



# 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](https://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 Exempt portal

Portal Menu ▾

HR ^

**SIGN IN TO  
MY.CS.EXEMPT**

Vacation/Sick Leave Reporting

UNIVERSITY OF ILLINOIS SPRINGFIELD



UIS Civil Service Exen

Portal Menu ▾

HR ▾

Pages: Main | [Add/Edit Pages](#)

**LEAVE REPORTING**

X

Available time (days)

Leave Type	Available Today
Vacation	50.27
Sick Leave	65.30
Floating Holidays	0.00

[Report or request days off](#)

# CS VSL - Viewing Leave Balances

Entering information for **8/31/2021**

◀ **August 2021** ▶

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Type of day off:

- ☒ Vacation day  
☐ Sick Leave  
☐ Floating Holiday  
☐ Other

Amount of time off:

- ☒ Full Day  
☐ Half Day

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

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

Entering information for 8/23/2021

**A**

August 2021

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Click a day on the calendar to edit a different day

Click here to go to today

**B**

Type of day off:

☒ Vacation day

☐ Sick Leave

☐ Floating Holiday

☐ Other

**C**

Amount of time off:

☒ Full Day

☐ Half Day

**D**

Note:

**E**

Submit for Approval

# 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		Pending		X
9/1/2021	7.5	Sick Leave		Pending		X
9/2/2021	7.5	Sick Leave		Pending		X
9/7/2021	7.5	Floating		Pending		X
9/8/2021	3.75	Vacation		Pending		X



# CS VSL - Finalizing Reporting Periods

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

Reporting Period Signature Due			Action Required	
Period Dates	Vacation	Sick Leave	Floating	Other
8/22/2021-11/13/2021	0.00	0.00	0.00	0.00

*I certify that I have not used any benefit time this reporting period.*

**No Time Used**

Reporting Period Signature Due			Action Required	
Period Dates	Vacation	Sick Leave	Floating	Other
8/22/2021-11/13/2021	7.00	0.50	0.00	0.00

*I certify that my benefit time reported is true, correct, and complete.*

**Finalize Period**

# CS VSL - FMLA Usage

Entering information for 8/5/2021

◀ **August 2021** ▶

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Type of day off:

- ☒ Vacation day
- ☐ Sick Leave
- ☐ Floating Holiday
- ☐ Comp Time
- ☐ Other

FMLA Usage

- ☒ Yes
- ☐ No

# 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**
Academic Vacation Sick Leave
Friday, June 20, 2025
Welcome 
timeout in: 0:29:52
[Home](#)
[Logout](#)

[HR Request](#)
[Reports](#)
[Help](#)

**Calendars**

Aug 16 - Sep 15 /2024

Approved

Sep 16 - Oct 15 /2024

Approved

Oct 16 - Nov 15 /2024

Approved

Nov 16 - Dec 15 /2024

Approved

Dec 16 - Jan 15 /2025

Approved

Jan 16 - Feb 15 /2025

Approved

Feb 16 - Mar 15 /2025

Approved

Mar 16 - Apr 15 /2025

Approved

Apr 16 - May 15 /2025

Approved

May 16 - Jun 15 /2025

Submitted

Jun 16 - Jul 15 /2025

Due 07/15

Jul 16 - Aug 15 /2025

Due 08/15

[Previous Years' Calendars](#)

[Show Leave Summary Projection](#)

**Calendar Submitted**

Calendar For 

May 16 - Jun 15 /2025
Status : Submitted

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					May 16	May 17
May 18	May 19	May 20	May 21	May 22	May 23	May 24
May 25	May 26 Memorial Day	May 27	May 28 VACA : 4	May 29	May 30	May 31
Jun 01	Jun 02	Jun 03	Jun 04	Jun 05	Jun 06 FLHL : 1	Jun 07
Jun 08	Jun 09	Jun 10	Jun 11	Jun 12	Jun 13	Jun 14
Jun 15						

Retract

# AVSL - Time Entry

**AVSL** Academic Vacation Sick Leave Friday, June 20, 2025 Welcome 
timeout in: 0:29:53 [Home](#) [Logout](#)

[HR Request](#) [Reports](#) [Help](#)

