

Positive Time Reporting System: Example

The following information provides an example of how an Academic Professional or exempt Civil Service (not eligible for overtime) employee would report all time spent working on official business of the University to the nearest quarter hour.

Employees are required to utilize the online reporting tool:

<https://PTRSystem.uillinois.edu>

In the following example, the employee's payroll day is 8:00 AM to 5:00 PM and his/her scheduled workweek is Monday through Friday. This example assumes that a payroll day covers a period of (9) nine hours. Any meal period, taken during a payroll day, that does not involve official University business, is neutral and will not be counted toward time spent on official University business. The employee's schedule during the week was as follows:

- Sunday: The employee worked from 8:00 AM to 10:00 AM.
- 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 to 1:15 PM and from 2:15 PM to 5:45 PM.
- Wednesday: The employee worked from 8:00 AM to 12:30 PM and from 1:30 PM to 5:30 PM.
- Thursday: The employee worked from 8:00 AM until 12:45 PM, 1:00 PM until 5:15 PM, and 9:00 PM to 11:00 PM.
- Friday: The employee worked from 8:00 AM until 12:00 PM. (**NOTE:** This employee took half of a vacation day from 1:00 PM until 5:00 PM)
- Saturday: The employee worked from 9:00 PM to 11:00 PM.

The employee would enter this information into the online reporting tool and results would like as follows.

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="2"/>	Sunday Minutes <input type="text" value="0"/>
12/06/2021	Monday Hours	<input type="text" value="8"/>	Monday Minutes <input type="text" value="0"/>
12/07/2021	Tuesday Hours	<input type="text" value="8"/>	Tuesday Minutes <input type="text" value="45"/>
12/08/2021	Wednesday Hours	<input type="text" value="8"/>	Wednesday Minutes <input type="text" value="30"/>
12/09/2021	Thursday Hours	<input type="text" value="11"/>	Thursday Minutes <input type="text" value="0"/>
12/10/2021	Friday Hours	<input type="text" value="4"/>	Friday Minutes <input type="text" value="0"/>
12/11/2021	Saturday Hours	<input type="text" value="2"/>	Saturday Minutes <input type="text" value="0"/>
Week Total	<input type="text" value="44"/> Hours and	<input type="text" value="15"/> Minutes	

Save - The Save option will allow you to retain any updates you have made to your time report prior to submitting the information for the week.
Submit - The Submit option will allow you to report your time for the week once you have completed the time report and are ready to report the time.

In summary, the employee in this example worked and reported forty-four hours and fifteen minutes on official business of the University and has complied with SOEEA and this policy by reporting his/her time appropriately.