

Employee Development Series: Timekeeping June 24, 2025



Agenda

- 1. CS VSL Reporting
- 2. AVSL Reporting
- 3. FLRS
- 4. Positive Time Reporting
- 5. Timesheets (Banner Self Service)
- 6. Time Entry Specific To Leaves
- 7. Time Reporting Procedures in Your Office



Where do I find my time reporting?

apps.uillinois.edu





Civil Service VSL - Employees

- 1. System for Civil Service Exempt employees to report leave time (vacation, sick, floating holidays, etc.)
- 2. A place for CS exempt employees to find leave balances
- 3. Administered by UIS HR



CS VSL - Submit Days



UNIVERSITY OF ILLINOIS SPRINGFIELD **UIS Civil Service Exen** Portal Menu V HR V Pages: Main | Add/Edit Pages **LEAVE REPORTING** Available time (days) **Available** Leave Type Today 50.27 Vacation Sick Leave 65.30 Floating 0.00 Holidays Report or request days off



CS VSL - Viewing Leave Balances

Entering information for 8/31/2021 August 2021 Type of day off: Vacation day O Sick Leave 3 O Floating Holiday Other 10 11 12 13 17 18 19 20 Amount of time off: 24 25 26 27 Full Day

O Half Day

30

31

Summary of benefit time (days) available on 8/31/2021:

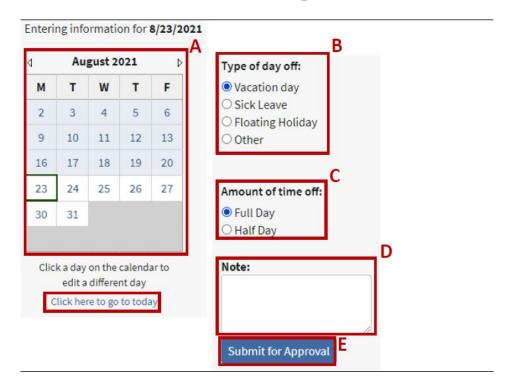
	Vacation	Sick Leave (Cumulative)	Sick Leave (Non-C)	Floating
Balance Forward from 8/22/2021	56.00	80.70	0.00	2.00
Accrued through 8/31/2021	0.75	0.32	0.35	0.00
Used through 8/31/2021	-0.00	-0.00	-0.00	-0.00
Balance on 8/31/2021	56.75	81.02	0.35	2.00
Lost if not taken by 8/20/2022	28.00	n/a	n/a	n/a

Display summary in hours

Display summary thru the end of the year



CS VSL - Submitting Leave Requests





CS VSL - Reporting Activity

- 1. Pending: Leave request is pending supervisor approval.
- 2. Approved: Leave request has been approved by the supervisor.
- 3. Denied: Leave request was denied by the supervisor.
- 4. Unconfirmed: Leave request was submitted on behalf of the employee by the supervisor and must be confirmed by the employee.

Reporting Activity for period ending 8/20/2022:

Approved entries must be cancelled by your supervisor.

Date	Hours	Type	Notes	Status	Approver	X
8/30/2021	7.5	Vacation		Pending		X
8/31/2021	7.5	Vacation				Х
9/1/2021	7.5	Sick Leave		Pending		X
9/2/2021	7.5	Sick Leave				X
9/7/2021	7.5	Floating		Pending		Х
9/8/2021	3.75	Vacation		Pending		Х



CS VSL - Finalizing Reporting Periods

Employee will receive a quarterly email to finalize the reporting period.



	Vacation	Sick Leave	Floating	Other
8/22/2021-11/13/2021	7.00	0.50	0.00	0.00
	enefit time reported is			



