HUMAN RESOURCES
Illinois State University

How to Report Time for Salaried or Exempt Employees

This tutorial will be helpful for *salaried or exempt* employees who need to complete the following:

1) Benefits Time Reporting
   - Sick, Vacation, Family Medical Leave Act (FMLA)
   - Holiday or Administrative Closure (AC)
   - Other types of non-worked time (*e.g., Bereavement, Jury*)
2) Positive Time Reporting (*time spent doing business for ISU*)

Benefits Time Reporting

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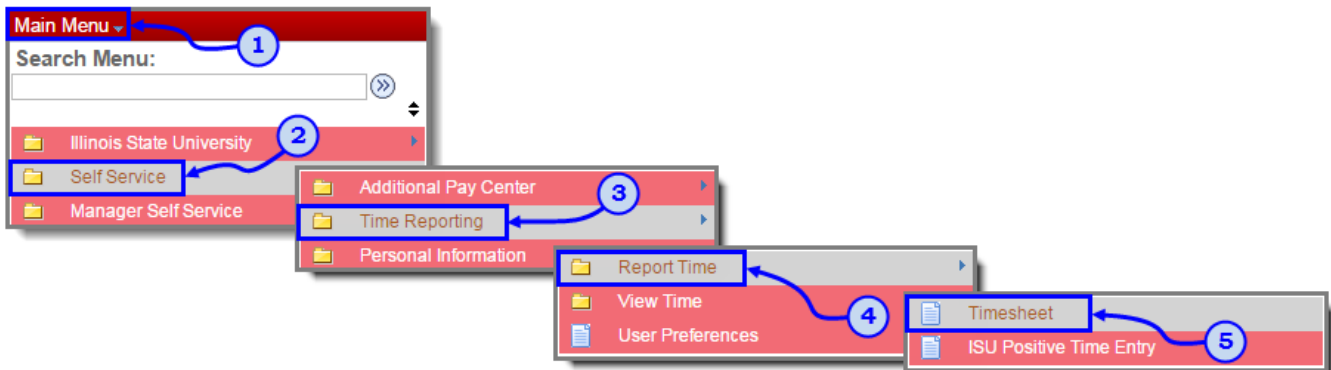
You will now see your timesheet similar to the one illustrated below:

Please Note: Your timesheet may be a full month view, depending on your job classification

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

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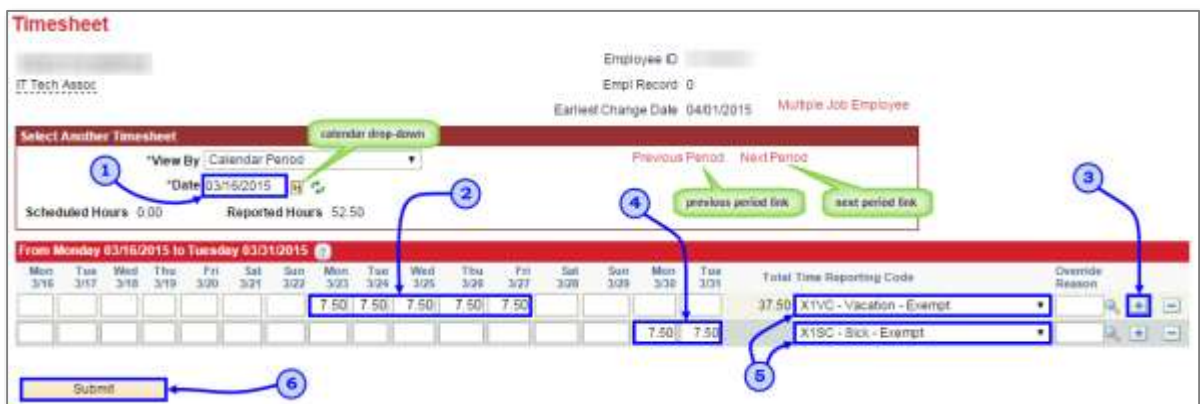4) Click the **Submit** button
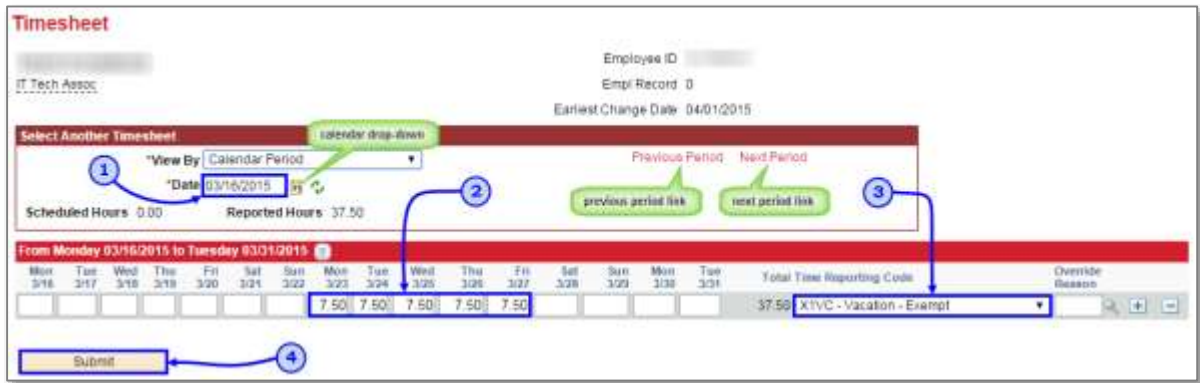
To Report/Submit time on your timesheet and have **multiple** types of time to report for the entire pay period (e.g., Sick, Vacation, FMLA):