**Calendars**

- [Aug 16 - Sep 15 /2024](#) Approved
- [Sep 16 - Oct 15 /2024](#) Approved
- [Oct 16 - Nov 15 /2024](#) Approved
- [Nov 16 - Dec 15 /2024](#) Approved
- [Dec 16 - Jan 15 /2025](#) Approved
- [Jan 16 - Feb 15 /2025](#) Approved
- [Feb 16 - Mar 15 /2025](#) Approved
- [Mar 16 - Apr 15 /2025](#) Approved
- [Apr 16 - May 15 /2025](#) Approved
- [May 16 - Jun 15 /2025](#) Submitted
- [Jun 16 - Jul 15 /2025](#) Due 07/15
- [Jul 16 - Aug 15 /2025](#) Due 08/15

[Previous Years' Calendars](#)

[Show Leave Summary Projection](#)

**Enter/Modify Leave**

Leave Details of:  For **Tuesday, June 24, 2025**

Vacation <input type="text"/> hours	Military Leave <input type="text"/> hours
Sick Leave <input type="text"/> hours	Blood/Blood Platelet Donor <input type="text"/> hours
Floating Holiday <input type="radio"/> Full Day <input checked="" type="radio"/> None	Disaster Service Volunteer <input type="text"/> hours
Bereavement <input type="text"/> hours	Election Judge Leave <input type="text"/> hours
Jury Duty <input type="text"/> hours	Organ/Bone Marrow Donor <input type="text"/> hours
Firefighter Training Leave <input type="text"/> hours	School Conference and Activity Leave <input type="text"/> hours
Emergency Sick Leave <input type="text"/> hours	Worker's Compensation <input type="text"/> hours

To apply leave for more than one day, please ensure the start date is correct above, and specify an end date using the calendar below

From: 6/24/2025 Through: 6/24/2025

June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
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	1	2	3	4	5

# AVSL - Leave Summary

[May 16 - Jun 15 /2025](#) **Submitted**

[Jun 16 - Jul 15 /2025](#) **Due 07/15**

[Jul 16 - Aug 15 /2025](#) **Due 08/15**

[Previous Years' Calendars](#)

[Show Leave Summary Projection](#)

Leave Summary Academic Year Projection - August 16, 2024 to August 15, 2025						
(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	Pad 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

(1) Includes usage entered in future months of this academic year.  
 (2) A maximum of 384 hours of vacation can be rolled over to the next academic year.  
 (3) "VACA" above reflects balance, accruals, and usage for VACA, PLFA, ERSB, and VACN if applicable.

Floating Holiday Summary - Fiscal Year - July 1, 2024 To June 30, 2025 (in days)					
Leave Type Code	Leave Type	Allowed as of 6/30/2025	Taken	At Fiscal Year End	Rollover Projection
FLHL	Floating Holiday	2	1	1	0

Date	Taken	note
6/6/2025	1	FY 2024 - 2025

Close

# AVSL - Previous Years' Calendars



<a href="#">May 16 - Jun 15 /2025</a>	Submitted
<a href="#">Jun 16 - Jul 15 /2025</a>	Due 07/15
<a href="#">Jul 16 - Aug 15 /2025</a>	Due 08/15

[Previous Years' Calendars](#)

[Show Leave Summary Projection](#)

**AVSL**
Academic Vacation Sick Leave
Friday, June 20, 2025
Welcome
timeout in: 0:29:54
[Home](#)
[Logout](#)

[HR Request](#)
[Reports](#)
[Help](#)

**Calendars**

<a href="#">Aug 16 - Sep 15 /2024</a>	Approved
<a href="#">Sep 16 - Oct 15 /2024</a>	Approved
<a href="#">Oct 16 - Nov 15 /2024</a>	Approved
<a href="#">Nov 16 - Dec 15 /2024</a>	Approved
<a href="#">Dec 16 - Jan 15 /2025</a>	Approved
<a href="#">Jan 16 - Feb 15 /2025</a>	Approved
<a href="#">Feb 16 - Mar 15 /2025</a>	Approved
<a href="#">Mar 16 - Apr 15 /2025</a>	Approved
<a href="#">Apr 16 - May 15 /2025</a>	Approved
<a href="#">May 16 - Jun 15 /2025</a>	Submitted
<a href="#">Jun 16 - Jul 15 /2025</a>	Due 07/15
<a href="#">Jul 16 - Aug 15 /2025</a>	Due 08/15

