



## Salaried Non-Exempt Time Submission: 37.5 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://hrnet.uihr.uillinois.edu/FLSAReporting/>

### EXAMPLE 1: Part-Time Civil Service Employee Works Normal Weekly Schedule Without Extra Hours.

The following example is for a part-time salaried non-exempt employee who works 18.75 hours per week. In this example, the employee worked exactly 18.75 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 10:45 AM.
- 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 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="2"/>	Sunday Minutes	<input type="text" value="0"/>
06/08/2020	Monday Hours	<input type="text" value="6"/>	Monday Minutes	<input type="text" value="0"/>
06/09/2020	Tuesday Hours	<input type="text" value="2"/>	Tuesday Minutes	<input type="text" value="45"/>
06/10/2020	Wednesday Hours	<input type="text" value="4"/>	Wednesday Minutes	<input type="text" value="30"/>
06/11/2020	Thursday Hours	<input type="text" value="2"/>	Thursday Minutes	<input type="text" value="0"/>
06/12/2020	Friday Hours	<input type="text" value="1"/>	Friday Minutes	<input type="text" value="30"/>
06/13/2020	Saturday Hours	<input type="text" value="0"/>	Saturday Minutes	<input type="text" value="0"/>
<b>Week Total</b> 18      Hours and      45      Minutes				

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

## EXAMPLE 2: Part-Time Civil Service Employee Works Extra Hours in a Workweek, But Does Not Exceed 37.5 Hours.

The following example is for a part-time salaried non-exempt employee who works 18.75 hours per week. In this example, the employee worked 25.75 hours. The employee's schedule during the week was as follows:

- Sunday: The employee worked from 8:00 AM until 11:00 AM.
- Monday: The employee worked from 8:00 AM until 12:00 PM and from 1:00 PM until 3:00 PM.
- Tuesday: The employee worked from 8:00 AM until 12:45PM.
- 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 additional straight time pay in accordance with Civil Service Policy and Rules. 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  [Get Time Report](#)

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

Time Entry Form			
06/07/2020	Sunday Hours	<input type="text" value="3"/>	Sunday Minutes <input type="text" value="0"/>
06/08/2020	Monday Hours	<input type="text" value="6"/>	Monday Minutes <input type="text" value="0"/>
06/09/2020	Tuesday Hours	<input type="text" value="4"/>	Tuesday Minutes <input type="text" value="45"/>
06/10/2020	Wednesday Hours	<input type="text" value="4"/>	Wednesday Minutes <input type="text" value="30"/>
06/11/2020	Thursday Hours	<input type="text" value="2"/>	Thursday Minutes <input type="text" value="0"/>
06/12/2020	Friday Hours	<input type="text" value="1"/>	Friday Minutes <input type="text" value="30"/>
06/13/2020	Saturday Hours	<input type="text" value="4"/>	Saturday Minutes <input type="text" value="0"/>
<b>Week Total</b>		25	Hours and 45 Minutes

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

## EXAMPLE 3: Part-Time Civil Service 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 worked 42 hours. 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 and from 1:00 PM until 5:00 PM.
- Tuesday: The employee worked from 8:00 AM until 5:30 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 5:30 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 additional straight time pay and overtime pay in accordance with Civil Service Policy and Rules. Overtime pay would be paid at one and a half (1 ½) times the regular rate of 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

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="8"/>	Monday Minutes <input type="text" value="0"/>
06/09/2020	Tuesday Hours	<input type="text" value="9"/>	Tuesday Minutes <input type="text" value="30"/>
06/10/2020	Wednesday Hours	<input type="text" value="4"/>	Wednesday Minutes <input type="text" value="30"/>
06/11/2020	Thursday Hours	<input type="text" value="9"/>	Thursday Minutes <input type="text" value="0"/>
06/12/2020	Friday Hours	<input type="text" value="9"/>	Friday Minutes <input type="text" value="30"/>
06/13/2020	Saturday Hours	<input type="text" value="1"/>	Saturday Minutes <input type="text" value="30"/>
Week Total		42	Hours and 0 Minutes

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