



HUMAN RESOURCES

Illinois State University

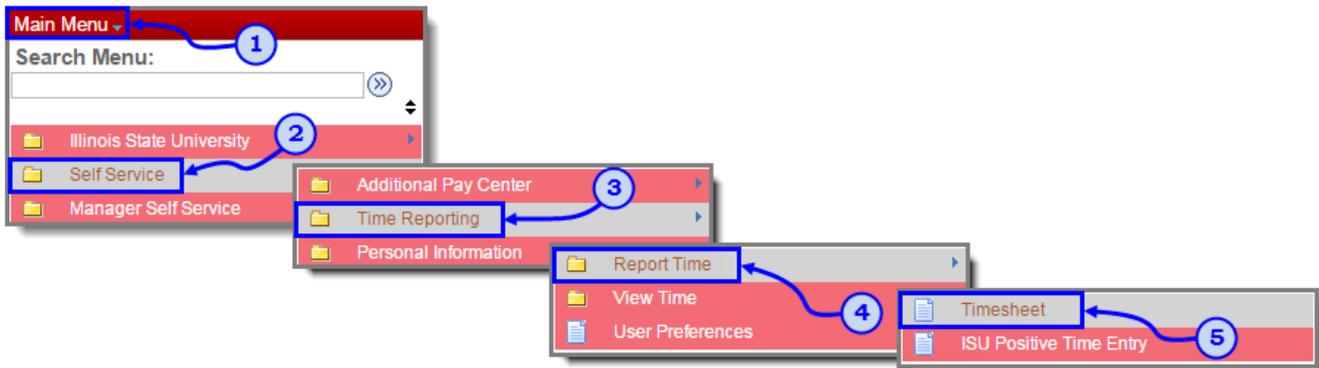
How to Report Time for Hourly Non-Exempt Employees

This tutorial will be helpful for *hourly* employees who need to report the following:

- 1) Regular time worked (which may include overtime)
- 2) Compensatory time (to bank and to use)
- 3) Benefits time (e.g. Sick, Vacation, FMLA)
- 4) Holiday or Administrative Closure (AC) time
- 5) Other types of non-worked time (e.g., Bereavement, Jury)

Navigation to timesheet:

- 1) Click on **Main Menu** on your home page
- 2) Click on **Self Service**
- 3) Click on **Time Reporting**
- 4) Click on **Report Time**
- 5) Click on **Timesheet**



You will now see your timesheet similar to the one illustrated below:

Timesheet

Employee ID [redacted]
 Empl Record 0
 Earliest Change Date 04/01/2015

IT Support Assoc

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 03/16/2015 [calendar icon] [refresh icon]

Scheduled Hours 90.00 Reported Hours 90.00

From Monday 03/16/2015 to Tuesday 03/31/2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Total Time Reporting Code	Override Reason
3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31	90.00 1REG - Regular - Shift 1 - Overtime	
7.50	7.50	7.50	7.50	7.50			7.50	7.50	7.50	7.50	7.50			7.50	7.50		

Submit

Please Note: Your timesheet may or may not be “pre-populated” with your standard work hours, depending on your timesheet settings.

To Report/Submit time on your timesheet and have **only one** type of time to report for the entire pay period (e.g., Time Worked, Sick, Vacation):

- 1) Make sure **Date** is for the correct pay period (*type in correct **Date**, select **Date** from calendar drop-down, or use **Previous Period** or **Next Period** links, if necessary*)
- 2) Enter time under the appropriate date headings (*if pre-populated, skip to step 2*)
- 3) Make sure the correct **Time Reporting Code** (TRC) is listed in the drop-down (*Click [here](#) to view more information on how to use TRCs*)
- 4) Click the **Submit** button

The screenshot shows a 'Timesheet' form for an employee. At the top, there are fields for Employee ID, Empl Record, and Earliest Change Date. Below this is a 'Select Another Timesheet' section with a 'calendar drop-down' and a '*Date' field set to 03/16/2015. There are 'Previous Period' and 'Next Period' links. The main table has columns for dates from Mon 3/16 to Tue 3/31. The 'Total Time Reporting Code' dropdown is set to '1REG - Regular - Shift 1 - Overtime'. A 'Submit' button is at the bottom left.

To Report/Submit time on your timesheet and have **multiple** types of time to report for the entire pay period (e.g., Time Worked, Sick, Vacation):

