

ADMINISTRATIVE/PROFESSIONAL STAFF TIME REPORTING SCREENS

The State Officials and Employees Ethics Act (5 ILCS 430/5-10) requires that the University adopt personnel policies consistent with the Act. One of the provisions of this Act is the requirement that employees periodically submit time sheets documenting the time spent each day on official State business to the nearest quarter hour. For the fiscal years ended June 30, 2005 and 2006, WIU received an audit finding that we were not in compliance with the Act because exempt employees were not required to submit periodic timesheets indicating hours worked. Therefore, WIU has implemented a positive reporting system whereby employees shall document the time spent each day on official State business. As of July 1, 2007, Administrators and Professional Staff are required to positively record their time, in hours, using the current online TIME system on a monthly basis. Vacation and sick leave used will also be recorded in hours allowing for employees to record vacation and sick leave in .1 (6 minute) increments. However, this type of time off will continue to accrue and be displayed in days.

The monthly time reporting screens are available beginning with the first working day of each month. The screens must be completed and confirmed by the employee by the 7th of the following month and their supervisor by the 10th of the following month.

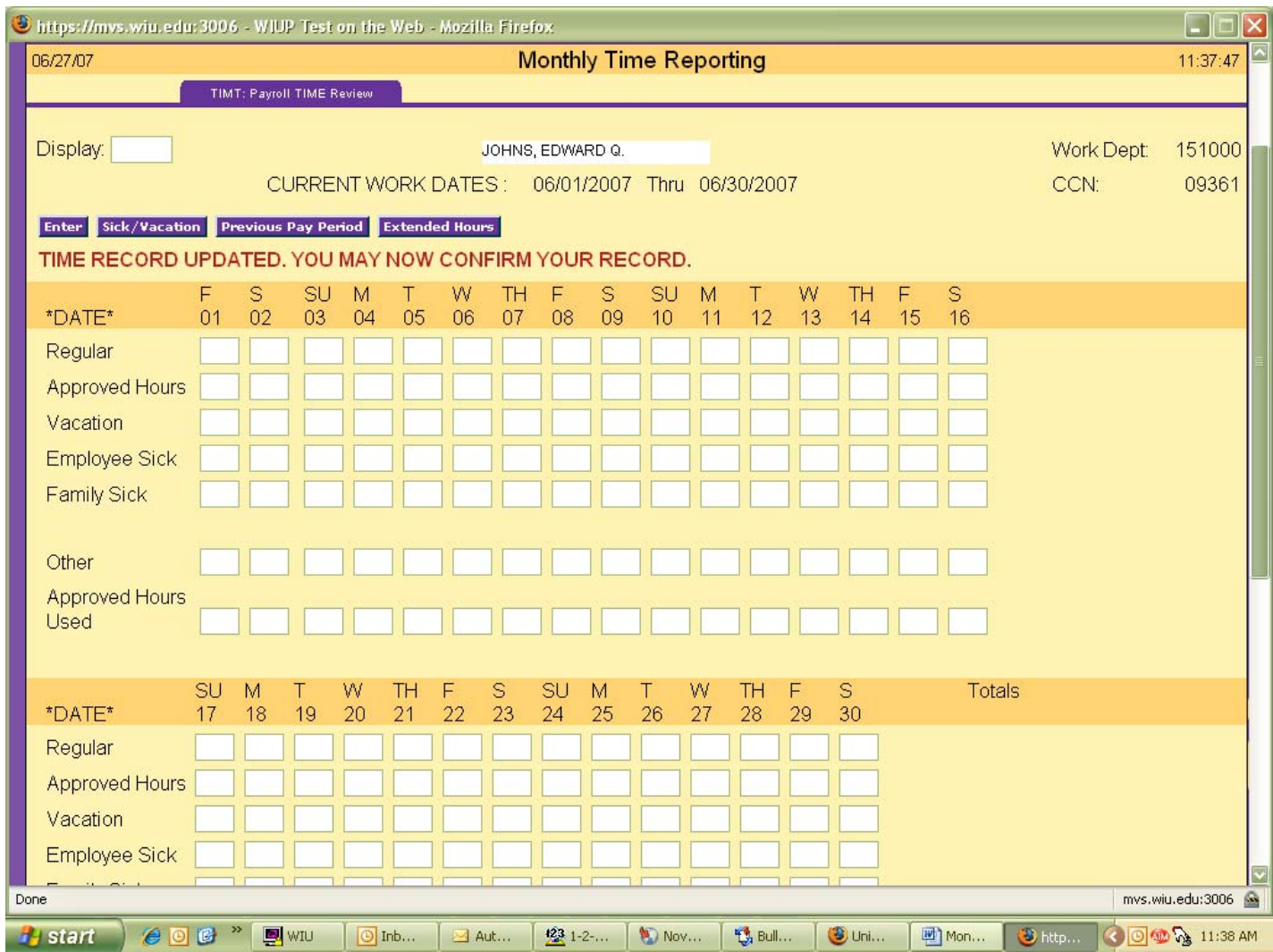
To access the screens online, go to <http://mvs.wiu.edu/> and click on WIUP in the upper right hand corner of the screen.

