Employee Development Series: Timekeeping
February 24, 2026

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

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
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		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

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.
   a. Department contacts should fill out an AVSL checklist for any new hires, separations, change in appointments, etc.
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

AVSL - Leave Summary

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

FLRS - Timesheet

FLRS - Leave Summary

Leave Summary Academic Year Projection

Leave Type Code	Leave Type	Balance On	Projected Accrued	Taken	Projected Available	Projected Rollover
ERSL	Emergency Sick Leave	0.0	0.0	0.0	0.0	0.0
FLHL	Floating Holiday	0.0	0.0	0.0	0.0	0.0
ILCO	COVID-19 Paid Admin Leave	0.0	0.0	0.0	0.0	0.0
PLFA	Paid LV for All Workers Act	0.0	0.0	0.0	0.0	0.0
PLFC	Paid LV 4 All Transfer	0.0	0.0	0.0	0.0	0.0
SHBN	Shared Benefit Bank	0.0	0.0	0.0	0.0	0.0
SICC	Comp Sick Leave	0.0	0.0	0.0	0.0	0.0
SICK	Noncomp Cum Sick Leave	288.09	64.02	0.0	352.10999999999996	0.0
SICN	Noncomp Noncum Sick Leave	0.0	69.36	0.0	69.36	0.0
VACC	Vacation Transfer Balance	0.0	0.0	0.0	0.0	0.0

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

DISMISS

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

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
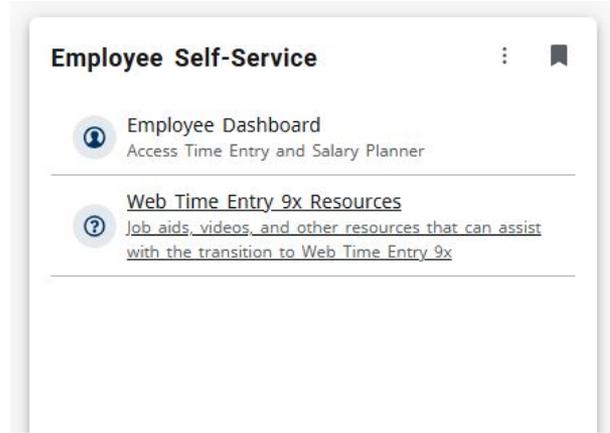
Time Entry for Leaves of Absence

- **All time spent away from work should be accounted for in your timekeeping records.** Each system is slightly different on how to enter the various leave types. If you have questions - ask! We are here to help.

- Employees and Supervisors should be notifying UIS HR asap when an employee goes into <u>unpaid</u> status when absent. This status may affect the employee's benefits in addition to their pay.

- Leave time reporting is required for both HR-approved and Unit-approved leaves.

HR-Approved Leaves (requires an application and/or documentation)	Unit-Approved Leaves (may require documentation upon request)
• Family & Medical Leave (FMLA) • Parental Leave • Victims Economic Security & Safety Leave (VESSA) • Unpaid Family Bereavement Leave • Child Extended Bereavement Leave • Military Leave • Special Leave • Shared Benefits	• Sick Leave • Vacation Leave • Paid Leave for All Workers • Blood/Blood Platelet Donor Leave • Jury Duty • Funeral Leave (University-paid) • Election Judge Leave

*Note: This is not a comprehensive list. The U of I System regularly updates leave options as federal and state laws are updated. For a complete listing of current leave benefits, please visit: https://www.hr.uillinois.edu/leave/university_leaves

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