
■ University Business Reporting for the State Officials and Employees Ethics Act (SOEEA)

Pursuant to *The State Officials and Employees Ethics Act (SOEEA Act)*, the University of Illinois requires Academic Professional and exempt Civil Service employees (not eligible for overtime) to document all official business of the University. This includes all official University business conducted throughout the week to include evenings and weekends (i.e. twenty-four hours a day, seven days a week).

This policy is in effect to assure the University of Illinois is in appropriate institutional compliance with the *SOEEA Act*, all other applicable state laws, and the standards previously established. Information to be submitted pursuant to this policy is to be used to document compliance with the *SOEEA Act* only, and is not to be used for computation of employees' pay or overtime; or effort reporting for grants and contracts activities.

Questions about whether or not to report time are to be directed to and resolved by the department/unit contact.

Question	Answer
Which employees are required to complete University business reporting using one of the new tools?	Academic professional and exempt civil service employees (not eligible for overtime) will need to use the electronic reporting tool developed as part of the University reporting policy for the State Officials and Employees Ethics Act (SOEEA).
How will the data that is collected through University business reporting be used?	The data will only be reviewed from a compliance perspective, meaning that those reviewing the data will strictly be looking to see that employees are reporting their time on a weekly basis.
How long are SOEEA reports required to be kept?	Two Years
Do employees need to have SOEEA Reports approved by their supervisor/manager before final submission?	No.
How does this online University business reporting application interact with other electronic systems such as leave reporting and BANNER?	University business reporting addresses only the State Ethics Act compliance. It is an independent application that does not replace existing Vacation and Sick Leave Reporting systems and does not feed or tie into the University's SCT Banner system for purposes of calculating payrolls or adjusting employee compensation. There is no interaction between the online reporting program and leave reporting systems or BANNER. Therefore, this program will have absolutely no impact on pay or leave accrual.
If I am currently reporting leave time in another system, should I continue to do so?	Yes; because there is no interaction between these programs, it is necessary to report both your time spent on University business in the online SOEEA reporting system, as well as leave time in any vacation and sick leave reporting system that you may already be using. In addition, if you are using a department-specific time reporting system, you will need to also continue to enter your time utilizing your department's designated system.

How will supervisors/managers know whether their employees are complying with the SOEEA reporting tools?	Units/departments/colleges are expected to monitor reports available in the electronic reporting tool.
Should time spent commuting from home to work be reported as time spent working on official University business?	No; unless commute time is utilized to conduct State business. For example, those employees who take the train to work each day, and utilize the time on the train to complete University business, may report this time.
Must time spent traveling to work related functions (meetings, retreats, conferences, seminars, training, office functions) be reported as time spent working on official University business?	Yes.
Should time spent attending functions such as meetings, retreats, conferences, seminars, training, and office functions be reported as time spent working on official University business?	Yes; only if the events are work-related and participation is required and/or approved by the department.
Should exempt Civil Service employees (not eligible for overtime) record contractual or department approved rest periods as time worked?	Yes.
Should meal periods taken during a payroll day be counted toward time spent on official University business?	No; unless the meal involves official University business.
Should employees record time for University designated holidays, paid leave, and/or unpaid leave?	No; unless an employee spends any of that time conducting official University business.
How frequently will I be required to report my time?	Time should be recorded daily and submitted on a weekly basis (Sunday – Saturday). Reminder messages will be generated during the following Wednesday to those employees who have not yet submitted their time.
When reporting time, how do I report a portion of an hour?	Time should be reported in quarter-hour increments. Of that quarter hour, 8 minutes or more shall be rounded to the next ¼ hour. For example, if an employee has worked from 8:00am – 4:53pm, with a 1-hour lunch break, he/she should report 8 hours for that day. If he/she had left work at 4:50pm, he/she would report 7 hours and 45 minutes worked. Please also see the University Business Reporting Example in NESSIE for further information.

How do I report my time if I am out of the office and unable to submit it?

If you will be off work for a period of time that will impact your ability to accurately report your time by the due date, you should report and submit your time in advance. If something changes after you have submitted your time, you will have the option to retract and resubmit this information. If reporting your time in advance is not an option, please work with your supervisor/manager to come up with the best solution based on your unit/department/college procedures.

Employees who are on FMLA leave will not be required to report their time until their return, unless the employee spends any of that time on University business.

If I am using University leave time, how should I report my time?

For days in which you do not work, you will report 0 hours. This is regardless of the amount of time that you are away from work and regardless of the reason that you are off work (i.e. vacation, sick leave, jury duty).