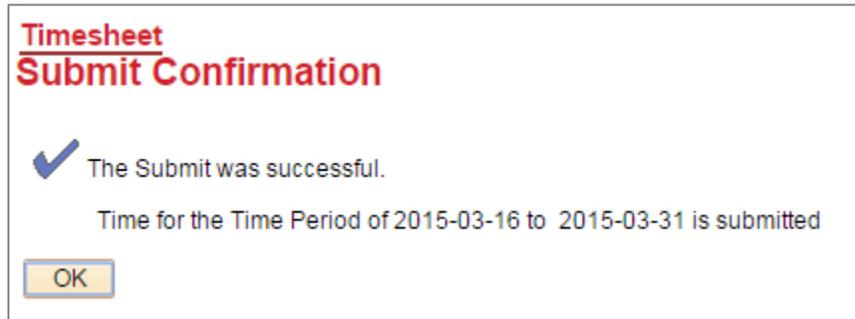
- 1) Make sure **Date** is for the correct pay period (*type in correct **Date**, select **Date** from calendar drop-down, or use **Previous Period** or **Next Period** links, if necessary*)
- 2) Enter time under the appropriate date headings for the first type of time to report...If pre-populated, change any time that will be reduced by adding a new type of time (*this example is zeroing out the regular worked time and adding a day of vacation*)
- 3) Click the “plus” sign to add a new row, if necessary (*if submitting time for the first time for the current pay period, you should have 3 blank rows to start with*)
- 4) Add the next type of time to report on the next available row
- 5) Make sure the correct **Time Reporting Code** (TRC) is listed in the drop-down for the newly added row (*VAC for this example*) (*Click [here](#) to view more information on how to use TRCs*)

Repeat steps 2-4 for each additional type of time

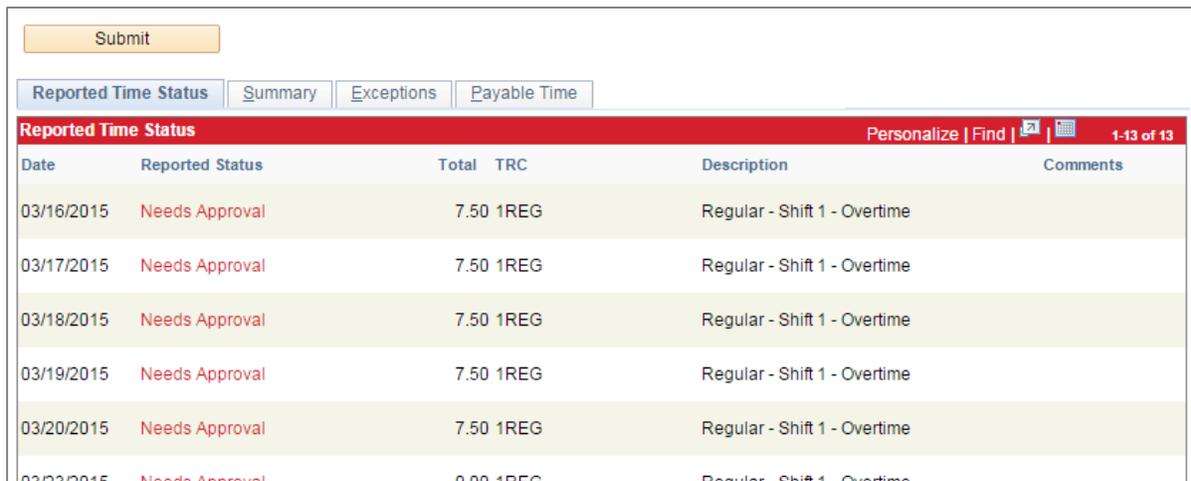
- 6) Click the **Submit** button

The screenshot shows the same 'Timesheet' form as above, but with two rows of time reporting. The first row is for '1REG - Regular - Shift 1 - Overtime' with 82.50 hours. The second row is for 'VAC - Vacation' with 7.50 hours. The 'Submit' button is at the bottom left.

After clicking **Submit**, you will see a confirmation similar to the one illustrated below:



Click **OK** and you will return to your timesheet. Your reported status (*found below the **Submit** button*) will now be “Needs Approval” and will be ready for your supervisor to approve your reported time. See below for example:



Date	Reported Status	Total TRC	Description	Comments
03/16/2015	Needs Approval	7.50 1REG	Regular - Shift 1 - Overtime	
03/17/2015	Needs Approval	7.50 1REG	Regular - Shift 1 - Overtime	
03/18/2015	Needs Approval	7.50 1REG	Regular - Shift 1 - Overtime	
03/19/2015	Needs Approval	7.50 1REG	Regular - Shift 1 - Overtime	
03/20/2015	Needs Approval	7.50 1REG	Regular - Shift 1 - Overtime	

Other things to note when submitting your time for approval:

- ✓ Reported time that is pre-populated is initially in “Saved” Reported Status and is not payable...only time that has been both *submitted* and *approved* is payable
- ✓ Timesheets are due at the end of the pay period to give the manager time to review and approve the reported (*pay periods end on the 15th and last day of each month*)
- ✓ You can make as many changes to your timesheet as necessary during the pay period
- ✓ If you make changes to time that has already been approved, please notify your manager so they can re-approve the time that was changed (*you have up to 2 calendar days past the end of the pay period to make any last-minute adjustments as an employee, then only the supervisor can make the changes*)

Contact information:

- ✓ For more information on submitting your time, please contact Human Resources at **438-8870**
- ✓ If you are having access issues, please contact **438-4357**