The University Reporting Policy for The State Officials and Employees Ethics Act (SOEEA)
Reporting Example

The following information provides 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. Employees are required to utilize the online reporting tool:

Urbana/Springfield/UA Employees: https://hrnet.uihr.uiuc.edu/PTRApplication/
Chicago Employees: https://hrnet.uihr.uiuc.edu/prapplication/index_bl.cfm

In the following example, the employee’s payroll day is 8:00 AM to 5:00 PM and his/her scheduled workweek is Monday through Friday. This example assumes that a payroll day covers a period of (9) nine hours. Any meal period, taken during a payroll day, that does not involve official University business, is neutral and will not be counted toward time spent on official University business. The employee’s schedule during the week was as follows:

- Sunday: The employee worked from 8:00 AM to 10:00 AM.
- Monday: The employee worked from 8:00 AM until 12:00 PM and from 1:00 PM until 5:00 PM.
- Tuesday: The employee worked from 8:00 AM to 1:15 PM and from 2:15 PM to 5:45 PM.
- Wednesday: The employee worked from 8:00 AM to 12:30 PM and from 1:30 PM to 5:30 PM.
- Thursday: The employee worked from 8:00 AM until 12:45 PM, 1:00 PM until 5:15 PM, and 9:00 PM to 11:00 PM.
- Friday: The employee worked from 8:00 AM until 12:00 PM. (Note: This employee took half of a vacation day from 1:00 PM until 5:00 PM)
- Saturday: The employee worked from 9:00 PM to 11:00 PM.

The employee would enter this information into the online reporting tool as pictured below.

In summary, the employee in this example worked and reported forty-four hours and fifteen minutes on official business of the University and has complied with SOEEA and this policy by reporting his/her time appropriately.