Illinois Human Resources
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

FLSA TIME & LEAVE REPORTING GUIDE SALARIED NON-EXEMPT CIVIL SERVICE EMPLOYEES
Last updated May 2024

Purpose: Civil Service salaried non-exempt employees will no longer use Positive Time Reporting but will report their work and leave hours on a bi-weekly timesheet in a system as directed by their department **AND** will be required to report their leave usage in the Vacation/Sick Leave (VSL) portal in whole-hour or whole-day increments. They are eligible for overtime pay when they work more than 7.5 hours in a day or 37.5 hours in a week (with unit/supervisor pre-authorization). Work time is reported in 15-minute increments.

Civil Service salaried non-exempt employees report time using the following four categories:

Reporting Category	When to Use It
FLSA-Work Hours- Tracking Only (OPV)	• Regular (non-overtime) time worked, rounded to the nearest 15 minutes.
FLSA- Leave Hours-Tracking Only (OPU)	• Any type of paid leave: vacation, sick leave, holidays, bereavement, jury duty, etc. • Report in whole hours or whole days only. • Multiple types of leave in one day reported together.
FLSA-PT Add'l Work Hours Paid (OPT)	• For part-time employees only: in addition to the FLSA-Work Hours-Tracking Only and any leave time. • A part-time FTE represents the position's regular workweek. This category is for time worked beyond that. • Regular (non-overtime) time worked, rounded to the nearest 15 minutes.
FLSA-Time & Half Overtime (OPS)	• Time worked beyond 37.5 hours per week, or 7.5 hours per day rounded to the nearest 15 minutes.

Work Hours-Tracking Only and **Leave Hours-Tracking Only** together represent the time covered by your regular biweekly salary.
- For **full-time** employees, these two categories reflect all time worked and all paid leave taken and should equal up to 37.5 hours in a week.
- For **part-time** employees, these two categories reflect all time worked and all paid leave taken up to the hours- per-week represented by your FTE. *Example:* 18.75 hours per week for a 50% FTE employee.

Both full-time and part-time employees must report additional time worked and be paid overtime after time worked and paid leave taken totals 37.5 hours in a week or 7.5 hours in a day (Time & Half Overtime).

Before reporting additional work hours paid, part-time employees should consider anticipated benefit leave usage. A best practice may be to enter your benefits leave usage on your timesheet first, before determining the appropriate reporting category of Work Hours-Tracking Only (OPV) and Add'l Work Hours Paid (OPT). See part-time Reporting a Week – Civil Service Employee, Part-Time Example #2.

Salaried Non-Exempt Work Time Reporting Conversion Chart

Minutes Worked	Time Reporting Minutes	Time Reporting Hours
0-7	0	0.00
8-22	15	0.25
23-37	30	0.50
38-52	45	0.75
53-60	60	1.00

Salaried Non-Exempt Leave Time Reporting Conversion Chart

Leave Time Minutes	Leave Time Reporting Hours
1 minute - 59 minutes	0
1 hour – 1 hour 59 minutes	1 hour
2 hours – 2 hours 59 minutes	2 hours
3 hours – 3 hours 59 minutes	3 hours
4 hours – 4 hours 59 minutes	4 hours
5 hours – 5 hours 59 minutes	5 hours
6 hours – 6 hours 59 minutes	6 hours
7 hours – 7 hour 29 minutes	7 hours
7 hours, 30 minutes	7.5 hours

TIME REPORTING EXAMPLES

Reporting a Day – Example 1

- Employee was scheduled to work from 8 a.m. - 4:30 p.m.
- Employee worked from 8 a.m. – 12 p.m. and took a one-hour lunch break from 12 - 1 p.m.
- Employee returned to work from 1 – 4:30 p.m.

Time	
8 AM	**8:00 am – 12:00 pm** **4 hours of work time**
9 AM	
10 AM	**Employee adds 4 hours on FLSA-Work Hours-Tracking Only**
11 AM	
12 PM	**12:00 – 1:00 pm - Lunch (Unpaid)**
1 PM	**1:00 – 4:30 pm** **3 hours, 30 minutes of work time**
2 PM	
3 PM	**Employee adds 3.5 hours on FLSA-Work Hours-Tracking Only**
4 PM	
5 PM	

Employees don't need to "clock in" or "clock out" but will report their total work and leave hours for the day. Timesheets <u>must</u> reflect <u>ALL</u> time worked in each day. On the timesheet, this example day is reported as follows:

FLSA-Work Hours-Tracking Only	7.5
Daily total hours	7.5

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Reporting a Day – Example 2

- Employee was scheduled to work from 8 a.m. - 4:30 p.m., but was 20 minutes late, arriving at 8:20 am.
- Employee worked from 8:20 a.m. – 12 p.m. and took a one-hour lunch break from 12:00 p.m. – 1:00 p.m.
- Employee had a doctor's appointment from 1:00 p.m. – 2:50 p.m. and did not work during this time.
- Employee returned to work from 2:50 – 5:15 pm.

8:20 am – 12:00 pm **3 hours, 40 minutes of work time** **Employee adds 3.75 hours on FLSA-Work Hours-Tracking Only**	
12:00 – 1:00 pm - Lunch (Unpaid)	On the timesheet, this example day is reported as follows:
1:00 – 2:50 pm – Dr's Appointment **Employee reports 1 hour on FLSA-Leave Hours-Tracking Only**	FLSA-Work Hours-Tracking Only .... 6.25 FLSA-Leave Hours-Tracking Only .... 1.00 ———————————————————— Daily total hours 7.25
2:50 – 5:15 pm **2 hours, 25 minutes of work time** **Employee adds 2.5 hours on FLSA-Work Hours-Tracking Only**	

Some workdays may reflect less than 7.5 hours as in this example, and there is no negative impact to a salaried non-exempt employee's pay. A typical full-time workweek should reflect a total of 37.5 hours.