[Previous Years' Calendars](#)

[Show Leave Summary Projection](#)

**Your Calendars for Previous Academic Years**

Academic Year: [2024 / 2025](#) ▼

<a href="#">Aug 16 - Sep 15 /2024</a>	Approved
<a href="#">Sep 16 - Oct 15 /2024</a>	Approved
<a href="#">Oct 16 - Nov 15 /2024</a>	Approved
<a href="#">Nov 16 - Dec 15 /2024</a>	Approved
<a href="#">Dec 16 - Jan 15 /2025</a>	Approved
<a href="#">Jan 16 - Feb 15 /2025</a>	Approved
<a href="#">Feb 16 - Mar 15 /2025</a>	Approved
<a href="#">Mar 16 - Apr 15 /2025</a>	Approved
<a href="#">Apr 16 - May 15 /2025</a>	Approved
<a href="#">May 16 - Jun 15 /2025</a>	Submitted
<a href="#">Jun 16 - Jul 15 /2025</a>	Not Submitted
<a href="#">Jul 16 - Aug 15 /2025</a>	Not Submitted

# AVSL - HR Request and Reports

**AVSL** Academic Vacation Sick Leave

<b>HR Request</b>	<b>Reports</b>	<b>Help</b>
<a href="#">Request FMLA Leave</a> <a href="#">Request Shared Benefit Leave</a> <a href="#">Donate Shared Benefit Leave</a>		
<a href="#">Aug 16 - Sep 15 /2024</a>		Approved
<a href="#">Sep 16 - Oct 15 /2024</a>		Approved

**AVSL** Academic Vacation Sick Leave

<b>HR Request</b>	<b>Reports</b>	<b>Help</b>
	<a href="#">Annual Overview</a> <a href="#">Holiday List</a>	
<b>Calendars</b>		
<a href="#">Aug 16 - Sep 15 /2024</a>		Approved
<a href="#">Sep 16 - Oct 15 /2024</a>		Approved
<a href="#">Oct 16 - Nov 15 /2024</a>		Approved












# 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 Approved
	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 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

MON

TUE

WED

## Fill Form


Leave Type

Sick leave

Leave Hours

8

From Date

 2024-08-21

CANCEL

ADD EVENT

# FLRS - Leave Summary

## Leave Summary Academic Year Projection

*i* These numbers are in hours and based on 8 hours days.

Leave Type Code	Leave Type	Balance On	Projected Accrued	Taken(1)	Projected Available
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

(1). Includes Usage entered in future months of this academic year.

DISMISS

# FLRS - Approver Dashboard

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

90

Submissions

65

Overdue

24

Approved

65

Pending

0

Rejected

# Positive Time Reporting

The [State Officials and Employees Ethics Act](#) (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

## Current Time Reports

Select Current Week

## Enter Time For The Week Starting 06/08/2025

Time Entry Form				
06/08/2025	Sunday Hours	<input type="text" value="0"/>	Sunday Minutes	<input type="text" value="0"/>
				0
				15
06/09/2025	Monday Hours	<input type="text" value="0"/>	Monday Minutes	30
				45



# Timesheets

1. 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

### Employee Self-Service



Employee Dashboard

Access Time Entry and Salary Planner



[Web Time Entry 9x Resources](#)

[Job aids, videos, and other resources that can assist with the transition to Web Time Entry 9x](#)

05/25/2025 - 06/07/2025



In Progress Submit By 06/10/2025, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	31

+ Add Earn Code

Earn Code

Regular Pay

Regular Pay

Time & Half Overtime

FLSA-Time & Half Overtime

FLSA-PT Add'l Work Hours Paid

FLSA-Leave Hours-Tracking Only

Hours\*

# 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