

M31: PROFESSIONAL EMPLOYEES MONTHLY TIME REPORT, 1166 & 1166-1 (WEB Version)

Effective Date: 7/16/04

Prior Date: 10/26/01

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Purpose and Scope	Authority and Responsibility	References
Definitions	Time Report Instructions: Professional Employees	Questions
Pay Periods	Time Report Instructions: Supervisor/Dept. Chair	Forms Acquisition
Facsimile: Checklist	Time Report Instructions: Payroll Staff	Facsimile: Memo to Employees
	Facsimile: Professional Employees Monthly Time Report	Facsimile: Memo to Supervisors/Unit Heads

Purpose and Scope

The purpose of this procedure is to describe the *Professional Employees Monthly Time Report* processing. The time report serves as the basis for paying professional employees. These employees are paid on an anticipated payroll with adjustments to salary occurring the following pay date.

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Authority & Responsibility

1. Professional employees are responsible for filling out the *Professional Employees Monthly Time Report*.
2. Supervisors/Department Chairs are responsible for ensuring the accuracy of the time report before approving it.
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

1. [Paydates and Time Sheet Submission Schedule](#)
2. Horizon CSS Paydata Entry Guide

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Definitions

Professional Employees: Professional employees are those employees classified as Administrative and Professional, Department Chairs, Academic Support Professionals and Temporary or Contracted Professionals.

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Pay Periods

Pay periods run from the 1st through the 15th and from the 16th through the end of each month.

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Forms Acquisition

Blank *Professional Employees Monthly Time Reports*, (1166-1) may be printed from the Printable Forms section of the [Controller's Office Resources](#) web site. They are also available at no cost using the on-line *Forms Requisition* located in the On-Line Forms section of the Controller's Office Resources web site.

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Time Report Instructions

1. Professional employees will:
 - a. Record only leave time taken (paid and/or unpaid) on the time report.
 - b. Prepare and sign time reports prior to the start of any vacation that extends beyond the time report submission date.
 - c. Record all leave taken in the minimum increments as described in section [16](#) of this handbook. No leave may be taken in the pay period in which it is earned.
 - d. Know the maximum amount of allowable leave time available for use by type and not exceed any maximums.
 - e. All benefit time taken in one-half day increments must be reported as 3.75 hours and full day usage as 7.5 hours.
 - f. Fill out the time report, in ink without any erasures, scratch outs or white out each pay period as follows:
 - 1) NAME: FIRST, LAST: Enter your first and last name.
 - 2) SSN I.D. OR EMP I.D./UNIV. I.D.: Enter your employee I.D. number or your University I.D.
 - 3) DEPARTMENT NAME: Enter the name of the department in which you work.
 - 4) MONTH: Enter the month of the pay period being reported.
 - 5) YEAR: Enter the year of the pay period being reported.
 - 6) Check the square that indicates the type of employee you are.
 - 7) CHECK HERE IF NO LEAVE WAS USED DURING THIS MONTH: Check this line if no

leave was used during this pay period.

- 8) VACATION LEAVE (710): Enter the dates that accrued vacation leave was taken and the total hours of time taken; i.e., one-half day report as 3.75 hours and a full day as 7.5 hours.

NOTE: No accrued leave may be taken during the pay period in which it is earned.

- 9) SICK LEAVE: Enter the dates that accrued sick leave was taken and the total hours of time taken; i.e., one-half day report as 3.75 hours and a full day as 7.5 hours.

NOTE: No sick leave may be taken during the pay period in which it is earned.

- 10) Enter the code for the appropriate type of sick leave taken.

- 11) FUNERAL LEAVE (771): Enter the dates that funeral leave was taken and the total hours taken; i.e., one-half day report as 3.75 hours and a full day as 7.5 hours.

- 12) HOLIDAY LEAVE (060): Enter the dates that holiday leave time was taken during the pay period identified in items 4 & 5 above and the total hours taken; i.e., one-half day report as 3.75 hours and a full day as 7.5 hours.

NOTE: Holiday leave is only available to employees in pay status both the day before and after the holiday.

- 13) LEAVE FOR COURT-REQUIRED SERVICE (772): Enter the dates that court required leave was taken and the total amount of time taken; i.e., one-half day report as 3.75 hours and a full day as 7.5 hours.

- 14) OTHER: Enter any authorized leave taken that hasn't been reported elsewhere on this form and the total amount of time taken; i.e., one-half day report as 3.75 hours and a full day as 7.5 hours.

- 15) LEAVE WITHOUT PAY: Enter the dates and the total amount of all leave without pay time taken; i.e., one-half day report as 3.75 hours and a full day as 7.5 hours.

- 16) Enter the appropriate code for the type of leave without pay taken.

- 17) SIGNATURE OF EMPLOYEE: Sign and date the time report on the employee signature line.

g. Attach appropriate attachments.

h. Submit the time report to your supervisor prior to the report submission deadline.

Paychecks may be withheld in the Controller's Office for employees who have not submitted properly completed time reports for any prior pay periods.