Reporting a Week – Civil Service Employee, Full-Time Example #1

In this example, the full-time employee worked overtime and utilized sick leave.

	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
FLSA–Work Hours-Tracking Only		7.5	7.5		7.00	6.50	
FLSA–Leave Hours-Tracking Only				7.50		1.00	
FLSA-Time & Half Overtime			0.25			0.50	
Daily total:		7.5	7.75	7.50	7.00	8.00	
Running weekly total:	0.00	7.5	15.25	22.75	29.75	37.75	0.00

Worked a normal workday	*Worked .25 hours of OT*	*Used 7.5 hours of vacation*	*Worked 7 hours*	*Worked 6.5 hours, used 1 hour of sick leave*

Note: Any type of leave is reported the same way you do now, but in whole hours or whole days. A complete day is still 7.5 hours. Overtime hours are assessed <u>daily</u>.

Reporting a Week – Civil Service Employee, Full-Time Example #2

In this example, the full-time employee utilized vacation leave and Thursday and Friday were University holidays.

	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
FLSA–Work Hours-Tracking Only		7.00	6.50				
FLSA–Leave Hours-Tracking Only				7.50	7.50	7.50	
FLSA–Time & Half Overtime							
Daily total:		7.00	6.50	7.50	7.50	7.50	
Running weekly total:	0.00	7.00	13.50	21.00	28.50	36.00	0.00

Note: Paid holidays are reported at 7.5 hours of leave even though you don't use accrued leave benefits for them. Even though the week has a total of less than 37.5 hours, the employee's pay is not reduced.

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Reporting a Week – Civil Service Employee, Part-Time Example #1

In this example, the part-time employee has an 80% FTE (30 hours per week) and works Monday - Friday. The employee worked overtime.

	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
FLSA–Work Hours-Tracking Only		7.00	2.50	7.00	7.50	1.00	
FLSA–Leave Hours-Tracking Only			5.00				
FLSA–PT Add'l Work Hours Paid						6.00	
FLSA–Time & Half Overtime			0.25		2.00		
Daily total:		7.00	7.75	7.00	9.50	7.00	
Running weekly total:	0.00	7.00	14.75	21.75	31.25	38.25	0.00

Tuesday and Thursday: The employee worked overtime hours. Note that part-time employees are eligible for overtime when they work over 7.5 hours in a day.

Thursday: An 80% FTE equates to 30 straight-time hours per week. FLSA-Work Hours-Tracking Only, plus leave taken, count toward those 30 hours here.

Friday: Once the FLSA Work Hours- Tracking Only plus leave taken equal the 80% FTE (30 straight- time hours), additional non-overtime goes in the PT Add'l Work Hours.

Reporting a Week – Civil Service Employee, Part-Time Example #2

In this example, the employee has a 50% FTE (18.75 hours per week) and works Monday-Friday. During this week Thursday and Friday are University holidays.

Before reporting additional work hours paid, part-time employees should consider anticipated benefit leave usage. A best practice may be to enter your benefits leave usage on your timesheet first, before determining the appropriate reporting category of Work Hours-Tracking Only (OPV) and Add'l Work Hours Paid (OP1).

	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
FLSA–Work Hours-Tracking Only		6.00	3.25	2.00			
FLSA–Leave Hours-Tracking Only					3.75	3.75	
FLSA–PT Add'l Work Hours Paid				1.75			
FLSA–Time & Half Overtime							
Daily total:		6.00	3.25	3.75	3.75	3.75	
Running weekly total:	0.00	6.00	9.25	13.00	16.75	20.50	0.00

Wednesday: Due to the 2 university holidays, part of the time worked on Wednesday is counted as additional hours beyond the employee's 18.75-hour workweek because these hours cannot be added on Thursday and Friday.

Thursday and Friday: This is how the week of Thanksgiving might look. Paid holidays are reported as leave hours equal to one-fifth the weekly hours of your FTE even though you don't use accrued leave benefits for them.

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Vacation/Sick Leave Reporting

1. Go to your respective unit's my.dot portal page and login by entering your <u>NetID</u> and <u>Active Directory (AD)</u> <u>password</u> in the box to the left of the screen.

2. Options to Submit Leave Usage:

   ▪ You can submit directly from the dashboard if the portlet is added on your homepage. (To add portlet, see below.) From the portlet, click **Report or Request Days Off** to be taken to the **Submit Days** screen.

      • IMPORTANT: To add this portlet to your dashboard select **Leave Reporting System** from the **Add Content** drop-down Box at the bottom of the page and then click **ADD**. The Leave Reporting System portlet now shows on your screen.

   ▪ You can submit directly from the menu bar by selecting **Vacation/Sick Leave Reporting** under the HR heading.

3. Click on the calendar day that you wish to report as time off.

4. Select a radio button for the **Type of day off** and **Amount of time off**. Note: Leave should be reported in 1-hour increments.

5. Click the **Submit for Approval** button. (You must submit a request for each day of leave.)

6. The days requested will appear in the **Reporting Activity** box to the right with a "Pending" in the Status box. Your supervisor can then approve or deny your time off. Your leave balances will automatically accrue time per day and reflect leave taken during the academic year.

<u>**Helpful Tips**</u>

• If you wish to see your total accruals for the entire year, or the vacation time lost if not used by the end of the year, click on **Display summary thru the end of the year** under the summary table to the right side of the screen.

• If you prefer to list your leave balances in hours rather than days, simply click on **Display summary in hours** below the summary table.

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