



# HUMAN RESOURCES

Illinois State University

## How to Report Time Worked on Administrative Closure (AC) Days – (Hourly Non-Exempt)

This tutorial will be helpful for *hourly* employees who need to report time worked on ISU Administrative Closure (AC) days. When you work on an official ISU “AC” day, you are paid at your regular rate, but an equal amount of time is added to your Compensatory Time Bank, for you to use at a later date.

When you work on Administrative Closure Days, follow these guidelines:

- 1) Enter the amount of regular time you **worked** on the AC day in question on a separate row, using your normal Time Reporting Code (*in this example, 1 hour is submitted on the “1REG – Regular – Shift 1 – Overtime” row*).
- 2) Add a new row with the **same** amount of hours you worked that day, using “RTB” (Regular Time Banked) as the Time Reporting Code. That will bank that same amount of hours in your Compensatory Time Bank for you to use later.
- 3) Reduce the total amount of AC hours by the number of hours you worked on that AC day (*total AC hours and regular time worked should equal 7.5 hours, or a full day--in this example, 6.5 hours are submitted as AC hours*).
- 4) Click the **Submit** button.

\* The example below is using a timesheet that was “pre-populated” with the standard regular worked hours, ISU Holidays, and AC days. For this example, this employee worked 1 hour on 12/30.

**Timesheet**

IT Support Assoc Employee ID  
Empl Record 0  
Earliest Change Date 11/16/2016

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period  
\*Date 12/16/2015

Scheduled Hours 90.00 Reported Hours 92.50

From Wednesday 12/16/2015 to Thursday 12/31/2015

Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Fri 12/25	Sat 12/26	Sun 12/27	Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31	Total	Time Reporting Code
7.50					7.50		7.50									22.50	1REG - Regular - Shift 1 - Overtin
	6.50	0.00				7.00								1.00		14.50	1REG - Regular - Shift 1 - Overtin
													7.50	6.50		14.00	AC - Administrative Closure Day
	1.00					0.50										1.50	CTU - Compensatory Time Used
							7.50	7.50				7.50			7.50	30.00	HOL - Holiday Time
		9.00												0.00		9.00	RC1 - Regular - Shift 1 - Comp Ti
														1.00		1.00	RTB - Regular Time Banked (1.0

Submit

- 5) You will now be able to use the AC time that you worked at a later date (*ISU Procedures normally require using this RTB time within six months*). Click on your “Leave Balances” link at the bottom of your timesheet to view how the RTB is banked:

Timesheet

Employee ID  
IT Support Assoc  
Empl Record #  
Earliest Change Date 11/16/2016

Actions ▾  
Select Another Timesheet

\*View By Calendar Period  
\*Date 12/16/2015  
Scheduled Hours 90.00 Reported Hours 92.50

From Wednesday 12/16/2015 to Thursday 12/31/2015

Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Fri 12/25	Sat 12/26	Sun 12/27	Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31	Total	Time Reporting Code
7.50					7.50		7.50									22.50	1REG - Regular - Shift 1 - Overtime
	6.50	0.00				7.00								1.00		14.50	1REG - Regular - Shift 1 - Overtime
													7.50	6.50		14.00	AC - Administrative Closure Day
	1.00					0.50										1.50	CTU - Compensatory Time Used
							7.50	7.50				7.50			7.50	30.00	HOL - Holiday Time
		9.00												0.00		9.00	RC1 - Regular - Shift 1 - Comp Tim
														1.00		1.00	RTB - Regular Time Banked (1.0x)

Submit

Reported Time Status Summary Exceptions Payable Time

Reported Time Status

Date	Reported Status	Total	TRC	Description	Banked Hrs	Comments
12/17/2015	Approved	1.00	CTU	Compensatory Time Used	7.50	
12/18/2015	Approved	0.00	1REG	Regular - Shift 1 - Overtime	7.50	
12/18/2015	Approved	9.00	RC1	Regular - Shift 1 - Comp Time	7.50	
12/21/2015	Approved	7.50	1REG	Regular - Shift 1 - Overtime	7.50	
12/22/2015	Approved	7.50	1REG	Regular - Shift 1 - Overtime	7.50	
12/23/2015	Approved	0.50	CTU	Compensatory Time Used	7.50	
12/23/2015	Approved	7.50	1REG	Regular - Shift 1 - Overtime	7.50	
12/23/2015	Approved	7.50	HOL	Holiday Time	7.50	
12/23/2015	Approved	7.50	HOL	Holiday Time	7.50	
12/28/2015	Approved	7.50	HOL	Holiday Time	7.50	
12/29/2015	Approved	7.50	AC	Administrative Closure Day	7.50	
12/30/2015	Approved	1.00	1REG	Regular - Shift 1 - Overtime	7.50	
12/30/2015	Approved	6.50	AC	Administrative Closure Day	7.50	
12/30/2015	Approved	0.00	RC1	Regular - Shift 1 - Comp Time	7.50	
12/30/2015	Approved	1.00	RTB	Regular Time Banked (1.0x)	7.50	
12/31/2015	Approved	7.50	HOL	Holiday Time	7.50	

Leave Balances - click to view

Click here to view your current total leave balances

- 6) Your Compensatory Time Bank is updated on a day-to-day basis, as soon as your supervisor approves your timesheet:

Numbers displayed in red reflect comp time banked in the current pay period. Time banked in the current pay period cannot be used until the following pay period.

Comp Time Usage	Banked	Used	Status
10/06/2016	2.250	0.000	15.000
10/13/2016	0.000	4.250	16.750
10/20/2016	0.000	6.500	21.000
10/27/2016	0.000	1.500	27.500
11/03/2016	2.250	0.000	29.000
11/10/2016	1.875	0.000	26.750
11/17/2016	2.250	0.000	24.875
11/24/2016	3.000	0.000	22.625
12/01/2016	7.500	0.000	19.625
12/08/2016	0.000	0.750	12.125
12/15/2016	0.000	2.500	12.875
05/04/2016	0.000	3.500	15.375
05/11/2016	1.500	0.000	16.875
05/18/2016	0.000	4.500	17.375
05/25/2016	1.500	0.000	21.875
06/01/2016	0.000	0.250	25.375
06/08/2016	1.500	0.000	26.625
06/15/2016	0.750	0.000	19.125
06/22/2016	0.000	1.500	16.375
06/29/2016	0.750	0.000	16.875
07/06/2016	0.750	0.000	19.125
07/13/2016	0.000	7.800	18.375
07/20/2016	3.000	0.000	25.575
07/27/2016	2.625	0.000	22.875
08/03/2016	1.125	0.000	20.250
08/10/2016	3.000	0.000	16.125
08/17/2016	0.750	0.000	15.375
08/24/2016	0.000	0.750	12.000
08/31/2016	0.000	0.500	12.750
09/07/2016	0.000	1.000	13.250
09/14/2016	0.000	0.500	14.250
09/21/2016	0.000	2.000	14.750
09/28/2016	2.000	0.000	16.750
10/05/2015	1.000	0.000	14.500
10/12/2015	0.000	0.500	13.500
10/19/2015	2.250	0.000	14.000
10/26/2015	0.000	1.000	11.750

Other things to note regarding reporting time worked on *planned* AC days for hourly employees:

- Working on ISU Holidays or AC days is at the discretion of your department and whether you are considered essential personnel.
- For guidance on navigating to your hourly timesheet, please use the following link to the tutorial regarding reporting time for hourly employees:

[T&L - How to Report Time - Hourly Non-Exempt Employees](#)

For more information, please contact Human Resources at 438-8870