

M26: CIVIL SERVICE NON-EXEMPT TIME REPORTS, 1153

Effective Date: 8/27/01

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Purpose and Scope	Authority and Responsibility	Reference
Definitions	Facsimile: Returned Time Report Memo	Questions
Time Sheet Submission Schedule	Facsimile: Memo to Employees	Instructions: Employee
Facsimile: Audit Checklist	Facsimile: Memo to Supervisor/Dept Heads	Instructions: Payroll
Instructions: Supervisor/Unit Head	Facsimile: Time Report For Civil Service Non-exempt Status Employees	

Purpose and Scope

The purpose of this procedure is to describe the *Civil Service Non-Exempt Time Report* processing. The time report serves as the basis for paying Civil Service non-exempt employees. These employees are paid on an anticipated payroll basis with adjustments to salary occurring the following pay date.

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Authority & Responsibility

1. Non-exempt employees are responsible for filling out the *Civil Service Non-Exempt Time Report*.
2. Supervisors and unit heads are responsible for approving the time report.
3. Payroll staff is responsible for auditing the time report and inputting the data to the ADP system.
4. The Payroll supervisor is responsible for advising the Procedures and Systems Analyst of all changes to this procedure.

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References

- A. [Paydates and Time Sheet Submission Schedule](#)
- B. *University Administrative Procedures Manual*, Verification of Hours in Excess of 100, 21-122M-05
- C. Horizon CSS Paydata Entry Guide

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Definitions

None

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Time Sheet Submission Schedule

The Controller's Office, Financial and Administrative Affairs, and Administrative Information Systems staff determines the time sheet submission schedule. The [schedule](#) is published by the Director of Financial Affairs/Controller and sent to the supervisors, unit heads and to all university employees with a memo every January. It is also published on the Controller's Office Resources web site.

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Process

A. The Civil Service non-exempt employee will:

1. Fill out the time sheet, in ink without erasures, scratch-outs or white out, each pay period as follows:

<u>Item</u>	<u>Description</u>
a.	<u>Name: First, M.I., Last:</u> Enter his/her first name, middle initial, and last name.
b.	<u>Social Security Number:</u> Enter his/her 9-digit social security number.
c.	<u>Account Name:</u> Enter the name of the account where employee earnings are to be charged.
d.	<u>Check one:</u> Check the square that indicates whether this time report is for the 1st or 2nd pay period of the month and enter the month and calendar year of the pay period being reported.
e.	<u>Account Number Charged:</u> Enter the 6-digit account number where employee earnings are to be charged.
f.	<u>1. Regular Worked (050):</u> Enter, into each box, the number of regular hours worked on the date noted at the top of each column. Report time in required minimum increments.
g.	<u>2. Overtime Worked*:</u> Enter, into each box, the real number of overtime hours worked on the date noted at the top of each column and the code that identifies the type of pay to be earned for overtime hours worked: A = Straight Time (060), B = Time and one half (061), C = Double Time (062).
h.	<u>3. Holiday Worked*:</u> Enter, into each box, the number of holiday hours worked on the date noted at the top of each column and the code that identifies the type of pay to be earned for holidays worked: A = Straight Time (060), B = Time and one half (061), C = Double Time (062).

- i. 4. Comp Time Used (700): Enter, into each box the real number of hours taken off on the date noted at the top of each column and the code that identifies the multiplier which converts the hours taken to compensatory time: B = Time and one half (1.5) or C = Double Time (2.0).
- j. 5. Vacation Leave Used (710): Enter, into each box, the number of vacation hours used on the date noted at the top of each column. No vacation leave may be used during the initial 6-month probationary period. Personal days taken must be recorded on the time report as vacation leave. Days taken without prior approval will be treated as leave without pay.

NOTE: Vacation time cannot be taken in the pay period in which it is earned.

- k. 6. Sick Leave Used: Enter the number of hours of all sick time used on the date noted at the top of each column and the code identifying the type of sick leave taken: A = Employee (720), B = Family (721), Or C = Parental (722).

NOTE: Sick time cannot be taken in the pay period in which it is earned.

- l. 7. Holiday Not Worked: Enter the number of hours that are normally worked on a regular workday.
- m. 8. Other - Specify: Enter the number of hours and the code identifying the type of other benefit being used: E = Emergency (Presidential order only) (770), F = Funeral (771), G = Court Required Service (772) or M = Military (773). Remember to attach the jury duty summons or a copy of the check for jury duty services and appropriate documentation for military duty.
- n. 9. Leave Without Pay Authorized (730): Enter the number of hours of all authorized leave without pay used on the date noted at the top of each column.
- o. 10. Leave Without Pay Unauthorized (740): Enter the number of hours of all unauthorized leave without pay used on the date noted at the top of each column. Unauthorized leave without pay is leave that has not been granted in advance by the supervisor and in some cases the director of human resources.
- p. Totals: Enter, in each box, the total of all hours recorded in lines 1 - 10 of each column.
- q. 11. Comp Time Worked: Enter into each box, the real number of compensatory hours worked on the date noted at the top of each column and the code that identifies the type of compensatory hours earned: A = Straight Time (060), B = Time and one half (061), C = Double Time (062).

