



# HUMAN RESOURCES

Illinois State University

## How to Report Time for Salaried or Exempt Employees

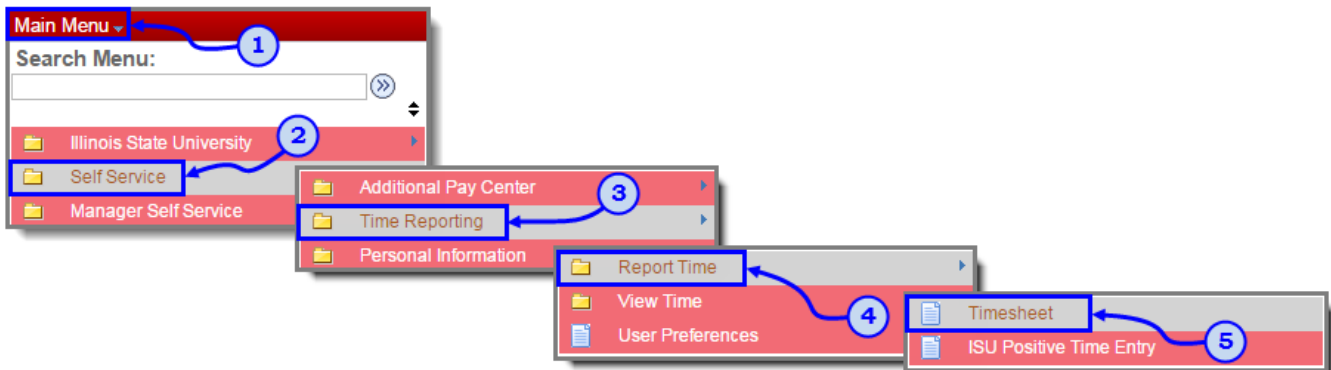
This tutorial will be helpful for *salaried* or *exempt* employees who need to complete the following:

- 1) Benefits Time Reporting
  - o Sick, Vacation, Family Medical Leave Act (FMLA)
  - o Holiday or Administrative Closure (AC)
  - o 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**



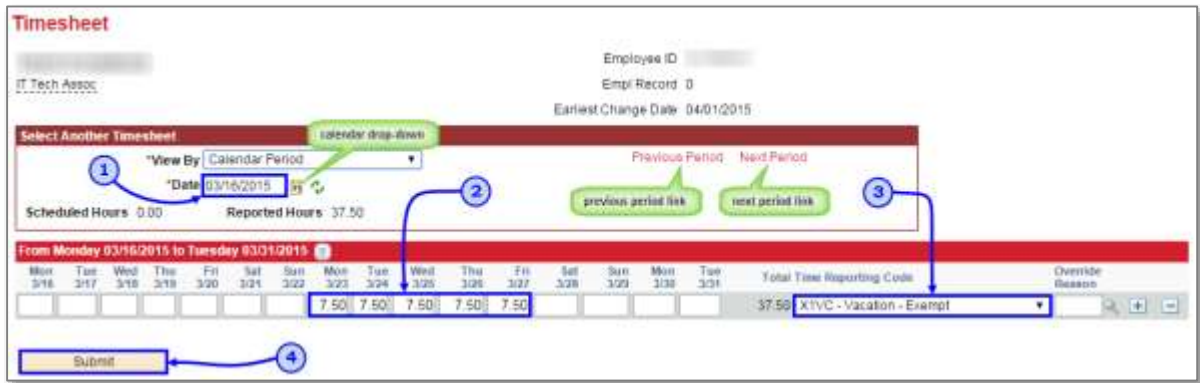
You will now see your timesheet similar to the one illustrated below:



*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

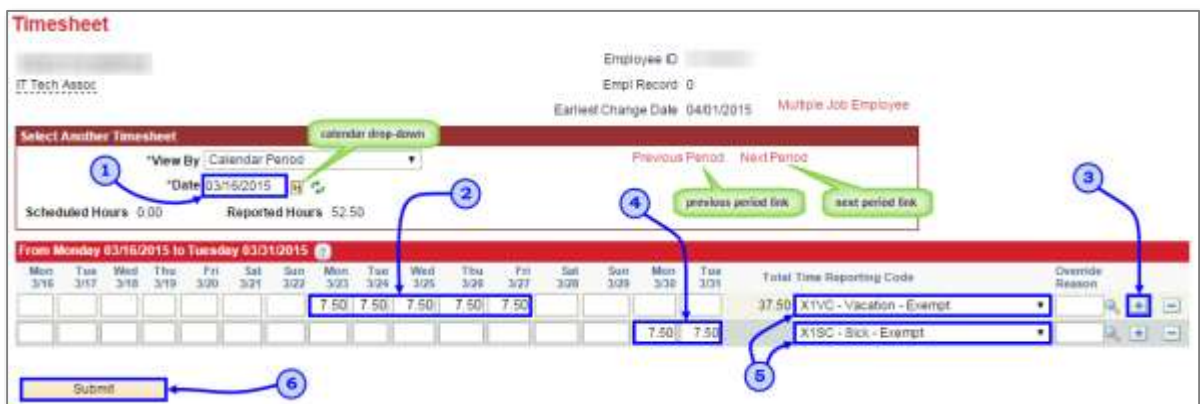


To Report/Submit time on your timesheet and have **multiple** types of time to report for the entire pay period (e.g., Sick, Vacation, FMLA):

