

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://SNERSystem.uillinois.edu

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.

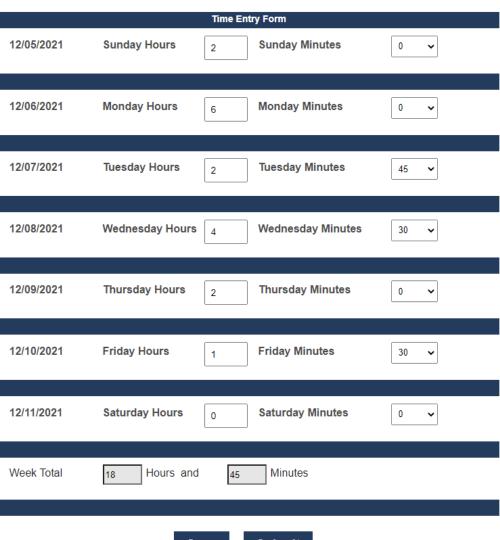


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EXAMPLE 2: Part=Time Civil Service Employee Works Extra Hours in a Workweek, But Does Not Exceed 37.5 Hours.

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 to 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.

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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 to 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.

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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 %) 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.

Get Time Report Select Current Week 12/05/2021 Enter Time For The Week Starting 12/05/2021 Time Entry Form 12/05/2021 **Sunday Hours Sunday Minutes** 12/06/2021 **Monday Hours Monday Minutes** 12/07/2021 **Tuesday Hours Tuesday Minutes** 30 12/08/2021 Wednesday Hours Wednesday Minutes 30 12/09/2021 Thursday Hours **Thursday Minutes** 0 12/10/2021 Friday Hours Friday Minutes 30 12/11/2021 Saturday Hours **Saturday Minutes** Week Total 42 Hours and Minutes

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