



## Salaried Non-Exempt Time Submission: Administrative Graduate Assistants

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

Employees are required to utilize the online reporting tool:

<https://hrnet.uihr.uillinois.edu/FLSAReporting/>

### Week 1: Administrative Graduate Assistant Works Normal Weekly Schedule Without Extra Hours.

The following example is for a salaried non-exempt Administrative Graduate Assistant who is paid based on a .25 FTE (average 10 hours per week) and works a fluctuating schedule. In this example, the employee works 5 hours in week one. The employee's schedule during the week was as follows:

- Sunday: The employee did not work any hours.
- Monday: The employee worked from 8:00 AM until 12:00 PM.
- Tuesday: The employee did not work any hours.
- Wednesday: The employee did not work any hours.
- Thursday: The employee worked from 8:00 AM until 9:00 AM.
- Friday: The employee did not work any hours.
- 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.



## Overdue Time Reports

No overdue time reports

## Current Time Reports

Select Current Week  [Get Time Report](#)

### Enter Time For The Week Starting 06/07/2020

Time Entry Form			
06/07/2020	Sunday Hours	<input type="text" value="0"/>	Sunday Minutes <input type="text" value="0"/>
06/08/2020	Monday Hours	<input type="text" value="4"/>	Monday Minutes <input type="text" value="30"/>
06/09/2020	Tuesday Hours	<input type="text" value="0"/>	Tuesday Minutes <input type="text" value="0"/>
06/10/2020	Wednesday Hours	<input type="text" value="0"/>	Wednesday Minutes <input type="text" value="0"/>
06/11/2020	Thursday Hours	<input type="text" value="1"/>	Thursday Minutes <input type="text" value="0"/>
06/12/2020	Friday Hours	<input type="text" value="0"/>	Friday Minutes <input type="text" value="0"/>
06/13/2020	Saturday Hours	<input type="text" value="0"/>	Saturday Minutes <input type="text" value="0"/>
<b>Week Total</b>	5	Hours and	30 Minutes

[Save](#) [Submit](#) [Exit](#)



Week 2: During week two, the employee worked 15 hours. No overtime pay will be paid in this scenario. The employee’s schedule during this week was as follows:

- Sunday: The employee worked from did not work any hours.
- Monday: The employee worked from 8:00 AM until 12:00 PM.
- Tuesday: The employee worked from 8:00 AM until 9:30 AM.
- Wednesday: The employee worked from 9:00 AM until 2:00 PM.
- Thursday: The employee worked from 8:00 AM until 10:30 AM.
- Friday: The employee worked from 8:00 AM until 3:00 PM.
- 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 any overtime pay.

### Overdue Time Reports

No overdue time reports

### Current Time Reports

Select Current Week  [Get Time Report](#)

### Enter Time For The Week Starting 06/07/2020

Time Entry Form			
<b>06/07/2020</b>	Sunday Hours	<input type="text" value="0"/>	Sunday Minutes <input type="text" value="0"/>
<b>06/08/2020</b>	Monday Hours	<input type="text" value="4"/>	Monday Minutes <input type="text" value="0"/>
<b>06/09/2020</b>	Tuesday Hours	<input type="text" value="1"/>	Tuesday Minutes <input type="text" value="30"/>
<b>06/10/2020</b>	Wednesday Hours	<input type="text" value="0"/>	Wednesday Minutes <input type="text" value="0"/>
<b>06/11/2020</b>	Thursday Hours	<input type="text" value="2"/>	Thursday Minutes <input type="text" value="30"/>
<b>06/12/2020</b>	Friday Hours	<input type="text" value="7"/>	Friday Minutes <input type="text" value="0"/>
<b>06/13/2020</b>	Saturday Hours	<input type="text" value="0"/>	Saturday Minutes <input type="text" value="0"/>
<b>Week Total</b>	15	Hours and	0 Minutes



### Week 3:

During week three, the employee worked 42 hours in one week.

- 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 1:00 PM until 5:00 PM.
- Tuesday: The employee worked from 8:00 AM until 12:30 PM and from 1:00 PM until 6:00 PM.
- Wednesday: The employee worked from 8:00 AM until 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 4 PM.
- 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. The employee would not be paid additional straight time since they are on a fluctuating weekly schedule; however, they would request 2 hours of overtime pay. The two hours of overtime pay would be paid at one half (1/2) times the regular rate of pay. The employee should contact their supervisor or appropriate person in their department or college about how the overtime pay should be processed. Submitting the time in this tracking application will not process the overtime pay. As a reminder, overtime hours must be approved by the supervisor.

### Current Time Reports

Select Current Week  [Get Time Report](#)

### Enter Time For The Week Starting 06/07/2020

Time Entry Form			
<b>06/07/2020</b>	Sunday Hours	<input type="text" value="4"/>	Sunday Minutes <input type="text" value="0"/>
<b>06/08/2020</b>	Monday Hours	<input type="text" value="8"/>	Monday Minutes <input type="text" value="0"/>
<b>06/09/2020</b>	Tuesday Hours	<input type="text" value="9"/>	Tuesday Minutes <input type="text" value="30"/>
<b>06/10/2020</b>	Wednesday Hours	<input type="text" value="4"/>	Wednesday Minutes <input type="text" value="30"/>
<b>06/11/2020</b>	Thursday Hours	<input type="text" value="9"/>	Thursday Minutes <input type="text" value="0"/>
<b>06/12/2020</b>	Friday Hours	<input type="text" value="7"/>	Friday Minutes <input type="text" value="0"/>
<b>06/13/2020</b>	Saturday Hours	<input type="text" value="0"/>	Saturday Minutes <input type="text" value="0"/>
<b>Week Total</b>	42	Hours and	0 Minutes