



# HUMAN RESOURCES

Illinois State University

## How To Add Personal Plus Time to Timesheets

### Keep in mind:

- The available Personal Plus Time balance tab can be found by clicking on your Leave Balances tile on your employee page, or by clicking on the link beneath your timesheet.
- Personal Plus Time balances will be updated at the same time as all other leave benefit balances (e.g., sick and vacation).

### To add Personal Plus Time on timesheets:

If a blank row is not available on the timesheet, add a row by clicking on the “+” sign in the far-right corner.

- 1) Select the Time Reporting Code you wish to use
- 2) Enter the hours (to the nearest quarter hour)
- 3) Click “Submit”.

Select Another Timesheet

\*View By: Calendar Period Previous Period Next Period

\*Date: 01/16/2024

Scheduled Hours: 90.00 Reported Hours: 90.00

Reported time on or after 12/16/2023 is for a future period.

From Tuesday 01/16/2024 to Wednesday 01/31/2024

Tue 1/16	Wed 1/17	Thu 1/18	Fri 1/19	Sat 1/20	Sun 1/21	Mon 1/22	Tue 1/23	Wed 1/24	Thu 1/25	Fri 1/26	Sat 1/27	Sun 1/28	Mon 1/29	Tue 1/30	Wed 1/31	Total	Time Reporting Code	+	-	
7.50	7.50	7.50	7.50				7.50	7.50	7.50	7.50				7.50	7.50	7.50	82.50	1REG - Regular - Shift 1 - Overtime		
						7.50											7.50	PPT - Personal Plus Time		

Submit

Supervisors will review and approve these hours before the usual payroll approval deadlines.

Leave balances will be processed during normal payroll processing.

**Questions? Contact Human Resources at 309-438-8311.**

HOURLY TIMESHEETS:

HOURLY

Tue 1/9	Wed 1/10	Thu 1/11	Fri 1/12	Sat 1/13	Sun 1/14	Mon 1/15	Total	Time Reporting Code	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<div style="border-bottom: 1px solid gray; padding: 2px;"> <span style="font-size: 0.8em;">▼</span> </div> <ul style="list-style-type: none"> <li>JRY - Jury Duty</li> <li>MIL - Military Time</li> <li>OVT - Overtime</li> <li>PAL - Paid Administrative Leave</li> <li style="border: 1px solid red; padding: 2px;">PPT - Personal Plus Time</li> <li>RC1 - Regular - Shift 1 - Comp Time</li> <li>REG - Regular Pay</li> <li>REL - Release Time</li> <li>RTB - Regular Time Banked (1.0x)</li> <li>SIC - Sick Pay</li> <li>VAC - Vacation</li>   <li>ZCTU - FMLA Compensatory Time Used</li> <li>ZDOCK - FMLA Only Dock</li> <li style="border: 1px solid red; padding: 2px;">ZPPT - FMLA Personal Plus Time</li> <li>ZSIC - FMLA Only Sick</li> </ul>	
		Sched Hrs						Comments	
		0.00							

EXEMPT TIMESHEETS:

EXEMPT

Sat 1/18	Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23	Fri 1/24	Sat 1/25	Sun 1/26	Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30	Total	Time Reporting Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<div style="border-bottom: 1px solid gray; padding: 2px;"> <span style="font-size: 0.8em;">▼</span> </div> <ul style="list-style-type: none"> <li>X1SC - Sick - Exempt</li> <li>X1VC - Vacation - Exempt</li> <li>XAC - Admin Closure - Exempt</li> <li>XBRK - Academic Break - Exempt</li> <li>XBRV - Bereavement - Exempt</li> <li>XDOC1 - Exempt Dock Time</li>   <li>XHOL - Holiday - Exempt</li> <li>XJRY - Jury - Exempt</li> <li>XMIL - Military - Exempt</li> <li style="border: 1px solid red; padding: 2px;">XPPT - Personal Plus Time - Exempt</li> <li>XWCR - Work Comp Release - Exempt</li> <li style="border: 1px solid red; padding: 2px;">XZPPT - FMLA Personal Plus Time-Exempt</li> <li>XZSC - FMLA Sick - Exempt</li> </ul>