

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:
 Urbana/Springfield/UA Employees - <https://hrnet.uihr.uillinois.edu/PTRApplication/>
 Chicago Employees - https://hrnet.uihr.uillinois.edu/ptrapplication/index_bl.cfm
2. Log in to the system with your ID and Password (Enterprise or Bluestem, as indicated).

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/central 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