

***Sent on Behalf of Wes Weisenburn***

The State Officials and Employees Ethics Act (SOEEA) mandates that State employees document their time spent working each day on official State business (5 ILCS 430/5-5). In order to maintain compliance with this statutory requirement, a University-wide policy on Positive Time Reporting (PTR) has been adopted. The PTR policy complies with the SOEEA in that it requires employees to report hours spent working on University business. This policy was reviewed and approved by the University Policy Council in June 2008; and can be found online at <https://nessie.uihr.uillinois.edu/pdf/policy/SOEEAReportingPolicy.pdf>.

Given the number of employees who work at the University, the Positive Time Reporting has been rolled out in a gradual fashion. Various administrative units have been using the new process/system for about a year now. It is now time for exempt civil service (those not eligible for overtime) and academic professionals at UIS to begin using the new process/system (the non-exempt civil service time reporting process at UIS is already in compliance with the SOEEA). The Chancellor's Cabinet has reviewed the application and we have presented the implementation schedule and application to the HR Steering team and APAC. We also intend to present the application to CSAC in September prior to the implementation date. The Office of Human Resources will provide additional communication and training in the near future. Please make it a priority to sign up and attend one of the training sessions.

Effective September 13, 2009, all UIS Academic Professional and FLSA-exempt Civil Service employees will be required to use the University of Illinois standardized reporting application to report time spent working on University business. At this time, I just wanted to alert you to the upcoming communications and importance of campus compliance. Further details about this University policy can be found online at <http://hr.uillinois.edu/PolicyCompliance/PolicyLibrary/HRPolicy/SOEEA.cfm>.

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