

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) <u>Positive Time Reporting</u> (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**

Main Menu - 1 Search Menu:	⊗ ↓	
 Illinois State University Self Service Manager Self Service 	Additional Pay Center Time Reporting	3,
	Personal Information	Report Time View Time User Preferences ISU Positive Time Entry

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

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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 <u>here</u> to view more information on how to use TRCs*)
- 4) Click the **Submit** button

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IT. Tech Assoc	Employee ID Emplification 0 Earliest Change Date: 04/01/2015	
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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

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IT Tech Assoc	Employee C Employee Co Earliest Change Date 04(1)/2015 Multiple Job Employee	
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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:

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03/25/2015	Needs Appro	val		7.50 X1VC	Vacation - Exempt	
03/26/2015	Needs Appro	val		7.50 X1VC	Vacation - Exempt	
03/27/2015	Needs Appro	val		7.50 X1VC	Vacation - Exempt	
03/30/2015	Needs Annro	val		7.50 ¥19C	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:

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<u>Please Note</u>: 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

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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