



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

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
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

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			

B

Type of day off:

- Vacation day
- Sick Leave
- Floating Holiday
- Other

C

Amount of time off:

- Full Day
- Half Day

D

Note:

Click a day on the calendar to edit a different day

[Click here to go to today](#)

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.
 - 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

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 hours

Sick Leave hours

Floating Holiday Full Day None

Bereavement hours

Jury Duty hours

Firefighter Training Leave hours

Emergency Sick Leave hours

Military Leave hours

Blood/Blood Platelet Donor hours

Disaster Service Volunteer hours

Election Judge Leave hours

Organ/Bone Marrow Donor hours

School Conference and Activity Leave hours

Worker's Compensation 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	0.00
SBSK	Shared Benefit	0.00	0.00	0.00	0.00	0.00	0.00
SICC	Compensable Sick	0.00	0.00	0.00	0.00	0.00	0.00
SICK	Cumulative Sick	1112.25	96.00	0.00	1208.25	1208.25	1208.25
SICN	Non Cumulative Sick	0.00	104.04	0.00	104.04	0.00	0.00
VACA	Vacation	384.00	192.00	24.00	552.00	552.00	384.00
VACC	Compensable Vacation	0.00	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, ERSA, 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	0
Date	Taken		note			
6/6/2025	1	FY 2024 - 2025				

[Close](#)

AVSL - Previous Years' Calendars



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](#)

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](#)

Your Calendars for Previous Academic Years

Academic Year:

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	Not Submitted
Jul 16 - Aug 15 /2025	Not Submitted

AVSL - HR Request and Reports

AVSL Academic Vacation Sick Leave

HR Request	Reports	Help
Request FMLA Leave		
Request Shared Benefit Leave		
Donate Shared Benefit Leave		

Aug 16 - Sep 15 /2024	Approved
Sep 16 - Oct 15 /2024	Approved

AVSL Academic Vacation Sick Leave

HR Request	Reports	Help
Annual Overview		
Holiday List		

Calendars

Aug 16 - Sep 15 /2024	Approved
Sep 16 - Oct 15 /2024	Approved
Oct 16 - Nov 15 /2024	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

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

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

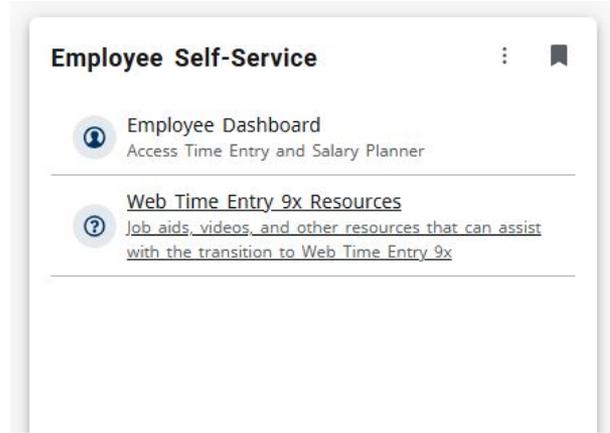
Time Entry Form				
06/08/2025	Sunday Hours	<input type="text" value="0"/>	Sunday Minutes	<input type="text" value="0"/>
				0
				15
				30
				45
06/09/2025	Monday Hours	<input type="text" value="0"/>	Monday Minutes	

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



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 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 unpaid 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)

- 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

Unit-Approved Leaves

(may require documentation upon request)

- 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