

## MEMORANDUM

**TO:** All Administrative Professional and Exempt Civil Service Employees

**FROM:** Dan Layzell  
Vice President for Finance and Planning

**DATE:** May 31, 2011

**SUBJECT:** Positive Time Reporting

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/5-5) Illinois State University must adopt a system of positive time reporting that permits employees to document the time spent each day on official University business to the nearest quarter hour.

Beginning July 1, 2011, administrative professional and exempt civil service employees will be required to utilize the *iPeople* electronic reporting tool to report their time spent on University business. The link to the reporting website is <https://tools/illinoisstate.edu>.

Please note that this positive time reporting system was created for the sole purpose of bringing the University into compliance with the State Officials and Employees Ethics Act. This system is an independent application and stand-alone reporting process. It does not replace the existing vacation and sick leave time reporting system, nor does it bear any impact on the calculation of pay, overtime, leave accrual and usage, or any activities associated with grants and contracts reporting. To this end, you will be completing two reports: (1) a monthly *iPeople* report documenting the amount of time spent each day on official University business, and (2) a report indicating the use of your vacation or sick-leave time each pay period.

The *iPeople* report of time you spend on University business each day should be reported in a manner that best represents your work-related contributions to Illinois State University. Traditionally this would amount to 7.5 hours of work per day, however, this total may be higher or lower based on the amount of time spent on University business that particular day.

Questions regarding use of the *iPeople* reporting tool should be directed to the Enterprise Services Help Desk at 438-3308. Questions regarding the State Officials and Employees Ethics Act should be directed to the Office of Equal Opportunity, Ethics, and Access at 438-3383. Thank you for your cooperation.