

M25: Civil Service Exempt Time Reports

Effective Date: 8/16/01

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Purpose and Scope	Authority and Responsibility	References
Facsimile: Time Sheet	Time Report Instructions: Civil Service Employees	Questions
Facsimile: Memo to Employees	Time Report Instructions: Supervisors/Unit Heads	Form Acquisition
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Purpose and Scope

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

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Authority & Responsibility

Exempt employees are responsible for filling out the *Civil Service Exempt Time Report*, supervisors and unit heads are responsible for approving the time report, and Payroll staff is responsible for auditing the time report and inputting the data to the ADP system.

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References

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

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Form Acquisition

Blank status Civil Service exempt time reports are available at no cost using the on-line Forms Requisition located on the Controller's Office Resources web site at:
<http://www.neiu.edu/~finanaff>.

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Time Report Instructions

1. The Civil Service exempt employee will:
 - a. 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 his/her first and last name.
 - 2) SOCIAL SECURITY NUMBER: Enter his/her 9-digit social security number.
 - 3) CHECK ONE: 1ST PAY PERIOD/2ND PAY PERIOD: Check the square that indicates whether the time sheet is for the 1st or 2nd pay period of the month and enter the month and calendar year of the pay period being reported.
 - 4) ACCOUNT NAME: Enter the name of the account where his/her earnings are to be charged.
 - 5) ACCOUNT NUMBER CHARGED: Enter the 6-digit account number where his/her earnings are to be charged.
 - 6) CHECK HERE IF NO LEAVE WAS USED DURING THIS PAY PERIOD: Check here if no leave of any kind was taken during the pay period.
 - 7) VACATION LEAVE: Enter the dates and the amount of all vacation time used during the pay period identified in item 3 above in not less than ½ day increments. No vacation leave may be used during the initial 6 or 12-month probationary period, except for good cause (see section I10 of the Fiscal Agent Handbook). Personal days taken by non-negotiated civil service employees must be recorded on the time report as vacation leave. Personal days taken by negotiated civil service employees must be recorded in accordance with the bargaining unit contract. Days taken without prior approval will be treated as leave without pay.
 - 8) SICK LEAVE: Enter the dates that accrued sick leave was taken, the amount of time taken in not less than ½ day increments, and the code for the appropriate type of sick leave taken.
 - 9) FUNERAL LEAVE: Enter the dates that funeral leave was taken and the amount of time taken in not less than ½ day increments.
 - 10) HOLIDAY LEAVE: Enter the date of the holiday only if in pay status both the day before and after the holiday.
 - 11) LEAVE FOR COURT-REQUIRED SERVICE: Enter the dates that court-required leave was taken and the amount of time taken in not less than ½ day increments.
 - 12) OTHER: Enter any authorized leave taken that hasn't been reported elsewhere on this form.

- 13) LEAVE WITHOUT PAY: Enter the dates, the amount of time taken in not less than ½ day increments and the appropriate code for all leave without pay taken.
 - 14) SIGNATURE OF EMPLOYEE: Sign and date the time report on the employee signature line.
- b. Submit the time report to his/her supervisor prior to the time sheet submission deadline.

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2. The supervisor/unit head will:
 - a. Review the time report for completion in ink.
 - b. Review the time report for completion and accuracy of the following:
 - 1) NAME: FIRST, LAST: The first and last name has been entered.
 - 2) SOCIAL SECURITY NUMBER: The 9-digit social security number has been entered.
 - 3) CHECK ONE: 1ST PAY PERIOD/2ND PAY PERIOD: The square that indicates whether the time sheet is for the 1st or 2nd pay period of the month and the month and calendar year of the pay period being reported has been entered.
 - 4) ACCOUNT NAME: The name of the account where the earnings are to be charged.
 - 5) ACCOUNT NUMBER CHARGED: The 6-digit account number where earnings are to be charged.
 - 6) CHECK HERE IF NO LEAVE WAS USED DURING THIS PAY PERIOD: Check here if no leave of any kind was taken during the pay period.
 - 7) VACATION LEAVE: The dates and the amount of all vacation time used during the pay period identified in item 3 above in not less than ½ day increments has been entered. The leave taken has not been earned during this pay period and this is not the employee's original probationary period. Personal days taken by non-negotiated civil service employees must be recorded on the time report as vacation leave. Personal days taken by negotiated civil service employees must be recorded in accordance with the bargaining unit contract. Days taken without prior approval are treated as leave without pay.
 - 8) SICK LEAVE: The dates that accrued sick leave was taken, the amount of time taken is recorded in not less than ½ day increments, the code for the appropriate type of sick leave taken is accurate, the leave taken has not been earned during this pay period, and this is not the employee's original probationary period.
 - 9) FUNERAL LEAVE: The dates that funeral leave was taken and the amount of time taken in not less than ½ day increments.
 - 10) HOLIDAY LEAVE: The dates that holiday leave was taken, the amount of time taken in not less than ½ day increments is accurate, and the employee was in pay status both the day before and after the holiday being taken.
 - 11) LEAVE FOR COURT-REQUIRED SERVICE: The dates that court-required leave was taken and the amount of time taken in not less than ½ day increments.
 - 12) OTHER: Any authorized leave taken that hasn't been reported elsewhere on the form.

