

WEB TIME ENTRY

TO LOG IN:

Go to Employee Self-Service: <https://apps.uillinois.edu/StudentFacSelfService.html>

Click your campus.

Type your Enterprise ID and password, then click the Login button.

Click Employee.

Click Time Sheet.

FOR NON EXEMPT (all part time/temporary and over time eligible) EMPLOYEES:

Access your time sheet as described above

Select the position and pay period for which you will enter time; you may have more than one, so be sure you enter the correct time for the correct job.

Click the Time Sheet button.

1. Click Enter Hours on the correct day and earnings type. See Earnings Code Types for more information.

2. Enter the hours worked that day.

3. Click the Save button

Repeat steps 1, 2, and 3 until all hours are entered for the week

Click the Next button to access the second week in pay period

Repeat steps 1, 2, and 3 until all hours are entered for the week

Click the Submit for Approval button when you are done or it will not get to payroll.

Take a screenshot, then send (cc: HR) to your direct supervisor for approval.

If you have an additional position requiring hours to be reported, return to Step 1 and continue .

When finished, click Exit in the upper right corner to log out.

****NOTE on OVERTIME:** Overtime is considered to be any time worked above 40 hours in a given week (Sunday to Saturday). If you work 10 hours for four days, the time you work on the 5th day is overtime, and paid at a rate of time-and-a-half.

Overtime must be approved IN ADVANCE by your supervisor. A detailed video is available at

<https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=91721#webtimeentry>, under “Web Time Entry-For Employees-Entering Your Time”

Employees: Correcting time before payroll calculation has occurred

Access your time sheet as described above

Click the Return Time button

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Make the necessary corrections, following the Submitting Time instructions

Click the Submit for Approval button when you are done.

Contact your acknowledger and approver so they know you have resubmitted

A detailed video is available at

<https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=91721#webtimeentry>, under "Web Time Entry-For Employees-Changing Your Time"

Earnings Codes:

Non-Exempt Civil Service Hourly

Regular Pay (use up to 37.5 hours in a week)

Time & Half* (use for time worked over 37.5 hours in a week)

Vacation

Sick Pay Non-Compensable

Floating Holiday

Compensatory Time Earned

Compensatory Time Used

Academic Hourly, Extra Help-Civil Service, Graduate Hourly, and Student Hourly

Regular Pay (use up to 40 hours in a week)

Time & Half * (use for time worked over 40 hours in a week)

Exempt Civil Service Hourly (report only time off used)

Vacation

Sick Pay Non-Compensable

Floating Holiday

*What you need to know about Overtime/Time and a Half

1) It must be approved in advance, in writing

2) *It is calculated by the week, not the day*

Example: 44 hours in week 1

Hours Worked:

Monday	Tuesday	Wednesday	Thursday	Friday	Total
10	10	10	12	2	44

Hours Reported:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Regular	10	10	10	10	0	40
Time & Half	0	0	0	2	2	4