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".

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

JRY - Jury Duty
MIL - Military Time
OVT - Overtime
PAL - Paid Administrative Leave
PPT - Personal Plus Time
RC1 - Regular - Shift 1 - Comp Time
REG - Regular Pay
REL - Release Time
RTB - Regular Time Banked (1.0x)
SIC - Sick Pay
VAC - Vacation

ZCTU - FMLA Compensatory Time Used
ZDOCK - FMLA Only Dock
ZPPT - FMLA Personal Plus Time
ZSIC - FMLA Only Sick

Sched Hrs	Comments
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EXEMPT TIMESHEETS:

EXEMPT

Sat 1/18	Sun 11/19	Mon 11/20	Tue 11/21	Wed 11/22	Thu 11/23	Fri 11/24	Sat 11/25	Sun 11/26	Mon 11/27	Tue 11/28	Wed 11/29	Thu 11/30	Total	Time Reporting Code

X1SC - Sick - Exempt
X1VC - Vacation - Exempt
XAC - Admin Closure - Exempt
XBRK - Academic Break - Exempt
XBRV - Bereavement - Exempt
XDOC1 - Exempt Dock Time

XHOL - Holiday - Exempt
XJRY - Jury - Exempt
XMIL - Military - Exempt
XPPT - Personal Plus Time - Exempt
XWCR - Work Comp Release - Exempt
XZPPT - FMLA Personal Plus Time-Exempt
XZSC - FMLA Sick - Exempt