Business Portal is a web based solution that allows you to submit Purchase Order Requests, adjust your personnel information, make changes to your direct deposit and W-4, and submit leave requests via the Timecard feature.

Let’s get started

Open Internet Explorer and navigate to the following address:

http://solaris:90/BP/

Example of the Business Portal Home page

If you have problems navigating to this page please contact the Information Technology Department for assistance @ 785-460-5541

Business Portal will not work correctly in Mozilla Firefox, Google Chrome, or Opera browser
Reviewing the Employee Profile

By clicking on the Employee Center or Employee heading on the ribbon you will have access to your Employee Profile. This information is shared with the Payroll and Human Resources Departments. It is important to verify accurate information.

Please select Profile to review the information we have on file
Modifying your Employee Profile

You should now be able to view your Personal record information. If you need to make changes you can click the Modify button on the lower right hand portion of the screen. All tabs can be modified and will directly affect the Payroll Department. Please keep in mind that changes to this information are not immediate as they have to be reviewed and or approved by the Payroll Department.
When making changes to your profile you will need to provide a signature. Your signature reminder is provided below the Signature box.
Reviewing Pay, Direct Deposit, and W-4 Withholding

By selecting Pay you will be able to review your paystubs, access and modify Direct Deposit, and W4-Withholding information.
Direct deposit changes are easily modified. You can click the Add or Modify button on the bottom of the Direct Deposit page to begin the setup process. Simply provide your Routing Number and Account Number for your bank. It helps to use the Percentage Distribution type.
W4-Withholding changes are made just as simply as the previous steps. Simply click modify, make the changes, then click submit.
Timecard Entry

Timecard entry will be used for vacation, sick, and personal leave as well as for hourly employees. By clicking on Timecard entry you will be presented a list of appropriate timecards. Select the corresponding week for the time that you are currently entering and select open.

This will open a new window for data entry that is different for hourly employees and salary employees. Please navigate to the appropriate section to understand the Codes used for data entry.
Hourly Employee Timecard Entry

Hourly Employees will use the Code: HOURFT (Hourly Full Time) or HOURPT (Hourly Part Time) row to enter daily time, SICHR (Sick Time Hourly) is used for sick days, VACHR (Vacation Time Hourly) would be used for a vacation day.

Double click the row to start the time entry process. Once you double click the row there will be a hand holding a timecard. Double click the hand holding the card to begin.
The Timecard Detail window will appear where you may enter your hours. Please make sure to enter any additional rows you might need to include breaks or appointments. You can click the add row button to facilitate your needs. The Notes section is a very useful tool to use to describe additional details to your supervisor for any given work day. If you look at this example below, you will see multiple shifts. It is possible this employee works for multiple departments. A note describing the shift changes may prove valuable if the employee is questioned about split shift changes. Once completed click the save button.

This is equivalent to a daily timecard punch.
Once you have completed the timecard entry for the week, you can provide your signature and submit your weekly timecard. This will automatically be turned in to your Supervisor for approval.
Salary Employee Timecard Entry

Salary Employees will use the PERSNL (Personal Leave) for personal time, SICSAL (Sick Time Salary) is used for sick days, VACSAL (Vacation Time Salary) would be used for a vacation day.

Double click the row to start the time entry process. Once you double click the row there will be a hand holding a timecard. Double click the hand holding the card to begin.
The Timecard Detail window will appear where you may enter your hours. Please make sure to enter any additional rows you might need to include lunch breaks or other appointments. You can click the add row button to facilitate your needs. The Notes section is a very useful tool to use to describe additional details to your supervisor for any given work day. A note describing the hours may prove valuable if the employee is questioned at a later date. Once completed click the save button.

This is equivalent to a leave request form.
Once you have completed the timecard entry for the week, you can provide your signature and submit your weekly timecard. This will automatically be turned in to the Payroll Department for approval.
Purchase Order Request’s

Often you will need to purchase items for your department. Business Portal gives you the ability to put in a requisition for review. The Purchase Order process has to be reviewed for approval by your supervisor. Once approved the request will be passed on the the CFO to be reviewed against the budget and will not take place immediately. Please allow adequate time for the process to take place.

Please click the Purchase Requests button to begin the P.O. process.
On the next screen you will need to start a new request by selecting the New Request button.
Make sure to enter a descriptive Title and provide comments to the next approver before clicking the New Item button.
In the Add Item window you will need to provide all required information. The Item Number should be the Account number used to handle the transaction. The Description can be the same as you used on the previous screen for the Title and Comments. You can get a list of Vendors and Account numbers by clicking the magnifying glass in the right hand side of the data field. Once the form is complete click Save and Close.
Here is an example list of Vendors to assist you with the form entry. All new Vendors will need to be added in the Accounts Payable office. Please submit any new requests before attempting to submit a Purchase Order.
In order to submit your Purchase Request you will need to click the Show More Tasks drop down.
Select Submit and send the purchase request to your Supervisor and click the OK button.
You can confirm the status changing your filter to show “My open requests” and reviewing the Status.