CS VSL - FMLA Usage





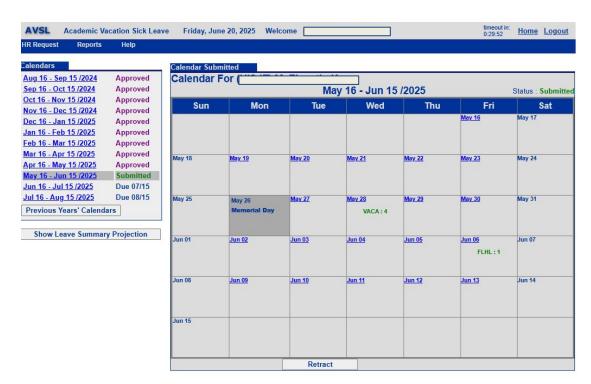
AVSL Reporting

- 1. System for Academic Professional (AP) employees to report leave time.
- 2. A place for AP employees to find their current and projected leave balances through the academic year.
- 3. Administered by U of I System Office.
- 4. Time reporting entries and calendars should be submitted by the 15th of each month.

https://appserv7.admin.uillinois.edu/AVSL



AVSL Dashboard





AVSL - Time Entry

alendars		Enter/Modify Leave							
Aug 16 - Sep 15 /2024	Approved								
Sep 16 - Oct 15 /2024	Approved	Leave Details of:	For Tues	dav. J	une 24.	2025			
Oct 16 - Nov 15 /2024	Approved			,,	Save Cha		Ca	ncel	
Nov 16 - Dec 15 /2024	Approved			L	Save Cha	nges	Ca	ncei	
Dec 16 - Jan 15 /2025	Approved	Vacation	hours		1	Military Le	ave	ho	urs
Jan 16 - Feb 15 /2025	Approved	Sick Leave	hours	Blo	od/Blood F			ho	ours
Feb 16 - Mar 15 /2025	Approved								
Mar 16 - Apr 15 /2025	Approved	Floating Holiday O	Full Day None	Dis	aster Serv	ice Volun	teer	ho	urs
Apr 16 - May 15 /2025	Approved	Bereavement	hours		Election	Judge Le	ave	ho	urs
May 16 - Jun 15 /2025	Submitted	Jury Duty	hours	Ord	an/Bone N	larrow Do	onor	ho	urs
Jun 16 - Jul 15 /2025	Due 07/15	Firefighter Training Leave			ence and /				urs
Jul 16 - Aug 15 /2025	Due 08/15						-		7474
Previous Years' Calend	lars	Emergency Sick Leave	hours		Worker's C	ompensa	ition	ho	urs
Show Leave Summa	ry Projection	1							
Show Leave Summa	ry Projection	J							
Show Leave Summa	ry Projection	To apply leave for more than on	ne day, please ensure the	start da	te is corre	ct above,	and spe	ecify ar	n end date using th
Show Leave Summa	ry Projection	To apply leave for more than on calendar below	ne day, please ensure the		te is corre			ecify ar	
Show Leave Summa	ry Projection		ne day, please ensure the	start da ≤ Sun	te is corre	June 202		ecify ar	end date using the
Show Leave Summa	ry Projection		ne day, please ensure the	<u><</u>		June 202 e Wed	25		≥
Show Leave Summa	ry Projection	calendar below		≤ Sun 25	Mon Tu	June 202 e Wed 7 28	25 Thu	Fri	≥ Sat
Show Leave Summa	ry Projection		ne day, please ensure the Through: 6/24/2025	≤ Sun 25	Mon Tu 26 2	June 202 e Wed 7 28 4	25 Thu 29	Fri 30	≥ Sat 31
Show Leave Summa	ry Projection	calendar below		≤ Sun 25 1 8 15	Mon Tu 26 2 2 3	June 202 e Wed 7 28 4	25 Thu 29 5	Fri 30 6	≥ Sat 31 7
Show Leave Summa	ry Projection	calendar below		≤ Sun 25 1 8	Mon Tu 26 2 2 3 9 1	June 202 e Wed 7 28 4	25 Thu 29 5	Fri 30 6 13	≥ Sat 31 7 14



