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Salaried Non-Exempt Time Submission: 40 Hour Workweek

The following information provides three examples of how a salaried non-exempt employee would report time.

Employees are required to utilize the online reporting tool:

https://SNERSystem.uillinois.edu

EXAMPLE 1: Part Time Employee Works Normal Weekly Schedule Without Extra Hours.

The following example is for a part time salaried non-exempt employee who works 20 hours per week. In this example, the employee works exactly 20 hours. The employee's schedule during the week was as follows:

- Sunday: The employee worked from 8:00 AM until 10:00 AM.
- Monday: The employee worked from 8:00 AM until 12:00 PM and from to 1:00 PM until 3:00 PM.
- Tuesday: The employee worked from 8:00 AM until 12:00 PM.
- Wednesday: The employee worked from 8:00 AM until 12:30 PM.
- Thursday: The employee worked from 8:00 AM until 10 AM
- Friday: The employee worked from 8:00 AM until 9:30 AM.
- Saturday: The employee did not work any hours.

The employee would enter this information into the online reporting tool and results would appear as follows. This employee would not need to request additional straight time or overtime pay to be processed because they worked their set number of weekly hours.

| Current | Timo | Reports |
|---------|-------|---------|
| Current | THILE | Reports |

| Select Current Week | 12/05/2021 | ~ | Get Time Report |
|---------------------|------------|---|-----------------|

Enter Time For The Week Starting 12/05/2021

| | | Time En | try Form | |
|------------|-----------------|---------|-------------------|------|
| 2/05/2021 | Sunday Hours | 2 | Sunday Minutes | 0 ~ |
| 12/06/2021 | Monday Hours | 6 | Monday Minutes | 0 ~ |
| 2/07/2021 | Tuesday Hours | 4 | Tuesday Minutes | 0 ~ |
| 12/08/2021 | Wednesday Hours | 4 | Wednesday Minutes | 30 🗸 |
| 2/09/2021 | Thursday Hours | 2 | Thursday Minutes | 0 ~ |
| 2/10/2021 | Friday Hours | 1 | Friday Minutes | 30 🗸 |
| 2/11/2021 | Saturday Hours | 0 | Saturday Minutes | 0 ~ |
| Veek Total | 20 Hours and | 0 | Minutes | |
| | Sav | ve | Submit | |

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EXAMPLE 2: Part Time Employee Works Extra Hours in a Workweek, But Does Not Exceed Forty Hours.

The following example is for a part time salaried non-exempt employee who works 20 hours per week. In this example, the employee works 25 hours. The employee's schedule during the week was as follows:

- Sunday: The employee worked from 8:00 AM to 11:00 AM.
- Monday: The employee worked from 8:00 AM until 12:00 PM and from to 1:00 PM until 3:00 PM.
- Tuesday: The employee worked from 8:00 AM until 12:00PM.
- Wednesday: The employee worked from 8:00 AM until 12:30 PM.
- Thursday: The employee worked from 8:00 AM until 10 AM
- Friday: The employee worked from 8:00 AM until 9:30 AM.
- Saturday: The employee worked from 8:00 AM until 12:00 PM.

The employee would enter this information into the online reporting tool and results would appear as follows. This employee would request 5 hours of additional straight time pay. The employee should contact their supervisor or appropriate person in their department or college about how the extra time should be processed. Submitting the time in this tracking application will not process the additional straight time pay.

Current Time Reports

| Select Current Week | 12/05/2021 | | Get Time Report | |
|---------------------|------------|---|-----------------|--|
| Select Guilent Week | 12/05/2021 | × | Get nine Report | |

Time Entry Form 12/05/2021 Sunday Hours Sunday Minutes 0 ~ 3 12/06/2021 Monday Hours **Monday Minutes** 0 ~ 6 12/07/2021 **Tuesday Hours Tuesday Minutes** ~ 4 0 12/08/2021 Wednesday Hours Wednesday Minutes 4 30 ~ 12/09/2021 **Thursday Hours Thursday Minutes** 2 0 ~ 12/10/2021 **Friday Hours Friday Minutes** 30 ~ 1 12/11/2021 Saturday Hours Saturday Minutes ~ 4 0 Week Total Hours and Minutes 25 Save Submit

Enter Time For The Week Starting 12/05/2021

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EXAMPLE 3: Part Time Employee Works Extra Hours in a Workweek, And Exceeds Forty Hours.

The following example is for a part time salaried non-exempt employee who works 30 hours per week. In this example, the employee works 45 hours. The employee's schedule during the week was as follows:

- Sunday: The employee worked from 8:00 AM until 12:00 PM.
- Monday: The employee worked from 8:00 AM until 12:00 PM and from to 1:00 PM until 5:00 PM.
- Tuesday: The employee worked from 8:00 AM until 12:00 PM and from 1:00 PM until 6:00 PM.
- Wednesday: The employee worked from 8:00 AM unitl 12:30 PM.
- Thursday: The employee worked from 7:00 AM until 12:00 PM and from 1:00 PM until 5 PM.
- Friday: The employee worked from 8:00 AM until 12:00 PM and from 1:00 PM until 6 PM.
- Saturday: The employee worked from 10:00 AM until 11:30 AM.

The employee would enter this information into the online reporting tool and results would appear as follows. This employee would request 10 hours of additional straight time pay and 5 hours of overtime pay. The employee should contact their supervisor or appropriate person in their department or college about how the extra time should be processed. Submitting the time in this tracking application will not process the additional straight time or overtime pay. As a reminder, overtime hours must be approved by the supervisor.

Current Time Reports



Enter Time For The Week Starting 12/05/2021

| | Time Entry Form | | | | | |
|-------------|-----------------|---|-------------------|------|--|--|
| 12/05/2021 | Sunday Hours | 4 | Sunday Minutes | 0 ~ | | |
| | | | | | | |
| 12/06/2021 | Monday Hours | 8 | Monday Minutes | 0 ~ | | |
| | | | | | | |
| 12/07/2021 | Tuesday Hours | 9 | Tuesday Minutes | 0 🗸 | | |
| | | | | | | |
| 12/08/2021 | Wednesday Hours | 4 | Wednesday Minutes | 30 🗸 | | |
| | | | | | | |
| 12/09/2021 | Thursday Hours | 9 | Thursday Minutes | 0 ~ | | |
| | | | | | | |
| 12/10/2021 | Friday Hours | 9 | Friday Minutes | 0 🗸 | | |
| | | | | | | |
| 12/11/2021 | Saturday Hours | 1 | Saturday Minutes | 30 🗸 | | |
| | | | | | | |
| Week Total | 45 Hours and | 0 | Minutes | | | |
| | | | | | | |
| Save Submit | | | | | | |

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