

Faculty – Electronic Timesheet Guide

Why do we have to log and report our time?

The [State Officials and Employees Ethics Act \(5ILCS 430/5-5\)](#), or SOEEA, requires all state employees, including employees of Illinois public universities, to submit time logs documenting all work completed on behalf of the state.

Do all faculty have to log and report time?

Yes. All tenure/tenure-track and non-tenure-track faculty, regardless of FTE, including faculty teaching exclusively online, must complete the monthly leave report (timesheet) in CougarNet while on contract. For example, faculty on 9-month academic year contracts should complete monthly timesheets between August 16 and May 15. Faculty on 12-month contracts should complete timesheets every month. Faculty on 9-month contracts who also receive active paid assignments in the summer (teaching, Program Director, curriculum development, etc.) will need to complete the timesheets during the period of their assignment. The only exceptions are unpaid faculty members and Faculty Honoraria.

Who has access to my time reporting logs, and how will they be used?

Monthly timesheets are stored in Banner indefinitely. Signed paper timesheets, when used in case of incorrect timesheets, are kept by the appropriate School or College's Dean's Office for five years. Monthly timesheets are for record-keeping for the management of available leave balances and for compliance with the SOEEA. They are not used for payroll processing, annual evaluations, workload assignments, or any other reporting.

Will my payroll be impacted if I do not submit my monthly timesheet on time?

No. Monthly timesheets are for record-keeping in compliance with the SOEEA and the management of available leave balances. Faculty are FLSA overtime-exempt, salaried employees paid on the semi-monthly payroll which is not impacted by the number of hours logged per month.

How should I log my time? Do I have to be on campus for my time to count?

Any time you spend working on behalf of Southern Illinois University Edwardsville should be logged and reported, including time spent outside of regular business hours, including evenings and weekends, regardless of your location. Work weeks are considered Monday to Sunday. Time should be rounded to the nearest quarter-hour.

I have a joint appointment. Do I have to complete two monthly timesheets for one month?

No. Complete one monthly timesheet for the primary position with all your time worked or absent and submit it.

What is considered “work on behalf of the University”?

This includes but is not limited to, time spent teaching courses, office hours, class preparation time, grading, mentoring, other duties as specified on your workload assignment (including research and service activities), and attending functions, such as meetings, retreats, conferences, seminars, trainings, and other functions that are work-related and either required or approved by your department.

How should I log holidays or administrative closures?

Record holidays using the “Holiday Pay” earn code, and administrative closures using the “Administrative Closure Pay” earn code, at 7.5 hours prorated based on your total FTE up to 100%. For example, if the combined FTE of your assignments is 68%, the daily hours should be 5.1 hours (7.5 hours times .68).

Do I have to use the monthly timesheet? Can I keep my time on a spreadsheet?

You may keep your time on a spreadsheet for your own record, but the timesheet of record must be submitted through [CougarNet](#).

Where can I find the monthly timesheet?

The monthly timesheet is found on [CougarNet](#). From the main CougarNet page, click the Employment button to be taken to the Employee Dashboard. On the right-hand side of the Dashboard, click the big blue button labeled “Monthly Leave Report.” Instructions to fill out the timesheet can be found on Blackboard in the [SIUE Office of Human Resources Trainings](#) organization.

When are monthly timesheets due?

Timesheets are to be submitted by the 15th at 11:59 PM of the following month and approved by the 25th at 11:59 PM.

How many hours am I expected to log each week? Am I eligible for overtime if I log more than 37.5 hours?

Faculty are expected to work the necessary number of hours to fulfill their workload assignments. The number of hours worked each week may vary throughout a semester; however, the average number of hours worked should align with your FTE. Faculty are considered FLSA overtime-exempt employees, and as such, are not eligible for overtime pay or compensatory time.

During my sabbatical, do I have to complete the monthly timesheet?

Yes. Faculty on sabbatical must submit monthly timesheets. Sabbaticals are 100% assignments, and hours worked should be recorded as such.

I am on leave. Do I have to complete the monthly timesheet?

If the leave is planned (FMLA, personal leave) and lasts longer than the enterable duration for the month, the timesheets for the month or months should be submitted prior to going on leave. If the leave is unexpected, the monthly timesheet should be completed as soon as the faculty member is able. If the timesheet is already closed for the applicable month, the paper timesheet must be completed and signed by the chair and the department's leave administrator.

What do I do if I submit an incorrect timesheet?

If the timesheet is submitted but has not been approved by anyone, you can recall it to make your corrections. If the timesheet has already been fully approved for the applicable month, the paper timesheet must be completed and signed by the chair and the department's leave administrator.

*Based on Faculty Time Reporting – Frequently Asked Questions from Southern Illinois University
Carbondale*