AVSL - Leave Summary

Floating Holiday

6/6/2025

Taken

Leave Type Code

May 16 - Jun 15 /2025 Submitted

<u>Jun 16 - Jul 15 /2025</u> Due 07/15

Jul 16 - Aug 15 /2025 Due 08/15

Previous Years' Calendars

Show Leave Summary Projection

3) Leave Type Code	Leave Type	Balance on 8/16/2024	Projected Accrued	(1) Taken	Projected Available 8/15/2025	(2) Projected Rollover 8/16/2025
PLFC	Paid LV 4 All Transfer PLFC	0.00	0.00	0.00	0.00	0.00
SBSK	Shared Benefit	0.00	0.00	0.00	0.00	0.00
SICC	Compensable Sick	0.00	0.00	0.00	0.00	0.00
SICK	Cumulative Sick	1112.25	96.00	0.00	1208.25	1208.25
SICN	Non Cumulative Sick	0.00	104.04	0.00	104.04	0.00
VACA	Vacation	384.00	192.00	24.00	552.00	384.00
VACC	Compensable Vacation	0.00	0.00	0.00	0.00	0.00

Taken

note

Close

FY 2024 - 2025

At Fiscal Year End

Rollover Projection



AVSL - Previous Years' Calendars







AVSL - HR Request and Reports







Faculty Leave Reporting

https://apps.uis.edu/facultytimeleavereporting/

- Monthly timesheets
 - Due December 15 and May 15
- Sync with Banner (PEALEAV) in early June



FLRS - Dashboard

LEAVE SUMMARY

- 2024-08-16 2024-09-15 Submitted
- 2024-09-16 2024-10-15 Submitted
- 2024-10-16 2024-11-15 Submitted
- 2024-11-16 2024-12-15 Submitted
- 2024-12-16 2025-01-15 Submitted
- 2025-01-16 2025-02-15 Submitted
- 2025-02-16 2025-03-15 Submitted
- 2025-03-16 2025-04-15 Submitted
- 2025-04-16 2025-05-15 Submitted

LEAVE SUMMARY

- 2024-08-16 2024-09-15 Approved
- 2024-09-16 2024-10-15 Approved
- 2024-10-16 2024-11-15
- 2024-11-16 2024-12-15 Approved
- 2024-12-16 2025-01-15 Approved
- 2025-01-16 2025-02-15 Approved
- 2025-02-16 2025-03-15 Due by 2025-03-15
- 2025-03-16 2025-04-15 Due by 2025-04-15
- 2025-04-16 2025-05-15 Due by 2025-05-15

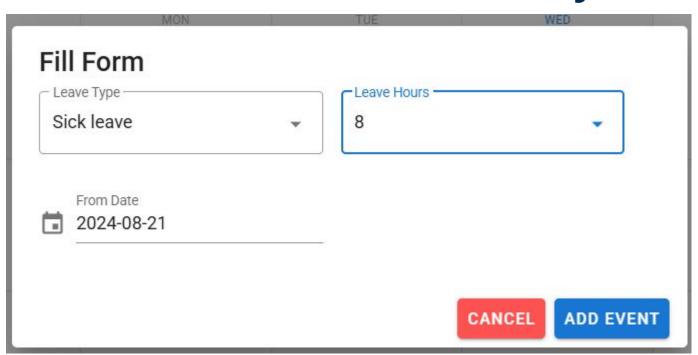


FLRS - Timesheet

		Status - No Events	s for this period!			SUBMIT TIME SHEET
< >						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	Aug 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



FLRS - Time Entry





FLRS - Leave Summary

eave Summary Academic Year Projection						
1 T	hese numbers	are in hour	s and based	on 8 hours	days.	
Leave Type Code	Leave Type	Balance On	Projected Accrued	Taken(1)	Projected Availab	
ERSL	Emergency Sick Leave	0.0	0.0	0.0	0.0	
FLHL	Floating Holiday	0.0	0.0	0.0	0.0	
ILCO	COVID-19 Paid Admin Leave	0.0	0.0	0.0	0.0	
PLFA	Paid LV for All Workers Act	0.0	0.0	0.0	0.0	
PLFC	Paid LV 4 All Transfer	0.0	0.0	0.0	0.0	
SHBN	Shared Benefit Bank	0.0	0.0	0.0	0.0	
SICC	Comp Sick Leave	0.0	0.0	0.0	0.0	