NOTE: Compensatory time cannot be taken in the pay period in which it is earned.

- r. Differential for AWC*: Enter, into each box, the real number of acting watch commander hours worked on the date noted at the top of each column.
 - s. Total Hours: Enter the total number of hours being recorded on each line.
 - t. Total Hours/Totals: This number should equal the sum of all hours being recorded in all columns or in all the rows. If the sum of the numbers in the columns does not equal the sum of the numbers for the rows, please check your entries again.
 - u. Signature of Employee and Date: The employee signs his/her name in ink and enters the date here.
2. Submit the time report to his/her supervisor/unit head prior to the time sheet submission deadline.

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B. The supervisor/unit head will:

- 1. Review the time report for completion in ink.
- 2. Ensures the time report does not bear any erasures, scratch-outs or white out.
- 3. Review the time report for completion and accuracy of the following:

<u>Item</u>	<u>Description</u>
a.	<u>Name: First, M.I., Last</u> : Employee's first name, middle initial, and last name has been entered.
b.	<u>Social Security Number</u> : Employee's 9-digit social security number has been entered.
c.	<u>Account Name</u> : The name of the account where employee earnings are to be charged has been entered.
d.	<u>Check one</u> : The square that indicates whether this time report is for the 1st or 2nd pay period of the month has been checked and the month and calendar year of the pay period being reported has been entered.
e.	<u>Account Number Charged</u> : The 6-digit account number where employee earnings are to be charged has been entered.
f.	<u>1. Regular Worked (050)</u> : The number of regular hours worked has been entered into the corresponding boxes for the dates worked as noted at the top of each column. Time is reported in the required minimum increments.
g.	<u>2. Overtime Worked*</u> : The real number of overtime hours worked has been entered into the corresponding boxes for the dates noted at the top of each

column together with the code that identifies the type of pay to be earned for overtime hours worked: a = straight time (060), b = time and one half (061), c = double time (062).

- h. 3. Holiday Worked*: The number of holiday hours worked has been entered into the corresponding boxes for the dates noted at the top of each column together with the code that identifies the type of pay to be earned for holidays worked: a = straight time (060), b = time and one half (061), c = double time (062).
- i. 4. Comp Time Used (700): The real number of hours taken off has been entered into the corresponding boxes for the dates noted at the top of each column together with the code that identifies the multiplier which converts the hours taken to compensatory time: b = time and one half (1.5) or c = double time (2.0).
- j. 5. Vacation Leave Used (710): The number of vacation hours used on the date noted at the top of each column has been entered. No vacation leave may be used during the initial 6-month probationary period, except for good cause (see section O3). Personal days taken must be recorded on the time report as vacation leave. Days taken without prior approval will be treated as leave without pay.

NOTE: Vacation time cannot be taken in the pay period in which it is earned.

- k. 6. Sick Leave Used: The number of hours of all sick time used has been entered into the corresponding boxes for the date noted at the top of each column together with the code identifying the type of sick leave taken: A = Employee (720), B = Family (721), Or C = Parental (722). Days taken without prior approval will be treated as leave without pay.

NOTE: Sick time cannot be taken in the pay period in which it is earned.

- l. 7. Holiday Not Worked: The number of hours that are normally worked on a regular workday has been entered into the corresponding box for the date noted at the top of each column.
- m. 8. Other - Specify: The number of hours has been entered into the corresponding boxes for the date noted at the top of each column together with the code identifying the type of other benefit being used: E = Emergency (Presidential order only) (770), F = Funeral (771), G = Court Required Service (772) Or M = Military (773). And, the jury duty summons or a copy of the check for jury duty services and appropriate documentation for military duty has been attached.
- n. 9. Leave Without Pay Authorized (730): The number of hours of all authorized leave without pay has been entered into the corresponding boxes for the dates noted at the top of each column.

