



POSITIVE TIME REPORTING FAQ's

FAQ

Payroll Response

1 Why do I have to report my hours worked?

The State of Illinois Ethics Act - ILCS 430 mandates that state employees periodically submit timesheets

2 How many hours do I report as a "salaried" employee?

Employee should report the number of hours, to the nearest quarter hour, spent working each day on state business.

3 Will I have to submit both a timesheet and a leave report?

No, your leave report now contains a new time reporting code that will be used to report time worked. You will continue to use this same report to also report any leave time.

4 Does working from home count as time worked?

Typically, an employee must have prior approval to count any time worked outside the workplace. However, time worked on state business should be included in hours worked.

5 Will the hours I report affect what I will be paid?

Hours reported do not affect your monthly salary.

6 What happens if I report less than 7.5 hours per day?

Employees should report the number of hours spent working each day on state business. Hours reported do not affect your monthly salary. There are no minimum number of hours that must be reported each day, but some number of hours should be reported each week. In most cases, excluding periods when students are not present and faculty are not required to be on campus, if there is no time worked reported, there should be some associated leave reported to offset this.

7 Who will enter my time worked/leave taken?

Each employee will report time worked and time taken and will attest that the time reported is accurate by reaffirming their identity through an additional electronic authorization process.

8 When do I have to start reporting time worked?

The Payroll Department is responsible for implementing employee groups. You and your department will be contacted with a timeline for implementation. Training will be discussed at this time as well.

9 **How do I report any flex time?**

Employees should report the number of hours, to the nearest quarter hour, spent working each day on state business.

10 **Who has to begin recording their hours worked?**

All MONTHLY paid employees will be required to submit a "time worked"/leave report. There will be some exceptions to this such as someone who comes to Eastern to help run a summer clinic.

11 **I entered my hours worked on my "time worked"/leave report, but when I view my leave time in PAWS, the hours I reported as worked appear as a negative.**

The hours reported as worked will appear as negative. This is due to how Banner perceives the information being reported because the process we've developed was intended to be used for leave tracking, rather than time worked. Again, these hours are being used to satisfy our responsibility under the Ethics Act. While each employee is responsible for correctly reporting time worked, the time reported is used for no other purpose and does not affect any other benefits, leave usage, or wages.

12 **When do I need to submit my time worked/leave report?**

Time worked will be submitted at the same time you submit your leave report - the 10th of each month. Time worked and leave time reported will be for the previous month.

13 **Will someone be training me on how to submit my time through this new process?**

There will be several types of training offered. The Payroll office will develop training aids that could include one on one training, written instructions, web training as well as other venues.

14 **Can the department secretary or another designated employee record and submit my time?**

Each employee will record their own time worked and used. If there are special circumstances that warrant an exception to this practice, such arrangements must be discussed and authorized by the Payroll Department.

15 **Do I have to enter my time worked "daily".**

We suggest, in order to keep an accurate record, that time worked be recorded daily, however, your "time worked/leave report" MUST be completed and submitted to Payroll by the 10th of the following month you are recording your time for. If you do record your time daily, please make sure you do not SUBMIT your time....but rather SAVE the time recorded. You may access your "time worked/leave" report as many times as you wish prior to submitting the report.