ILCO	COVID-19 Paid Admin Leave	0.0	0.0	0.0	0.0
PLFA	Paid LV for All Workers Act	0.0	0.0	0.0	0.0
PLFC	Paid LV 4 All Transfer	0.0	0.0	0.0	0.0
SHBN	Shared Benefit Bank	0.0	0.0	0.0	0.0
SICC	Comp Sick Leave	0.0	0.0	0.0	0.0
SICK	Noncomp Cum Sick Leave	1152.36	96.03	0.0	1248.3899999
SICN	Noncomp Noncum Sick Leave	0.0	104.04	0.0	104.04
VACC	Vacation Transfer Balance	0.0	0.0	0.0	0.0

FLRS - Approver Dashboard

Users Approvals - Approver	Search	
Organization Name	College Name	Action
Art, Music, and Theatre	Liberal Arts and Social Sciences	0
History	Liberal Arts and Social Sciences	0
Sociology/Anthropology	Liberal Arts and Social Sciences	0
Criminology & Criminal Justice	Liberal Arts and Social Sciences	0
Institute for Race, Gender, Sexuality and Social Justice	Liberal Arts and Social Sciences	0
Department of English	Liberal Arts and Social Sciences	0
Counseling and Social Work	Liberal Arts and Social Sciences	0
Women and Gender Studies	Liberal Arts and Social Sciences	•

90 Submissions 65 Overdue 24
Approved

65 Pending 0

Rejected



Positive Time Reporting

The <u>State Officials and Employees Ethics Act</u> (SOEEA) requires Academic Professional and Civil Service employees to document all official business of the University and to submit time sheets weekly documenting the time spent each day on official State business to the nearest quarter hour. This includes all official University business conducted throughout the week to include evenings and weekends (i.e. twenty-four hours a day, seven days a week).



Positive Time Reporting

Overdue Time Reports

Submission of time for the following week(s) is overdue. Please select a week to report your time.

Select Overdue Week

05/04/2025

Get Time Report

Current Time Reports

Select Current Week

06/08/2025

Get Time Report

Enter Time For The Week Starting 06/08/2025





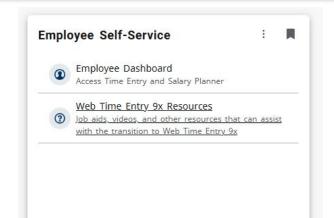
Timesheets

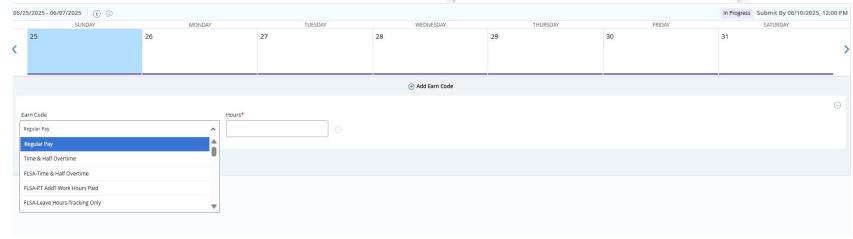
- Used for non-exempt employees to fill out both time worked at UIS and report time off
- 2. Can be done either by Web-Time Entry or by Departmental Time Entry



Timesheets

Found in the Banner Self-Service Screen







Time Entry for Leaves of Absence

- All leave time/time off work should be accounted for in your timekeeping records. Each system is slightly different on how to enter leave types.
- The HR Leave Coordinator (Heather Moore) can assist you with entering your time in the appropriate system.
- For example: VSL allows for Sick, Vacation, and Floating Holidays to be entered. The remaining leave types are entered under "Other" and a description of that time is added to the Notes section for the request. If you need to use FMLA Sick, you'd enter your Sick Leave and in the Notes add "FMLA Event 1." Or if taking Jury Duty, enter your day under Other and type "Jury Duty" in the Notes section.



Time Reporting Procedures

- Can be unique to each office, it is important to seek advice on:
 - How much notice do you need?
 - Use paper forms or all electronic?
 - Consider if coverage is needed?



Questions?

FLRS - Kara McElwrath

AVSL - Cheri Silha (System Office)

VSL - UIS HR (Division Liaison)

Timesheets - Department Timekeeper

Leaves - Heather Moore