- o. 10. Leave Without Pay Unauthorized (740): The number of all unauthorized leave without pay hours used has been entered into the boxes for the corresponding dates noted at the top of each column. Unauthorized leave without pay is leave that has not been granted in advance by the supervisor and in some cases the director of human resources.
 - p. Totals: The total of all hours recorded in lines 1 - 10 of each column has been entered.
 - q. 11. Comp Time Worked: The real number of compensatory hours worked has been entered into the corresponding boxes for the dates noted at the top of each column together with the code that identifies the type of compensatory hours earned: A = Straight Time (060), B = Time and one half (061), C = Double Time (062). NOTE: Compensatory time cannot be taken in the pay period in which it is earned.
 - r. Differential for AWC*: The real number of acting watch commander hours worked has been entered into the corresponding boxes for the dates noted at the top of each column.
 - s. Total Hours: The total number of hours being recorded on each line has been entered. This number should equal the sum of all hours being recorded in all columns or in all the rows. If the sum of the numbers in the columns does not equal the sum of the numbers for the rows, please check the entries again.
 - t. Signature of Employee and Date: The employee signed his/her name in ink and entered the date here. If the employee is sick on the time sheet submission date the supervisor should sign this line by stating "not available for signature."
- 4. Signature of Supervisor and Date: The employee's supervisor signs and dates the time report in ink here. If the supervisor is also the unit head this space may be left blank. The signature of the supervisor is not mandatory.
 - 5. Signature of the Unit Head and Date: The head of the employee's unit signs and dates the time report in ink here. The signature of the employee's unit head is mandatory.
 - 6. Submit the original copy (white) of the time report together with all other time sheets/time reports, in one sealed envelope marked "Time Sheets," to the Payroll office.
 - 7. Retains copy 2 (yellow) for departmental records.
 - 8. Returns copy 3 (gold) to the employee.

C. Payroll staff will process the time report as follows:

1. Date stamp the time report upon receipt.
2. Alphabetize the time report with all other Civil Service Non-Exempt Time Reports.
3. Audit time report using the checklist for the following:
 - a. Prepared in ink or typed
 - b. Whiteout
 - c. Erasures/scratch-outs
 - d. Pay period date
 - e. Invalid work dates
 - f. Hours under 100
 - g. Agreement of account name and number
 - h. Agreement of unit head signature and signature on file
4. Return the time report to the unit for revision/correction for any of the following:
 - a. Not prepared in ink or typed
 - b. Whiteout has been used
 - c. Time report contains erasures or scratch outs
 - d. Invalid work dates
 - e. Unit head signature is not on file
 - f. Disagreement of account name and number
 - g. Employee not in Horizon/ADP system
5. Send a memo to the unit head advising that all verified hours over 100 will be paid to the employees the following pay date.
6. Input, to ADP system using the Horizon CSS Paydata Entry Guide.
7. File the time report in the employee's folder.

8. Archive the employee's folder at the end of the fiscal year in which the employee terminates or a 2nd folder has been started.

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Facsimiles

INSTRUCTIONS:

1. All day/hours must be reported in the minimum increments included in Section 16 of the Fiscal Agent Handbook for your employee type.
2. This time report should be completed on a daily basis by the employee.
3. The vacation leave may be taken while employee is in his/her probationary period.
4. To be eligible for holiday accommodations, employee must be at pay status the day before and after the holiday.
5. No leave can be used in the same pay period that it is earned.

TIME REPORT FOR CIVIL SERVICE NON-EXEMPT STATUS EMPLOYEES

M1: Last M2: Last M3: Last M4: Last M5: Last M6: Last M7: Last M8: Last M9: Last M10: Last M11: Last M12: Last M13: Last M14: Last M15: Last M16: Last M17: Last M18: Last M19: Last M20: Last M21: Last M22: Last M23: Last M24: Last M25: Last M26: Last M27: Last M28: Last M29: Last M30: Last M31: Last M31: Last
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B. Memo to Supervisors/Dept. Heads re: Paydates and Time Sheet Submission Schedule



MEMORANDUM

To: Supervisors and Department Heads
From: Peggy Ho, Controller *N*
Date: January 3, 2001
Re: Payroll Pick-up Dates and Time Sheet Submission

The calendar on the reverse side provides the dates timesheets will be due and the dates payroll will be distributed.

The Hourglass -- This symbol is displayed on the deadline dates for timesheet submission to Payroll. (You can submit timesheets early.) We have extended the timesheet submission dates to allow time for accurate recording of work and benefit hour usage after the last day in the pay period.

In order to input payroll data in a timely manner, timesheets must be submitted to the Payroll Office (D-139) by 4:00 p.m. on the dates indicated.

All timesheets must have all proper signatures and be submitted in sealed envelopes.


The Dollar Sign -- This symbol is displayed on the scheduled pay dates.

Paycheck distribution will continue in the usual manner. Each area representative will pick up paychecks at the Cashier's Office at 1:00 p.m. on the dates indicated and redistribute to departments as directed. Contact the Controller's Office at 5121 or 5122 if you receive checks that do not belong to your department.

Checks should never remain in a department for more than 96 hours. If the time period extends past 96 hours, return the paycheck to the Controller's Office.