- 13) LEAVE WITHOUT PAY: The dates, the amount of time taken in not less than ½ day increments and the appropriate code for all leave without pay taken.
- 14) SIGNATURE OF EMPLOYEE: The time sheet is signed and dated by the employee.

- c. Ensure the time sheet does not bear any:
- 1) Erasures or scratch-outs
 - 2) White out
- d. Sign the time report on the supervisor and/or unit head's signature line. If the supervisor is also the unit head the supervisor's signature line may be left blank; otherwise, obtain the unit head's signature.
- e. Submit the 1st copy of the time report to Payroll together with all other time sheets in one sealed envelope marked "Time Sheets."
- f. Retain copy 2 (yellow) for the departmental records.
- g. Return copy 3 (pink) to the employee.

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Questions


1. 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.
2. Questions concerning the Time Sheet/Time Report Submission Schedule should be directed to the Payroll Office at extension 5195. The Payroll Office is located in room E-225.

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Time Report



N Northeastern
Illinois
University
1740 NORTH ST. LEXIS AVE/ST
CHICAGO, ILLINOIS 60625-4099

TIME REPORT FOR CIVIL SERVICE EXEMPT STATUS EMPLOYEES

NAME: FIRST 1.a.3 1.a.1 LAST

CHECK ONE: 1ST PAY PERIOD MONTH / YEAR

2ND PAY PERIOD MONTH / YEAR

ACCOUNT NAME 1.a.4

SOCIAL SECURITY NUMBER: 1.a.2 - - - - -

ACCOUNT NUMBER CHARGED 1.a.5

INSTRUCTIONS:

1. ALL LEAVE TAKEN MUST BE REPORTED IN THE MINIMUM INCREMENTS INCLUDED IN SECTION 35 OF THE FISCAL AGENT HANDBOOK PUBLISHED ON THE CONTROLLER'S OFFICE RESOURCES WEB SITE: <http://www.neiu.edu/~finanaff>.
2. NO VACATION LEAVE MAY BE TAKEN WHILE AN EMPLOYEE IS IN FIRST PROBATIONARY PERIOD.
3. TO BE ELIGIBLE FOR HOLIDAY COMPENSATION EMPLOYEES MUST BE IN PAY STATUS THE DAY BEFORE AND AFTER THE HOLIDAY.
4. NO LEAVE CAN BE USED IN THE SAME PERIOD THAT IT IS EARNED.

CHECK HERE IF NO LEAVE WAS USED DURING THIS PAY PERIOD. 1.a.6

VACATION LEAVE (710):		SICK LEAVE: **CODES: EMPLOYEE = 701; FAMILY = 701; PARENTAL = 702		
DATES	NUMBER OF DAYS / HOURS	DATES	NUMBER OF DAYS / HOURS	CODE**
<u>1.a.7</u>		<u>1.a.8</u>		
FUNERAL LEAVE (771):		HOLIDAY LEAVE (760):		
<u>1.a.9</u>		<u>1.a.10</u>		
LEAVE FOR COURT-REQUIRED SERVICE (772):		OTHER: (SPECIFY)		
<u>1.a.11</u>		<u>1.a.12</u>		
LEAVE WITHOUT PAY: **CODES: AUTHORIZED = 730; UNAUTHORIZED = 740		DATES	NUMBER OF DAYS / HOURS	CODE**
		<u>1.a.13</u>		

1.a.14

SIGNATURE OF EMPLOYEE

2.d.

SIGNATURE OF SUPERVISOR
(IF DIFFERENT THAN UNIT HEAD)

2.d.

SIGNATURE OF UNIT HEAD

* SOME EMPLOYEES MUST REPORT TIME TAKEN IN DAYS WHILE OTHERS MUST REPORT TIME TAKEN IN HOURS. CONSULT SECTION 15 OF THE FISCAL AGENT HANDBOOK PUBLISHED ON THE CONTROLLER'S OFFICE RESOURCES WEB SITE: <http://www.neiu.edu/~finanaff> FOR APPROPRIATE METHOD.

Distribution:
 WHITE - PAYROLL
 YELLOW - RETAIN IN DEPARTMENT AND / OR UNIT
 PINK - EMPLOYEE

11630 10/01



MEMORANDUM

To: Supervisors and Department Heads
From: Peggy Ho, Controller *PH*
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-Ho1@neiu.edu.

Memo to Employees re: Paydates and Time Sheet Submission Schedule



Northeastern
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@neiu.edu.

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Memo to Units re: Returned Time Report/Sheet



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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