The Access Agreement will then be displayed. Click on "Yes, I agree" and the WIUP Production Sign-on screen will be displayed. The user should sign in with their userid and password, then click on "sign-on" or press enter.

The NEWS screen will then be displayed. Important messages will be displayed here.

The user can then click on the "TIME: Time Reporting" tab or type TIME in the "Display" field and press enter.

The Monthly Time Reporting screen will be displayed with employee's name.



This screen displays the dates covered during the current work period. Employees should enter regular hours worked to the nearest tenth (1/10 = 6 minutes) of an hour.

Any Holidays during the month will be displayed on the screen with an asterisk (*).

Any Administrative Closure days during the month will be displayed with a plus sign (+).

Employees who work on a Holiday or Administrative Closure day, may enter the number of hours worked on either the Regular or Approved Hours line.

In an effort to track actual hours worked and allow time off for hours worked in excess of 7.5 hours per day, or 37.5 hours in a week, an "Approved Time Off" policy has been developed. The policy allows "approved time off" to be accumulated and used by employees, up to a maximum of 37.5 hours, with the approval of your supervisor. Usage of this time shall be reflected on the employee's daily time record as "Approved Hours Used" and cannot be used for any other purpose. To enter approved hours worked, move the cursor to the appropriate line and enter the hours worked. To record the time used, enter the approved hours used on the "Approved Hours Used" line. Total approved hours accumulated can be seen by clicking on the "Sick/Vacation" button.

If an employee has accrued the maximum "approved time off" and needs to show additional hours worked, this time can be entered on the Regular Hours line.

Note: The Vacation or Personal Leave line will only appear on screens for employees that are eligible for these benefits.

Any Holidays during the month will be displayed on the screen with an asterisk (*).

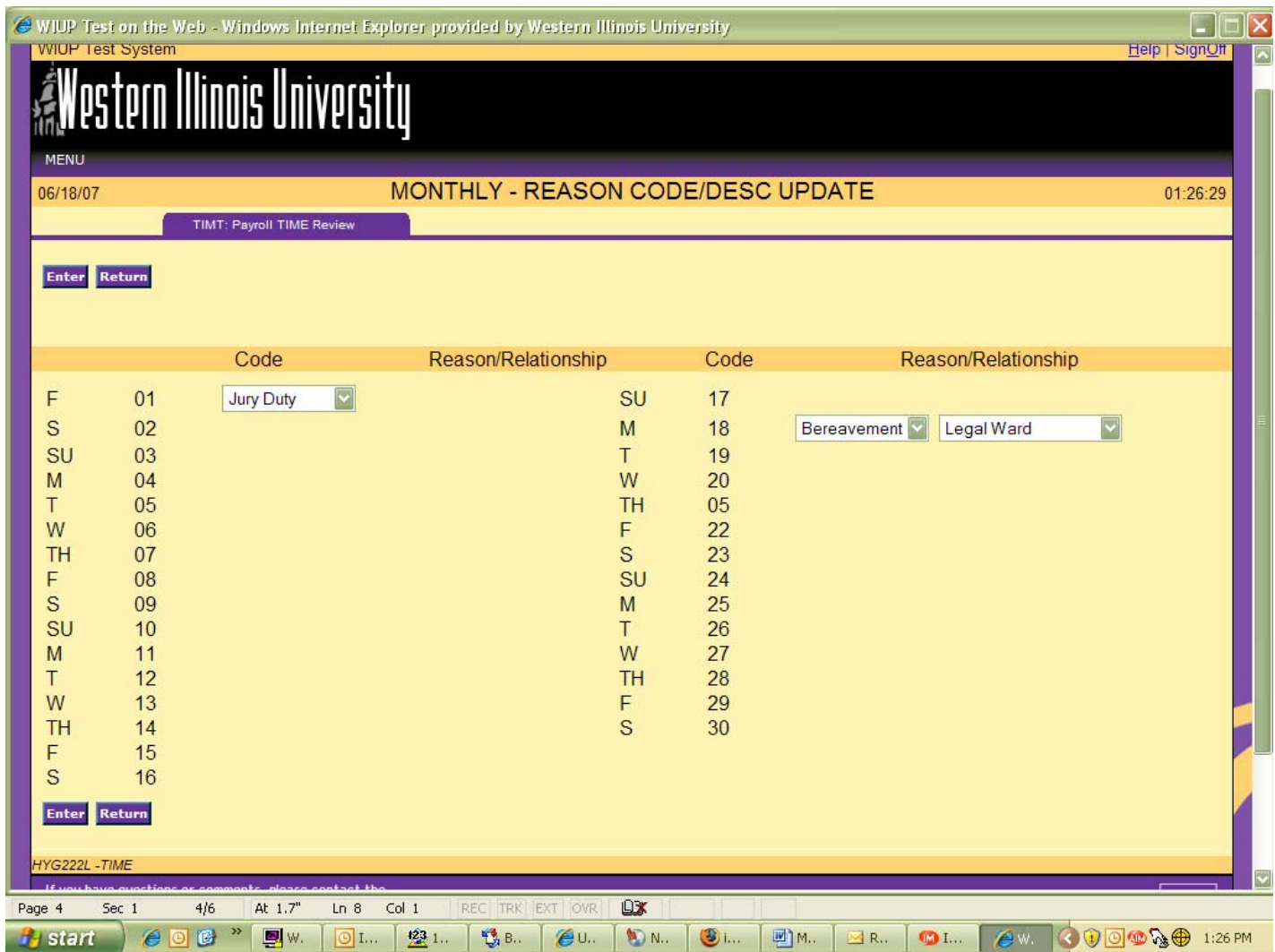
Any Administrative Closure days during the month will be displayed with a plus sign (+).