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2. Supervisor/Department Chair will:

- a. Review the time report for completion in ink.
- b. Ensure that all leave taken has been recorded in the minimum increments as described in section [16](#) of this handbook. No leave has been taken in the pay period in which it is earned.
- c. Ensure the maximum amount of allowable leave time available for use by type has not been exceeded.
- d. All benefit time taken in one-half day increments has been reported as 3.75 hours and full day usage as 7.5 hours.
- e. Review the time report for completion and accuracy of the following:
 - 1) NAME: FIRST, LAST: The first and last name has been entered.
 - 2) SSN ID OR EMP I.D./UNIV. I.D.: The employee I.D. or the University I.D. number has been entered.
 - 3) DEPARTMENT NAME: The department in which the employee works has been entered.
 - 4) MONTH: The month of the pay period being reported has been entered.
 - 5) YEAR: The year of the pay period being reported has been entered.
 - 6) The square that indicates the employee's type has been checked.
 - 7) CHECK HERE IF NO LEAVE WAS USED DURING THIS MONTH: If no leave was used during this pay period, this box has been checked.
 - 8) VACATION LEAVE (710): The dates that accrued vacation leave was taken and the total amount of time taken has been entered; i.e., one-half day reported as 3.75 hours and a full day as 7.5 hours.

- 9) SICK LEAVE: The dates that accrued sick leave was taken and the total amount of time taken has been entered; i.e., one-half day reported as 3.75 hours and a full day as 7.5 hours.
- 10) The appropriate code for the type of sick leave taken has been entered.
- 11) FUNERAL LEAVE (771): The dates that funeral leave was taken and the total amount of time taken has been entered; i.e., one-half day reported as 3.75 hours and a full day as 7.5 hours.
- 12) HOLIDAY LEAVE (060): The dates and the total amount of all holiday leave time used during the pay period has been entered; i.e., one-half day reported as 3.75 hours and a full day as 7.5 hours.

NOTE: Holiday leave is only available to employees in pay status both the day before and after the holiday.

- 13) LEAVE FOR COURT-REQUIRED SERVICE (772): The dates that court required leave was taken and the total amount of time taken has been entered; i.e., one-half day reported as 3.75 hours and a full day as 7.5 hours.
- 14) OTHER: The total amount of all authorized leave taken that hasn't been reported elsewhere on this form has been entered; i.e., one-half day reported as 3.75 hours and a full day as 7.5 hours.
- 15) LEAVE WITHOUT PAY: The dates and the total amount of all leave without pay time used during the pay period has been entered; i.e., one-half day reported as 3.75 hours and a full day as 7.5 hours.
- 16) The appropriate code for the type of leave without pay taken has been entered.
- 17) SIGNATURE OF EMPLOYEE: The employee has signed and dated the time report on the employee signature line.

c. Ensure the time report does not bear any:

- 1) Erasures or scratch-outs
- 2) White out

Paychecks may be withheld in the Controller's Office for employees who have not submitted properly completed time reports for any prior pay

d. Sign and date the time report on the Supervisor and/or Department Chair's signature line.

e. Submit the 1st copy of the time report to Payroll together with all other time reports/sheets in one sealed envelope marked "Time Sheets" by the pay period deadline as stated on the Paydates Time Sheet Submission Schedule.

- f. Forward copy 2 (white if using the web form version and green if using the preprinted form) to the Area Executive Officer.
- g. Retain copy 3 (white if using the web form version and yellow if using the preprinted form) for departmental records.
- h. Forward copy 4 (white if using the web form version and pink if using the preprinted form) to the Dean/Chair.
- i. Return copy 5 (white if using the web form version and gold if using the preprinted form) to the employee.

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

- a. Date stamp the time report upon receipt.
- b. Alphabetize the time report with all other *Professional Employees Monthly Time Reports*.
- c. Audit time report using the checklist for the following:
 - 1) Prepared in ink or typed
 - 2) No whiteout
 - 3) No erasures/scratch-outs
 - 4) All fields are filled out
 - 5) Correct pay period date
 - 6) Valid work dates
 - 7) Leave taken recorded in correct increments; i.e., one-half day reported as 3.75 hours and a full day as 7.5 hours.
 - 8) Agreement of account name and number
 - 9) Agreement of Supervisor/Department Chair's signature and signature on file
- d. Return the time report to the unit for revision/correction for any of the following:
 - 1) Not prepared in ink or typed
 - 2) Whiteout has been used
 - 3) Time report contains erasures or scratch-outs
 - 4) Invalid work dates
 - 5) Leave taken is reported in incorrect increments
 - 6) Disagreement of account name and number
 - 7) Disagreement of Supervisor/Department Chair's signature and signature on file
 - 8) Employee not in Horizon/ADP system
- e. Input to ADP system using the Horizon CSS Paydata Entry Guide.
- f. File the time report in the employee's folder.
- g. 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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MEMORANDUM

TO: All University Employees

FROM: Peggy Ho, Director of Financial Affairs/Controller 

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@neiu.edu.

TIME SHEET CHECKLIST

7/16/04

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. Correct pay period.
6. Valid work dates
7. Time is taken and reported as follows
 - a. Student time sheets taken and reported in quarter hour increments
 - b. Non-negotiated C. S. Exempt time reports taken in half day increments and reported in quarter hour increments
 - c. Non-negotiated C.S. Non-exempt time reports taken in half hour increments and reported in quarter hour increments
 - d. AFSCME negotiated C.S. exempt and non-exempt time reports taken in one hour increments and reported in quarter hour increments
 - e. All other negotiated reports taken in half hour increments and reported in quarter hour increments
 - f. Resource Professionals, Department Chairs, Academic Support Professionals, and A & P monthly time reports taken in half day increments and reported in quarter hour increments
8. Correct daily, weekly, and pay period totals.
9. *Hours in excess of 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.



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 16 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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Questions

Questions concerning time sheets/time reports should be directed to the Payroll Office at extension 5190. The Payroll Office is located in room E-225.

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