

CIVIL SERVICE EXEMPT TIME REPORTING SCREENS

The State Officials and Employees Ethics Act requires that universities 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. Currently, faculty, exempt civil service and professional staff employees utilize a negative reporting system to track their time. A negative reporting system requires employees to only submit vacation and sick leave used during each time period.

Employees will still use the current TIME screens which are accessed through MVS on the CICSWIUP system.

On the WIUP Main Menu screen type **TIME** (press enter).

```
03/10/06 01:55:52      EMPLOYEE TIME REPORTING - SELECTION      0919 HYG147
WIUT
DISPLAY:
JANE A. DOE

CURRENT WORK DATES:          CHANGES ALLOWED UNTIL:
BI-WEEKLY  03 27 06 - 04 09 06      4:30 PM ON 04/10/06
SEMI-MO    04 01 06 - 04 15 06      2:00 PM ON 04/16/06
MONTHLY    04 01 06 - 04 30 06      4:30 PM ON 05/11/06

PAY FREQUENCY  2  1 = BI-WEEKLY
                2 = SEMI-MONTHLY
                3 = MONTHLY
                TYPE  R  R = REGULAR

Please review the above options.  Press Enter to continue.
F3=MENU  F7=BACKWARD  F12=SIGNOFF
```

The Employee Time Reporting – Selection screen will appear with employee’s name. The current work dates will be displayed on the screen. Pay Frequency will default to **2** for CSE employees. Type will default to **R** for Regular hours.

Press Enter.

```

03/09/06 01:42:26          SEMI-MONTHLY TIME REPORTING          0914 HYG170 WIUT
DISPLAY:          CURRENT WORK DATES 03/01/2006 - 03/15/2006
909-09-9999          JANE A. DOE          CCN: 55435
WORK DEPT 199000    BUDGET DEPT 199000
      S  SU  M  T  W  TH  F  S  SU  M  T  W  TH  F  S
*DAYS* 01  02  03  04  05  06  07  08  09  10  11  12  13  14  15

REG      7.5 7.0 6.5 7.5    7.5 7.5    6.5 7.5 7.5    TOTAL
APPR HR  2.0    2.0
VAC      7.5 7.5    15.0
SICK:
EMPLOY
FAMILY   .5 1.0    1.5
OTHER    7.5
APPROVED HRS:
USED      1.0

EMPLOYEE CONFIRM: N (Y/N)

TIME MUST BE ENTERED IN HOURS. FOR REGULAR HOURS > 9.9 PRESS F11.

Time Record Updated.
F3=MENU F4=SELECT F6=SICK/VAC F7=BACKWARD F9=OTHER F11=EXT HRS (#) F12=SIGNOFF

```

Next, the Semi-Monthly Time Reporting screen will be displayed. This screen displays the dates covered during the current work period. Employees should enter regular hours worked to the nearest tenth 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, can enter the number of hours worked on the Regular Hours line.

Employees are required to work a 7.5 hour workday, unless otherwise having an excused absence (sick leave, vacation, other approved absence) or "Approved Time Off". "Approved time off" can be accumulated and used by exempt employees, up to a maximum of 37.5 hours, with the approval of their supervisor. Usage of this time shall be reflect on the employee's daily time record as "Appr Hr 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 use the time, enter the hours worked on the Regular hours line, then enter the approved hours used on the approved hours used line. Total approved hours accumulated can be seen by pressing the F6 key.

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. If the employee works more than 9.9 hours in one day, the employee will press F11 to go to the Extended hours screen. The hours will be displayed on the main time screen with ###. The supervisor can see the number of hours input by pressing F11.

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. Press the F9 function key to go to the Semi-Monthly – Reason Code/Desc Update screen.

```
03/03/05 12:01:24          SEMI-MONTHLY - REASON CODE/DESC UPDATE          0850 HYG222
WIUT

                                CODE  REASON/RELATIONSHIP
S  01
SU 02
M  03
T  04
W  05  B  05  BEREAVEMENT  LEGAL WARD
TH 06
F  07
S  08
SU 09
M  10
T  11
W  12
TH 13
F  14
S  15

CODES:  B=BEREAVEMENT, C=CLOSED H=HOLIDAY J=JURY DUTY, M=MILITARY, O=OTHER
F3=MENU  F6=RETURN  F12=SIGNOFF
```

The reason codes are listed at the bottom of the screen. Enter **M** (Military leave), **J** (Jury Duty), **B** (Bereavement leave), or **O** (Other) for extended sick leave.