The Other line is used to enter Bereavement Leave, Military Leave, Jury Duty, or Extended Sick Leave.

If time is entered in “Other” the employee is required to enter a reason code. Click on the “Other” button to go to the Monthly – Reason Code/Desc Update screen.

On this screen, Administrative Closure days are designated by a “C” and Holidays are designated by an “H”.

A drop down box will be displayed next to the date(s) where Other hours have been entered. Choices include: “Bereavement”, “Jury Duty”, “Military”, or “Other.” Extended sick leave should be entered as “Other.”



To use Bereavement leave, select “Bereavement” and either press or click on “Enter.”

Another drop down box will appear in order to enter the relationship of the person the leave is being used for.

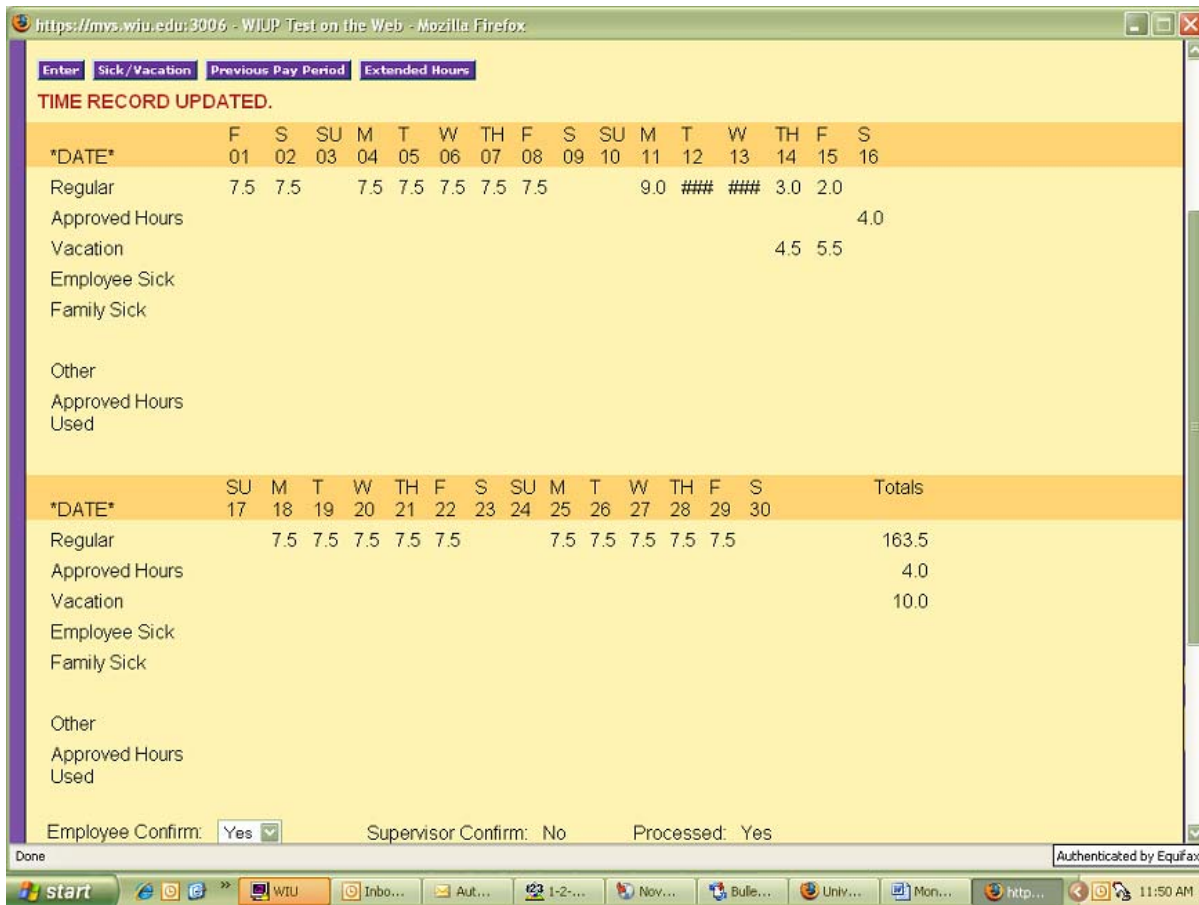
Following are the choices that are available for use:

- Child, Stepchild, or Foster Child
- Employee's Aunt or Uncle
- Employee's Niece or Nephew
- Employee's First Cousin
- Great Grandchild or Grandchild
- Great Grandparent or Grandparent
- Legal Ward
- Parent, Mother or Father-in law, or Step Parent
- Sibling, Brother or Sister-in law, or Step Brother or Sister
- Spouse or Domestic Partner

Click on the appropriate choice and either press or click on "Enter."

For Military leave, click on "Military" and either press or click on "Enter." The message "Copy of Military Orders must be on file in Academic Personnel" will be displayed.

After the screen is completed, click on "Return" to return to the Monthly Time Reporting screen.



After all time used has been recorded on the Monthly Time Reporting screen, click on "Enter." If all the information has been entered correctly, the message "Time Record Updated. You may now confirm your record" will be displayed. Click on the drop down box next to Tab down to "Employee Confirm" and click on "Yes." If there are no errors in the time entered, the screen is now ready to be confirmed by the employee's supervisor.

If it is necessary to make a change to the TIME screen after the employee has already confirmed it, but before the information is due, the employee should click on "No" in the drop down box next to "Employee Confirm," then click or press enter. This will automatically change the Supervisor Confirm from "Yes" to "No"

if the supervisor has already confirmed the record. The employee can then make any changes necessary and confirm the record again. The employee should then notify his/her supervisor so the supervisor can confirm the record again.

If a change is necessary, but the due date has passed, an email from the supervisor must be sent to the Academic Personnel office, so personnel in that office can do a manual adjustment to the employee's records. The email address for the Academic Personnel Office is AcademicPersonnel@wiu.edu.

A reminder email will be sent to the employee and the employee's supervisor on the last working day of the month, if the screen has not already been confirmed. The employee and supervisor will continue to receive daily email reminders until the screen has been confirmed. The Monthly Time screen is created on the first day of the month and can be confirmed any time until the 7th of the following month.

If an employee has not confirmed the screen and is out of the office the day the confirmations are due, the staff in the Academic Personnel Office are able to confirm this screen with a "P" in the employee confirm space. Academic Personnel can also enter any time that has not been entered on the screen. If the supervisor has not confirmed the screen and is out of the office the day the confirmations are due, there are two options. First, if there is another designated supervisor in the office, that person can do the confirmation. Second, Academic Personnel can put a "P" in the supervisor confirm space. If Academic Personnel confirms the information, an email will be sent to the employee and/or supervisor, asking that person to confirm the usage. If there are no changes, the employee can just reply to the email. If there are adjustments to be made, the employee's supervisor must send an email or memo to the Academic Personnel Office requesting a change.

To view Accumulated Sick and Vacation hours from the Monthly Time screen, click on the "Sick/Vacation" button. This will take the user to the Sick and Vacation Benefit Information screen. To return to the Monthly Time screen, click on the "Return" button.

Any questions regarding the use of this system may be directed to the Academic Personnel Office at 298-2216 or email the office at AcademicPersonnel@wiu.edu

Problems with passwords should be directed to the UTech Help Desk at 298-2704.