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
3) Click the "plus" sign to add a new blank 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 each type of time you are reporting (*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

After clicking **Submit**, you will see a confirmation similar to the one illustrated below:
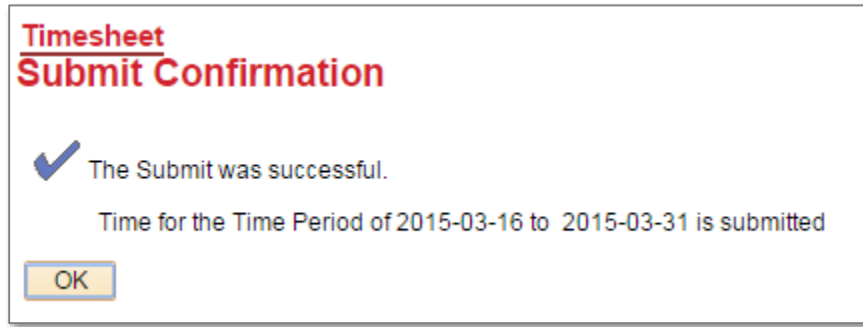
Click **OK** and you will return to your timesheet. Your reported status (*found below the **Submit** button*) will now be "Needs Approval" and will be ready for your supervisor to approve your reported time. See below for example:
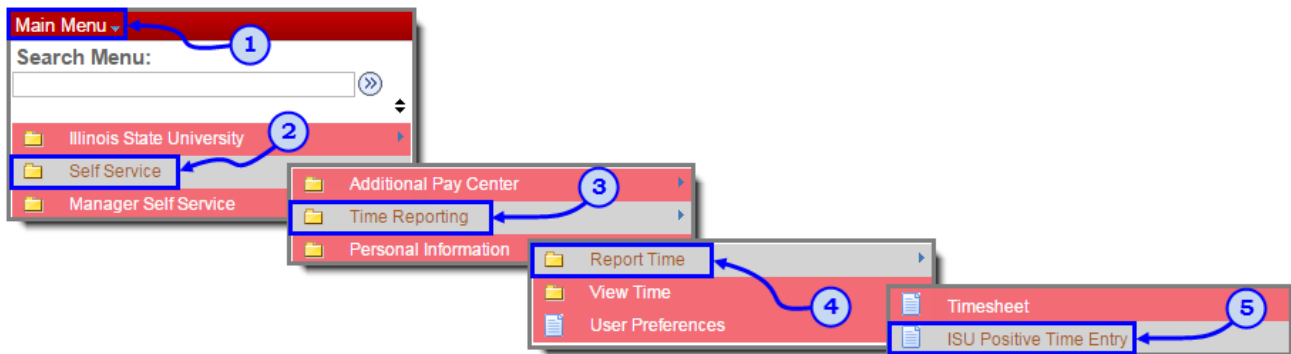

Positive Time Reporting (return to top)

Navigation to positive 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 **ISU Positive Time Entry**

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

Please Note: Your timesheet may be a full month view, depending on your job classification

To Report/Submit Positive Time on your timesheet:

1) Make sure **Begin Date** is for the correct pay period (*type in correct **Begin Date** or use **Previous Period** or **Next Period** links, if necessary*)
2) Click on **Display Schedule** to auto-populate your timesheet with default standard university hours
3) Adjust any time so that it accurately reflects time spend on university-related business for a given day, if necessary
4) Check the "Illinois State Officials and Employees Ethics Act" (SOEEA) compliance checkbox at the bottom of the timesheet
5) Click the **Submit** button

Other things to note when submitting your time for approval:

- ✓ Benefits timesheets are due at the end of each month to give the manager time to review and approve the reported time
- ✓ You can make as many changes to your Benefits timesheet as necessary during the month
- ✓ If you make changes to Benefits 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**