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

To navigate to your benefits timesheet, click on the TILE “Submit Time” from your Employee page:
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 **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 **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 2-5 for each additional type of time***
6) Click the **Submit** button

![Timesheet](image)

After clicking **Submit**, you will see a confirmation similar to the one illustrated below:

![Timesheet Submit Confirmation](image)

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:

![Reported Time Status](image)
Your Positive Time Reporting timesheet will be 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 438-8311
✔ If you are having access issues, please contact 438-4357