



HUMAN RESOURCES

Illinois State University

How to Report Time Worked on Administrative Closure (AC) Days – (Hourly Non-Exempt)

This tutorial will be helpful for *hourly* employees who need to report time worked on ISU Administrative Closure (AC) days. When you work on an official ISU “AC” day, you are paid at your regular rate, but an equal amount of time is added to your Compensatory Time Bank, for you to use at a later date.

When you work on Administrative Closure Days, follow these guidelines:

- 1) Enter the amount of regular time you **worked** on the AC day in question on a separate row, using your normal Time Reporting Code (*in this example, 1 hour is submitted on the “1REG – Regular – Shift 1 – Overtime” row*).
- 2) Add a new row with the **same** amount of hours you worked that day, using “RTB” (Regular Time Banked) as the Time Reporting Code. That will bank that same amount of hours in your Compensatory Time Bank for you to use later.
- 3) Reduce the total amount of AC hours by the number of hours you worked on that AC day (*total AC hours and regular time worked should equal 7.5 hours, or a full day--in this example, 6.5 hours are submitted as AC hours*).
- 4) Click the **Submit** button.

* The example below is using a timesheet that was “pre-populated” with the standard regular worked hours, ISU Holidays, and AC days. For this example, this employee worked 1 hour on 12/30.

Timesheet

Employee ID
IT Support Assoc
Empl Record 0
Earliest Change Date 11/16/2016

Actions ▾

Select Another Timesheet

*View By Previous Period Next Period

*Date

Scheduled Hours 90.00 Reported Hours 92.50

From Wednesday 12/16/2015 to Thursday 12/31/2015 ?

Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Fri 12/25	Sat 12/26	Sun 12/27	Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31	Total	Time Reporting Code
7.50					7.50		7.50									22.50	1REG - Regular - Shift 1 - Overtin
	6.50	0.00				7.00								1.00		14.50	1REG - Regular - Shift 1 - Overtin
													7.50	6.50		14.00	AC - Administrative Closure Day
	1.00					0.50										1.50	CTU - Compensatory Time Used
							7.50	7.50				7.50			7.50	30.00	HOL - Holiday Time
		9.00												0.00		9.00	RC1 - Regular - Shift 1 - Comp Ti
														1.00		1.00	RTB - Regular Time Banked (1.0

- 5) You will now be able to use the AC time that you worked at a later date (*ISU Procedures normally require using this RTB time within six months*). Click on your “Leave Balances” link at the bottom of your timesheet to view how the RTB is banked:

Timesheet

Employee ID
IT Support Assoc
Empi Record g
Earliest Change Date 11/16/2016

Actions ▾

Select Another Timesheet

*View By: Calendar Period
*Date: 12/16/2015
Scheduled Hours: 90.00 Reported Hours: 92.50

From Wednesday 12/16/2015 to Thursday 12/31/2015

Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Fri 12/25	Sat 12/26	Sun 12/27	Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31	Total	Time Reporting Code
7.50					7.50		7.50									22.50	1REG - Regular - Shift 1 - Overtime
	6.50	0.00				7.00								1.00		14.50	1REG - Regular - Shift 1 - Overtime
												7.50	6.50			14.00	AC - Administrative Closure Day
	1.00					0.50										1.50	CTU - Compensatory Time Used
							7.50	7.50				7.50			7.50	30.00	HOL - Holiday Time
		9.00												0.00		9.00	RC1 - Regular - Shift 1 - Comp Tin
														1.00		1.00	RTB - Regular Time Banked (1.0x)

Submit

Reported Time Status | Summary | Exceptions | Payable Time

Reported Time Status

Date	Reported status	Total	TRC	Description	Banked Hrs	Comments
12/17/2015	Approved	1.00	CTU	Compensatory Time Used	0.50	
12/18/2015	Approved	0.00	1REG	Regular - Shift 1 - Overtime	7.50	
12/18/2015	Approved	9.00	RC1	Regular - Shift 1 - Comp Time	7.50	
12/21/2015	Approved	7.50	1REG	Regular - Shift 1 - Overtime	7.50	
12/22/2015	Approved	7.50	1REG	Regular - Shift 1 - Overtime	7.50	
		0.50	CTU	Compensatory Time Used	7.50	
		7.50	1REG	Regular - Shift 1 - Overtime	7.50	
		7.50	HOL	Holiday Time	7.50	
		7.50	HOL	Holiday Time	7.50	
12/28/2015	Approved	7.50	HOL	Holiday Time	7.50	
12/29/2015	Approved	7.50	AC	Administrative Closure Day	7.50	
12/30/2015	Approved	1.00	1REG	Regular - Shift 1 - Overtime	7.50	
12/30/2015	Approved	6.50	AC	Administrative Closure Day	7.50	
12/30/2015	Approved	0.00	RC1	Regular - Shift 1 - Comp Time	7.50	
12/30/2015	Approved	1.00	RTB	Regular Time Banked (1.0x)	7.50	
12/31/2015	Approved	7.50	HOL	Holiday Time	7.50	

Click here to view your current total leave balances

Leave Balances - click to view

6) Your Compensatory Time Bank is updated on a day-to-day basis, as soon as your supervisor approves your timesheet:

Numbers displayed in red reflect comp time banked in the current pay period. Time banked in the current pay period cannot be used until the following pay period.

Date	Banked	Used	Balance
10/29/2016	2.250	0.000	19.000
10/31/2016	0.000	4.250	16.750
10/12/2016	0.000	8.500	21.000
10/05/2016	0.000	1.500	27.500
09/30/2016	2.250	0.000	29.000
09/22/2016	1.875	0.000	36.750
09/20/2016	2.250	0.000	34.875
09/16/2016	3.000	0.000	32.625
09/12/2016	7.500	0.000	19.625
09/29/2016	0.000	0.750	12.125
09/07/2016	0.000	2.500	12.875
08/24/2016	0.000	3.500	15.375
08/18/2016	1.500	0.000	16.875
08/10/2016	0.000	4.500	17.375
08/05/2016	1.500	0.000	21.875
08/12/2016	0.000	0.250	20.375
04/09/2016	1.500	0.000	20.625
03/07/2016	0.750	0.000	19.125
04/12/2016	0.000	1.500	18.375
03/01/2016	0.750	0.000	18.875
03/25/2016	0.750	0.000	19.125
03/25/2016	0.000	7.800	18.375
03/24/2016	3.000	0.000	25.575
03/03/2016	2.625	0.000	22.875
20/22/2016	1.125	0.000	20.250
09/16/2016	3.000	0.000	19.125
03/14/2016	0.750	0.000	16.125
09/14/2016	3.375	0.000	15.375
02/23/2016	0.000	0.750	12.000
02/09/2016	0.000	0.500	12.750
02/03/2016	0.000	1.000	13.250
01/21/2016	0.000	0.500	14.250
01/12/2016	0.000	2.000	14.750
01/02/2016	2.250	0.000	16.750
12/30/2016	1.000	0.000	14.500
12/23/2016	0.000	0.500	13.500
12/18/2016	2.250	0.000	14.000
12/17/2016	0.000	1.000	11.750

Other things to note regarding reporting time worked on *planned* AC days for hourly employees:

- ✓ Working on ISU Holidays or AC days is at the discretion of your department and whether you are considered essential personnel.
- ✓ For guidance on navigating to your hourly timesheet, please use the following link to the tutorial regarding reporting time for hourly employees:

[How to Report Time - Hourly Non-Exempt Employees](#)

- ✓ For more information, please contact Human Resources at 438-8311