



Completing the Salaried Non Exempt Tracking Application

Navigation

The navigation bar features the University of Illinois System logo on the left. A red box highlights the 'Dates' menu item. On the right, a red box highlights the 'Task Bar' containing 'Contact', 'Help', and 'Logout' links.

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Welcome Jorge

Welcome - Salaried Non Exempt Tracking Application

Important Note for Employees: Employees must receive permission from their supervisors prior to working any overtime hours. Once permission is granted, employees are responsible for alerting their supervisor and/or the appropriate person in their department if overtime or additional pay is anticipated.

The Fair Labor Standards Act (FLSA) establishes standards for such items as minimum wage and overtime pay for full-time and part-time workers. The employer has the responsibility to determine a position's FLSA status in accordance with the Fair Labor Standards Act.

In previous years, salaried non-exempt employees utilized an Excel spreadsheet to track their working hours for overtime pay purposes. The University of Illinois System has transitioned to an online tracking mechanism.

Civil Service salaried non-exempt employees will be reporting in two places on a bi-weekly basis:

- Web or department time entry – report leave time in 1 hour increments or full-days, unless on an approved Family and Medical Leave. FML is tracked in 15 minute increments.
- Salaried non-exempt tracking application (this webtool) – report actual work hours in 15-minute increments and leave hours in 1 hour increments or full-days.

Task Bar

- Contact: Contact Information.
- Help: Links to policy and system status pages.
- Logout: Logs out of the system.

Dates

- View time reporting for the previous or current years.
- Ability to select a month.

Current Time Reports

Select Current Week

Enter Time For The Week Starting 12/05/2021

Time Entry Form				
12/05/2021	Sunday Hours	<input type="text" value="0"/>	Sunday Minutes	<input type="text" value="0"/>
12/06/2021	Monday Hours	<input type="text" value="0"/>	Monday Minutes	<input type="text" value="0"/>
12/07/2021	Tuesday Hours	<input type="text" value="0"/>	Tuesday Minutes	<input type="text" value="0"/>
12/08/2021	Wednesday Hours	<input type="text" value="0"/>	Wednesday Minutes	<input type="text" value="0"/>
12/09/2021	Thursday Hours	<input type="text" value="0"/>	Thursday Minutes	<input type="text" value="0"/>
12/10/2021	Friday Hours	<input type="text" value="0"/>	Friday Minutes	<input type="text" value="0"/>
12/11/2021	Saturday Hours	<input type="text" value="0"/>	Saturday Minutes	<input type="text" value="0"/>
Week Total		<input type="text" value="0"/> Hours and	<input type="text" value="0"/> Minutes	

Completing Time Reports

Step	Task
1.	Login to the Salaried Non Exempt Tracking Application https://SNERSystem.uillinois.edu
2.	Select a Current Week from the drop down menu.
3.	Click Get Time Report .
4.	Enter the hours for each day time was worked.
5.	Select the minutes for each day time was worked.
6.	Click Submit . NOTE: Save will only save time entered but will not submit.



Step	Task
7.	If you are anticipating additional straight time or overtime payment for this reporting period, alert the appropriate person in your college or unit. They will provide instruction on any additional steps that need to be taken for extra pay processing.

Editing Time Reports

Step	Task
1.	Select a Current Week from the drop down menu. NOTE: To locate a previous month’s time report, click the month on the upper left.
2.	Click Get Time Report .
3.	At the bottom of the Time Report , click Edit .
4.	Update the hours for each day time was worked.
5.	Update the minutes for each day time was worked.
6.	Click Submit . NOTE: Save will only save time entered but will not submit.
7.	If you are anticipating additional straight time or overtime payment for this reporting period, alert the appropriate person in your college or unit. They will provide instruction on any additional steps that need to be taken for extra pay processing.

Entering Zero Hours

For this application, submit a **Time Report** without entering any time to submit a time report with zero hours worked.

Contact Information

For policy questions, please direct questions about the University Reporting Policy to the appropriate Human Resource office:

Urbana: 217-333-3105

Chicago: 312-413-4848

Springfield: 217-206-6652

System Offices: 217-333-2600