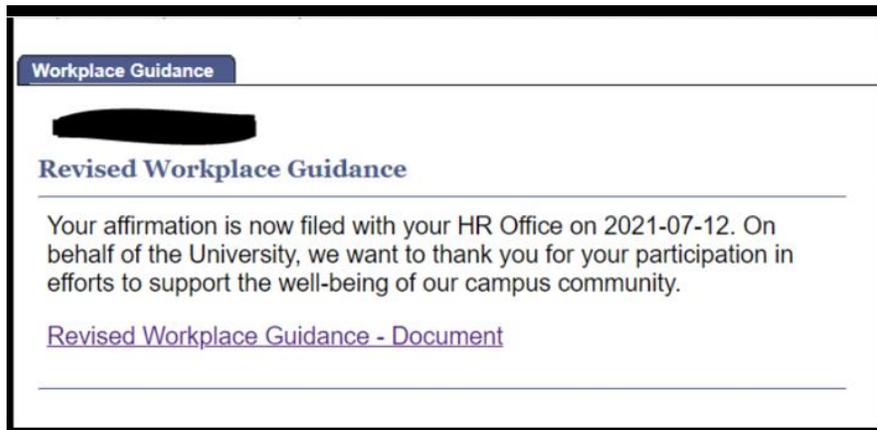
Affirmation

Date: 07/12/2021

By checking the completion box and saving it you are affirming that you have read the document and that you understand your obligation to follow the guidance and its provisions.

Save

Step 3: You will receive a confirmation page, showing that your affirmation has been filed with your HR Office.



Questions? Email hrr_info@stonybrook.edu

FAQs

Q: Do I need to physically sign the document? What about my supervisor?

A: No. By checking the completion box and submitting, you are affirming having read the document and understand your obligation to follow the guidance and its provisions. The confirmation page you receive shows that your affirmation has been filed with your HR Office.

Q. Don't see the COVID-19 folder as option?

A: The option to view and acknowledge the Affirmation Document in SOLAR is for West Campus, HSC, School of Medicine State employees only at this time. If you are a University State employee, State Graduate Student Employee or State Student Employee and are unable to access the folder, please try **clearing your browser cache**, being sure to start a new browser session once your cache is cleared. If that does not work, please email hrr_info@stonybrook.edu.