As in the past, information covering the pay period ending December 31, 2001 will be addressed at a later time. Any questions regarding this calendar may be directed to me at K-Hol@neiu.edu.

A. Memo to Employees re: Paydates and Time Sheet Submission Schedule

 **UNIVERSITY OF**
Illinois
University
5500 NORTH ST. LOUIS AVENUE
CHICAGO, ILLINOIS 60625-4699

CONTROLLER'S OFFICE

MEMORANDUM

TO: All University Employees

FROM: Peggy Ho, Director of Financial Affairs/Controller *PH*

DATE: January 18, 2001

RE: Payroll and Time Sheet Submission Dates

The calendar on the reverse side provides dates paychecks will be distributed and time sheets are due.

The Dollar Sign - This symbol is displayed on the scheduled pay dates. Paycheck distribution will continue in the usual manner. If you expect to be off on the scheduled distribution date, please make arrangements with your department to have your check securely held or mailed. Also, make sure your current address is on file.

The Hourglass - This symbol is displayed on the deadline dates for departments to submit time sheets to Payroll. We have extended the time sheet submission dates to allow time for accurate recording of work and benefit hour usage after the last day in the pay period. Please follow your departmental policies for submission within your department. Please remember all time sheets are due in the Payroll Office by 4:00 p.m. on the date shown.

As in the past, information regarding the pay period ending December 31, 2001, will be addressed at a later date. Any questions regarding this calendar may be directed to me at K-Ho1@niu.edu.

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B. Audit Checklist

TIME SHEET CHECKLIST

Payroll staff must audit each time report/sheet for the following:


1. Prepared in ink or typed
2. No whiteout
3. No erasures or scratch outs
4. All fields are filled out
5. Check pay period.
6. Valid work dates
7. Time is reported as follows
 - a. Student time sheets in quarter hour increments
 - b. Non-negotiated C. S. Exempt time reports in ½ day increments
 - c. Non-negotiated C.S. Non-exempt time reports in 1 hr. increments
 - d. Resource Professionals, Department Chairs, Academic Support Professionals, and A & P monthly time reports in ½ day increments
8. Proof daily, weekly, and pay period totals.
9. *Do hours exceed 100?
10. Account name and number agree.
11. Unit head signature agrees with signature on file.

Forward all student time sheets that do not pass this audit to Student Employment with the cover memo.

*Forward a cover memo for all time sheets/reports with hours in excess of 100 to the unit head. However, only return the time reports/sheets for those employees being paid on a delayed payroll.

TIME SHEET CHECKLIST

C. Memo to Units re: returned time report

 Northeastern
Illinois
University

MEMO

TO: _____ DATE: _____

FROM: Payroll

The attached time sheet for _____ is being forwarded to you for the following reason(s). Please have the time sheet completed/corrected/verified before returning it to Payroll.

- ___ Time sheet not prepared in ink or typed. Please have another time sheet prepared.
- ___ Whiteout was used. Please have another time sheet prepared.
- ___ Erasures or scratch outs were made. Please have another time sheet prepared.
- ___ Blank field _____
- ___ No pay period is checked.
- ___ Work dates are invalid (possibly contains weekends, holidays or crosses pay periods.)
- ___ Inappropriate time increments were used. Please check section I6 of the *Fiscal Agent Handbook* on Controller's Office Resources web site (www.neiu.edu/~finanaff) for proper increments and redo timesheet before resubmitting to Payroll.
- ___ Daily, weekly or pay period hours reported to do not agree with the totals.
- ___ Hours in excess of 100 will be paid on the next pay date. However, if a time sheet is attached and it has hours exceeding 100, please sign it a second time as verification. In this case, the hours in excess of 100 will be paid the pay date following the receipt of the time sheet verification.
- ___ Account name and number disagree.
- ___ Unit head signature is not the signature on the signature card. Obtain unit head's signature or submit new authorized time sheet signature card.
- ___ Employee is not in the payroll system.

Your attention to the above will be greatly appreciated.

RETURNED TIME SHEET

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For more information contact us
[Loretta K. Pienta](#)

M26: CIVIL SERVICE NON-EXEMPT TIME REPORTS, 1153

Effective Date: 8/27/01

[Fiscal Agent Handbook Index](#) | [Form Instructions Index](#)

Purpose and Scope	Authority and Responsibility	Reference
Definitions	Facsimile: Returned Time Report Memo	Questions
Time Sheet Submission Schedule	Facsimile: Memo to Employees	Instructions: Employee
Facsimile: Audit Checklist	Facsimile: Memo to Supervisor/Dept Heads	Instructions: Payroll
Instructions: Supervisor/Unit Head	Facsimile: Time Report For Civil Service Non-exempt Status Employees	

Questions

Questions about time reports should be directed to the Payroll office, X5195.

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For more information contact us
[Loretta K. Pienta](#)