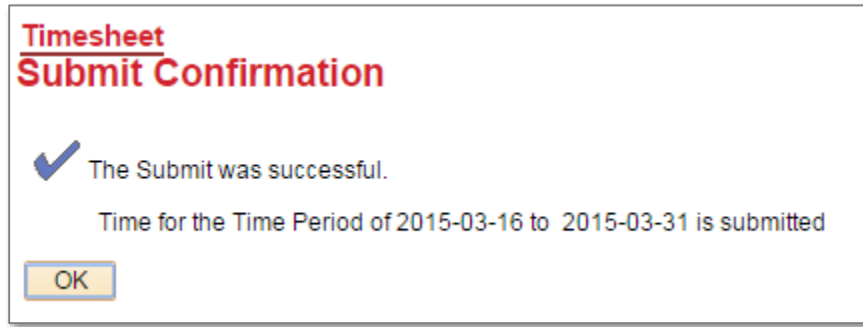
- 1) Make sure **Date** is for the correct pay period (*type in correct **Date**, select **Date** from calendar drop-down, or use **Previous Period** or **Next Period** links, if necessary*)
- 2) Enter time under the appropriate date headings for the first type of time to report
- 3) Click the “plus” 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:

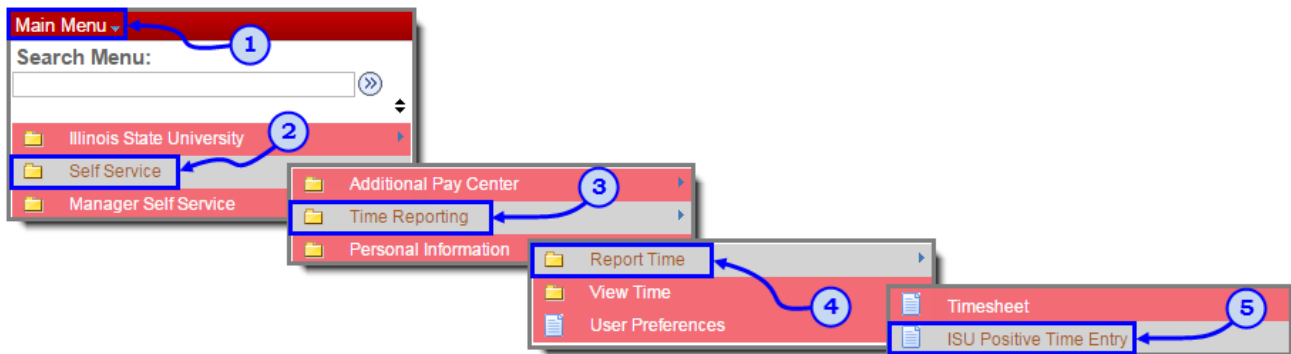
The screenshot shows a "Submit" button at the top left. Below it are tabs for "Reported Time Status", "Summary", "Exceptions", and "Payable Time". The "Reported Time Status" tab is active, showing a table with the following data:

Date	Reported Status	Total	TRC	Description	Comments
03/23/2015	Needs Approval	7.50	X1VC	Vacation - Exempt	
03/24/2015	Needs Approval	7.50	X1VC	Vacation - Exempt	
03/25/2015	Needs Approval	7.50	X1VC	Vacation - Exempt	
03/26/2015	Needs Approval	7.50	X1VC	Vacation - Exempt	
03/27/2015	Needs Approval	7.50	X1VC	Vacation - Exempt	
03/30/2015	Needs Approval	7.50	X1SC	Sick - Exempt	

### 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:

**ISU Positive Time Reporting**

Empl ID: [ ] [ ]

Instructions: Click "Display Schedule" to default standard university hours. Make changes or adjustments to reflect your time spent on university-related business for the period. Click the check box to assert the accuracy of your positive time, then click the Submit button to save your positive time.

**Positive Time Entry**

\*Begin Date: 03/16/2015 [ ] [ ]   [Previous Period](#) [Next Period](#)

Positive time has not been submitted for this time period.

From 03/16/2015 To 03/31/2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Total Quantity
3/16	3/17	3/18	3/18	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31	
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

By clicking this check box, I affirm, under The Illinois State Officials and Employees Ethics Act (SOEEA), that the time recorded above accurately reflects my time spent doing business for Illinois State University for the period of time indicated.

*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

**ISU Positive Time Reporting**

Empl ID: [ ] [ ]

Instructions: Click "Display Schedule" to default standard university hours. Make changes or adjustments to reflect your time spent on university-related business for the period. Click the check box to assert the accuracy of your positive time, then click the Submit button to save your positive time.

**Positive Time Entry**

\*Begin Date: 03/16/2015 [ ] [ ]   [Previous Period](#) [Next Period](#)

Positive time has not been submitted for this time period.

From 03/16/2015 To 03/31/2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Total Quantity
3/16	3/17	3/18	3/18	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31	
7.500	7.500	7.500	7.500	7.500	0.000	0.000	7.500	7.500	7.500	7.500	7.500	0.000	0.000	7.500	7.500	90.000

By clicking this check box, I affirm, under The Illinois State Officials and Employees Ethics Act (SOEEA), that the time recorded above accurately reflects my time spent doing business for Illinois State University for the period of time indicated.

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**