

## Completing the Positive Time Reporting System

### Navigation

**Task Bar**

Contact Help Logout

<b>Add Employees</b>	<b>Welcome Franklin</b>																				
<b>Inactivate Employees</b>																					
<b>Activate Employees</b>	The State Officials and Employees Ethics Act (SOEEA) mandates that all Academic Professional and Civil Service employees document all hours worked (twenty-four hours a day, seven days a week) while conducting official University business. Please see the <a href="#">University Reporting Policy for the State Officials and Employees Ethics Act (SOEEA)</a> page for further information.																				
<b>Modify Employee Start Date</b>																					
<b>Submit/Retract Time Reporting</b>																					
<b>Submit Zero Time</b>	Time spent on University business must be recorded daily to the nearest quarter hour and submitted on a weekly basis (Sunday - Saturday).																				
<b>Submitted Time Reporting by ORG Per Time Period</b>	NOTE: Only report time spent on University business on this form; do not report approved leave time (i.e. vacation, sick or other leave time). This information is used to document compliance with the SOEEA Act only, and is not used for computation of employees' pay or overtime; or any activities associated with grants and contracts reporting.																				
<b>Past Due Time Reporting by COA-ORG Code</b>	If you will be absent from work for a specified period of time, you may submit multiple time reports for 0 hours using the <a href="#">Submit Zero</a> tool. Only full weeks can be entered. Weeks that have partial worked will need to be submitted separately.																				
<b>Time Reporting for Employee by Date Range</b>																					
<b>Time Reporting for Employee by Date Range with Hours</b>																					
<b>Set Campus/Master Administrators</b>																					
<b>Activate E-Class</b>	<b>Overdue Time Reports</b>																				
<b>Inactivate E-Class</b>	Submission of time for the following week(s) is overdue. Please select a week to report your time.																				
<b>Activate Department</b>	Select Overdue Week <input type="text" value="11/14/2021"/> <input type="button" value="Get Time Report"/>																				
<b>Inactivate Department</b>																					
<b>Activate Campus</b>																					
<b>Inactivate Campus</b>																					
<b>View Time Reporting for 2020</b>	<b>Current Time Reports</b>																				
<b>January 2021</b>	Select Current Week <input type="text" value="12/05/2021"/> <input type="button" value="Get Time Report"/>																				
<b>February 2021</b>																					
<b>March 2021</b>	<b>Enter Time For The Week Starting 12/05/2021</b>																				
<b>April 2021</b>	<table border="1"><thead><tr><th colspan="5">Time Entry Form</th></tr></thead><tbody><tr><td>12/05/2021</td><td>Sunday Hours</td><td><input type="text" value="0"/></td><td>Sunday Minutes</td><td><input type="text" value="0"/> <input type="button" value="v"/></td></tr><tr><td>12/06/2021</td><td>Monday Hours</td><td><input type="text" value="8"/></td><td>Monday Minutes</td><td><input type="text" value="0"/> <input type="button" value="v"/></td></tr><tr><td>12/07/2021</td><td>Tuesday Hours</td><td><input type="text" value="0"/></td><td>Tuesday Minutes</td><td><input type="text" value="0"/> <input type="button" value="v"/></td></tr></tbody></table>	Time Entry Form					12/05/2021	Sunday Hours	<input type="text" value="0"/>	Sunday Minutes	<input type="text" value="0"/> <input type="button" value="v"/>	12/06/2021	Monday Hours	<input type="text" value="8"/>	Monday Minutes	<input type="text" value="0"/> <input type="button" value="v"/>	12/07/2021	Tuesday Hours	<input type="text" value="0"/>	Tuesday Minutes	<input type="text" value="0"/> <input type="button" value="v"/>
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<b>July 2021</b>																					
<b>August 2021</b>																					
<b>September 2021</b>																					
<b>October 2021</b>																					
<b>November 2021</b>																					
<b>December 2021</b>																					



## 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.

## Submit Zero tool

- Click the **Submit Zero** tool link to enter a range with a **State Date** and **End Date** where zero hours will be recorded.

## 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 Positive Time Reporting system <a href="https://PTRSystem.uillinois.edu">https://PTRSystem.uillinois.edu</a>
2.	Select a <b>Current Week</b> from the drop down menu.
3.	Click <b>Get Time Report</b> .
4.	Enter the hours for each day time was worked.
5.	Select the minutes for each day time was worked.
6.	Click <b>Submit</b> . <b>NOTE: Save</b> will only save time entered but will not submit.



## View Time For The Week Starting 11/07/2021

Time Entry Form				
11/07/2021	Sunday Hours	0	Sunday Minutes	0
11/08/2021	Monday Hours	8	Monday Minutes	0
11/09/2021	Tuesday Hours	8	Tuesday Minutes	0
11/10/2021	Wednesday Hours	8	Wednesday Minutes	0
11/11/2021	Thursday Hours	8	Thursday Minutes	0
11/12/2021	Friday Hours	8	Friday Minutes	0
11/13/2021	Saturday Hours	0	Saturday Minutes	0
<b>Week Total</b>	40 Hours and 0 Minutes			

[Edit](#)

## Editing Time Reports

Step	Task
1.	Select a <b>Current Week</b> from the drop down menu. <b>NOTE:</b> To locate a previous month’s time report, click the month on the upper left.
2.	Click <b>Get Time Report</b> .
3.	At the bottom of the <b>Time Report</b> , click <b>Edit</b> .
4.	Update the hours for each day time was worked.
5.	Update the minutes for each day time was worked.
6.	Click <b>Submit</b> . <b>NOTE:</b> <b>Save</b> will only save time entered but will not submit.

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