

Follow these steps to access the SOEEA reporting system and for instructions on how to use it.

1. To access the positive time reporting system, go to <https://hrnet.uihr.uillinois.edu/PTRApplication/>.
2. Log in to the system with your University Enterprise ID and Password. (To create or reset your Enterprise ID and password, please visit <https://apps.uillinois.edu/enterpriseids.html>.)

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View Time Reporting for 2008

January 2009
February 2009
March 2009
April 2009
May 2009
June 2009
July 2009
August 2009
September 2009
October 2009
November 2009

Welcome Quoc

The State Officials and Employees Ethics Act (SOEEA) mandates that all Academic Professional and Civil Service employees document all hours worked (twenty-four hours a day, seven days a week) while conducting official University business. Please see the University Reporting Policy for the State Officials and Employees Ethics Act (SOEEA) page in NESSIE for further information.

Time spent on University business must be recorded daily to the nearest quarter hour and submitted on a weekly basis (Sunday - Saturday).

NOTE: Only report time spent on University business on this form; do not report approved leave time (i.e. vacation, sick or other leave time). This information is used to document compliance with the SOEEA Act only, and is not used in the computation of employees' pay or overtime; or any activities associated with grants and contracts reporting.

Overdue Time Reports

Submission of time for the following week is overdue. Please select the appropriate week to report your time.

Select Overdue Week: 08/02/2009 Get Time Report

Current Time Reports

Select Current Week: 09/06/2009 Get Time Report

Enter Time For The Week Starting 09/06/2009

Time Entry Form

09/06/2009	Sunday Hours	<input type="text" value="0"/>	Sunday Minutes	<input type="text" value="0"/>
09/07/2009	Monday Hours	<input type="text" value="0"/>	Monday Minutes	<input type="text" value="0"/>
09/08/2009	Tuesday Hours	<input type="text" value="0"/>	Tuesday Minutes	<input type="text" value="0"/>
09/09/2009	Wednesday Hours	<input type="text" value="0"/>	Wednesday Minutes	<input type="text" value="0"/>
09/10/2009	Thursday Hours	<input type="text" value="0"/>	Thursday Minutes	<input type="text" value="0"/>
09/11/2009	Friday Hours	<input type="text" value="0"/>	Friday Minutes	<input type="text" value="0"/>
09/12/2009	Saturday Hours	<input type="text" value="0"/>	Saturday Minutes	<input type="text" value="0"/>

Week Total: 0 Hours and 0 Minutes

Save Submit

Save - The Save option will allow you to retain any updates you have made to your time report prior to submitting the information for the week.
Submit - The Submit option will allow you to report your time for the week once you have completed the time report and are ready to report the time.

Links to each month for which time can be reported. Tool automatically defaults to current month.

For additional assistance.

Indicates any weeks for which time was not submitted and is overdue. Select the appropriate week to report time for that period.

Automatically defaults to the current week.

Can enter time each day, and click Save. Once the week has been fully entered, click Submit to complete submission of that week's time.

View Time For The Week Starting 09/06/2009

Time Entry Form			
09/06/2009	Sunday Hours	0	Sunday Minutes 0
09/07/2009	Monday Hours	0	Monday Minutes 0
09/08/2009	Tuesday Hours	0	Tuesday Minutes 0
09/09/2009	Wednesday Hours	0	Wednesday Minutes 0
09/10/2009	Thursday Hours	0	Thursday Minutes 0
09/11/2009	Friday Hours	0	Friday Minutes 0
09/12/2009	Saturday Hours	0	Saturday Minutes 0
0 Hours and 0 Minutes			

If changes must be made following the submission of time, click *Edit*, proceed with changes, and resubmit.

Edit - The Edit option will allow you to retract and update a time report that has previously been submitted.

For an example of how an Academic Professional or exempt Civil Service (not eligible for overtime) employee would report all time spent working on official business of the University to the nearest quarter hour, please visit <https://nessie.uihr.uillinois.edu/pdf/policy/UnivBusRptExample.pdf>.

Questions about the Positive Time Reporting system should be directed to your campus Human Resources office:

- Urbana: 217-244-2400 (Academic Staff); 217-333-3105 (Civil Service Staff)
- Chicago: 312-413-4848
- Springfield: 217-206-6652
- University Administration: 217-333-2600
- Global Campus: 217-333-2211