



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:

Timesheet

Employee ID: [redacted]
Emp'l Record: 0
Earliest Change Date: 04/01/2015

Select Another Timesheet

View By: Calendar Period
Date: 03/16/2015
Scheduled Hours: 0.00
Reported Hours: 0.00

From Monday 03/16/2015 to Tuesday 03/23/2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Total Time Reporting Code	Override Reason
3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31		

Submit

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 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

Timesheet

Employee ID: [redacted]
Emp'l Record: 0
Earliest Change Date: 04/01/2015

Select Another Timesheet

View By: Calendar Period
Date: 03/16/2015
Scheduled Hours: 0.00
Reported Hours: 37.50

From Monday 03/16/2015 to Tuesday 03/23/2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Total Time Reporting Code	Override Reason
3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31		
								7.50	7.50	7.50	7.50	7.50				37.50	X1V/C - Vacation - Exempt

Submit

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

The screenshot shows the 'Timesheet' application interface. At the top, it displays 'Employee ID' and 'Empl Record: 9'. Below this, there are fields for 'Earliest Change Date: 04/01/2015' and 'Multiple Job Employee'. The main section is titled 'Select Another Timesheet' and includes a 'View By' dropdown menu (callout 1) and a 'Date' field (callout 2) set to 03/16/2015. A 'calendar drop-down' is also visible. Below the date field, it shows 'Scheduled Hours: 0:00' and 'Reported Hours: 52:50'. There are 'Previous Period' and 'Next Period' links (callout 4). The main grid shows a calendar for the period 'From Monday 03/16/2015 to Tuesday 03/23/2015'. The grid cells contain reported hours (7.50) and reporting codes (X1VC - Vacation - Exempt and X1SC - Sick - Exempt). A 'Submit' button is located at the bottom left (callout 6). Other callouts include 3 pointing to the 'Submit' button and 5 pointing to the reporting code dropdown.

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

The screenshot shows a confirmation dialog box titled 'Timesheet Submit Confirmation'. It features a blue checkmark icon and the text 'The Submit was successful.' Below this, it states 'Time for the Time Period of 2015-03-16 to 2015-03-31 is submitted'. At the bottom, there is an 'OK' button.

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:

The screenshot shows the 'Reported Time Status' table in the application. The table has columns for 'Date', 'Reported Status', 'Total', 'TRC', 'Description', and 'Comments'. The data rows show the following entries:

Date	Reported Status	Total	TRC	Description	Comments
03/23/2015	Needs Approval	7.50	X1VC	Vacation - Exempt	
03/24/2015	Needs Approval	7.50	X1VC	Vacation - Exempt	
03/25/2015	Needs Approval	7.50	X1VC	Vacation - Exempt	
03/26/2015	Needs Approval	7.50	X1VC	Vacation - Exempt	
03/27/2015	Needs Approval	7.50	X1VC	Vacation - Exempt	
03/30/2015	Needs Approval	7.50	X1SC	Sick - Exempt	

Positive Time Reporting [\(return to top\)](#)

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

ISU Positive Time Reporting

Empl ID: [redacted]

Instructions: Click "Display Schedule" to default standard university hours. Make changes or adjustments to reflect your time spent on university-related business for the period. Click the check box to assert the accuracy of your positive time, then click the Submit button to save your positive time.

Positive Time Entry

*Begin Date: 03/16/2015 [calendar icon] [Refresh] [Display Schedule] [Previous Period] [Next Period]

Positive time has not been submitted for this time period.

From 03/16/2015 To 03/31/2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Total Quantity
3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31	0.000
1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

By clicking this check box, I affirm, under The Illinois State Officials and Employees Ethics Act (SOEEA), that the time recorded above accurately reflects my time spent doing business for Illinois State University for the period of time indicated.

[Refresh]

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

ISU Positive Time Reporting

Empl ID: [redacted]

Instructions: Click "Display Schedule" to default standard university hours. Make changes or adjustments to reflect your time spent on university-related business for the period. Click the check box to assert the accuracy of your positive time, then click the Submit button to save your positive time.

Positive Time Entry

*Begin Date: 03/16/2015 [calendar drop-down] [Refresh] [Display Schedule] [Previous Period] [Next Period]

Positive time has not been submitted for this time period.

From 03/16/2015 To 03/31/2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Total Quantity
3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31	90.000
1	7.500	7.500	7.500	7.500	7.500	0.000	0.000	7.500	7.500	7.500	7.500	7.500	0.000	0.000	7.500	7.500

By clicking this check box, I affirm, under The Illinois State Officials and Employees Ethics Act (SOEEA), that the time recorded above accurately reflects my time spent doing business for Illinois State University for the period of time indicated.

[SUBMIT]

[Refresh]

Numbered callouts: 1 (Begin Date), 2 (Display Schedule), 3 (checkbox), 4 (SUBMIT), 5 (checkbox).

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**