

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:



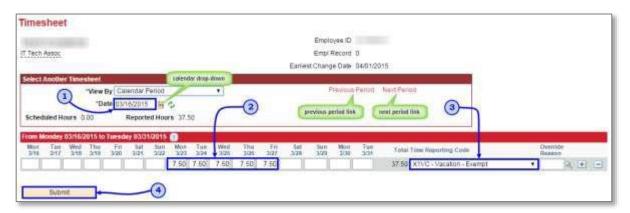
You will now see your timesheet similar to the one illustrated below:



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

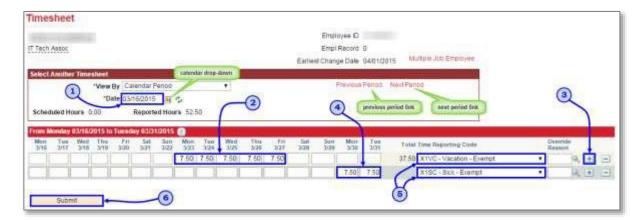


To Report/Submit time on your timesheet and have **multiple** types of time to report for the entire pay period (e.g., Sick, Vacation, FMLA):

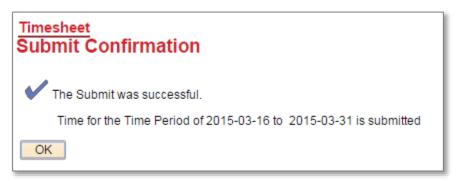
- 1) Make sure **Date** is for the correct pay period (*type in correct Date*, select *Date* from calendar drop-down, or use *Previous Period* or *Next Period links*, if necessary)
- 2) Enter time under the appropriate date headings for the first type of time to report
- 3) Click the "plus" sign to add 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 2-5 for each additional type of time***

6) Click the Submit button



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

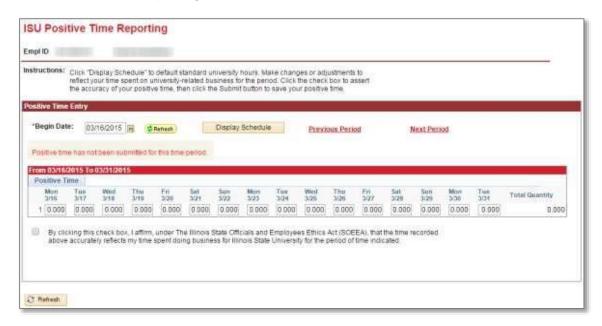


Click **OK** and you will return to your timesheet. Your reported status (*found below the* **Submit** *button*) will now be "Needs Approval" and will be ready for your supervisor to approve your reported time. See below for example:



Positive Time Reporting (return to top)

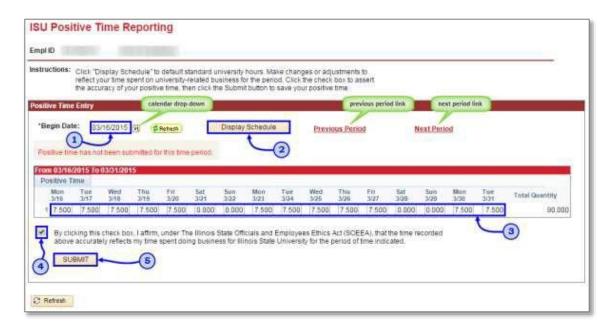
Your Positive Time Reporting timesheet will be similar to the one illustrated below:



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*)
- 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