To use Bereavement leave, type **B** then press enter. A blank line will appear to enter the code of the person the leave was for. Following are the codes that are available for use:

- 01 = Spouse or Domestic Partner
- 02 = Parent, Mother or Father-in-law, Step Parent
- 03 = Sibling, Sister or Brother-in-law, Step Sibling
- 04 = Child, Step Child, Foster Child
- 05 = Legal Ward
- 06 = Employee's Aunt or Uncle
- 07 = Employee's Niece or Nephew
- 08 = Employee's First Cousin
- 09 = Grandparent, Great-Grandparent

To see this list of codes online, press the **F1** key.

Press F3 key to return to the line for entering the code.

After one of the above codes has been entered, the relationship will automatically appear on the screen.

For Military leave, type M then press enter. A blank line will appear on the screen. Enter the type of training, whether Monthly or Annual.

Days reserved for Administrative Closures or Holidays will be displayed on this screen with a C or H respectively.

After the screen is completed, press F6 to return to the Semi-Monthly Time Reporting screen.

```

03/09/06 01:42:26          SEMI-MONTHLY TIME REPORTING          0914 HYGI170 WIUT
DISPLAY:          CURRENT WORK DATES 03/01/2006 - 03/15/2006
909-09-9999      JANE A. DOE                                     CCN: 55435
WORK DEPT 199000  BUDGET DEPT 199000
      S  SU  M  T  W  TH  F  S  SU  M  T  W  TH  F  S
*DAYS* 01  02  03  04  05  06  07  08  09  10  11  12  13  14  15

REG      7.5 7.0 6.5 7.5  ___ 7.5 7.5  ___  ___ 7.5 7.5 7.5  ___  ___  ___  TOTAL
VAC      ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___ 7.5 7.5  ___  USAGE
                                                15.0

SICK:
EMPLOY  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___
FAMILY  ___  .5 1.0  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  1.5
OTHER   ___  ___  ___  ___ 7.5  ___  ___  ___  ___  ___  ___  ___  ___  ___

EMPLOYEE CONFIRM: N (Y/N)

TIME MUST BE ENTERED IN HOURS.

Time Record Updated.
F3=MENU  F4=SELECT  F6=SICK/VAC  F7=BACKWARD  F9=OTHER  F12=SIGNOFF

```

After all time used has been recorded on the Semi-Monthly Time Reporting screen, press enter to update the screen. A message will be displayed at the bottom of the screen "Time Record Updated. " Tab down to Employee Confirm and press "Y." 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 put a "N" on the Employee confirm line, then press enter. This will automatically change the Supervisor "Y" back to "N" 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 Payroll Office, so personnel in that office can do a manual adjustment to the employee's records. The email address for the Payroll Office is Payroll@wiu.edu.

A reminder email will be sent to the employee and the employee's supervisor the day before the time screens are due. If the time screen has not been confirmed by the due date, a second reminder notice will be sent to the employee and the employee's supervisor. If an employee is going to be gone when the time screen is due, the employee can confirm the time screen early.

If an employee has not confirmed the screen and is out of the office the day the confirmations are due, the Payroll office is able to confirm this screen with a "P" in the employee confirm space. The Payroll office can also enter any usage that has not been entered. 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, the Payroll office can put a "P" in the supervisor confirm space. If the Payroll office 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 Payroll office requesting a change.

To view Accumulated Sick and Vacation hours from the Leave Usage screen, press F6. This will take the user to the Sick and Vacation Benefit Information screen. To return to the Time Reporting screen, press F6 again.

Any questions regarding the use of this system may be directed to the Payroll Office at 298-1867.

Hints for using the MVS screen:

If the screen locks up and **X Prot** is displayed at the bottom of the screen, there are several ways to unlock it. Try using **the right ALT**. If this doesn't work, click on the reset key on the toolbar near the top of the screen. The reset key is an arrow with a bent tail.

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

To contact the Payroll Office, call 298-1867 or email the office at Payroll@wiu.edu.