State Officials and Employees Ethics Act – Work Time Reporting

The State Officials and Employees Ethics Act (SOEEA) mandates that all State Employees - including Supportive Professional Staff, academic administrators, and Civil Service employees document all hours worked (twenty-four hours a day, seven days a week) while conducting official University business. For further information, please see the University Reporting Policy for the State Officials and Employees Ethics Act (SOEEA) on the Ethics Office website **https://ssl.niu.edu/app/soeea**. The following reporting protocol pertains to Fair Labor Standards Act - exempt (salaried) employees in the employment categories outlined above.

Time spent on University business must be recorded on a daily basis to the nearest quarter hour and submitted on a monthly basis. Therefore, an employee's normal work schedule that has been fulfilled along with any additional time allocated to university business should be recorded. Time spent on approved leave (sick and vacation) should not be included, unless university business activities are completed during such leave periods. Only time spent on University business should be recorded on this form. This information is used to document compliance with the SOEEA Act only, and does not pertain to employee pay, overtime, paid or unpaid leave, or benefit usage computations.

Follow these steps to access the SOEEA reporting system and for instructions on how to use it.

1. Go to https://ssl.niu.edu/app/soeea to access the positive time reporting system.
2. Login into the time reporting system using your Novel Login and Password.

3. Once you login, you will see your individualized Dashboard Home page. This page provides the ability to see an overview of the policy, system menu, information on current reports, overdue reports, completed reports, the reported information for the current date and other reporting options (view entire month or bulk time).

Reporting Options

a. Daily Reporting

If time has not already been reported for today, you have the option from the Dashboard to record your time. Once time has been reported you can only modify it by using the monthly reporting or bulk reporting options.

b. Monthly Reporting

In addition to recording your time daily, you also have the option of recording it monthly. Once time has been reported using the daily option outlined in a, you can only modify it by using the monthly reporting or bulk reporting options.

This Time Sheet is open
You can enter time and save changes. You may submit this time sheet no earlier than 3/31/15.

Save Time Sheet	Back to Dashboard		Time Logged: **47.25** Hours

☐ = Today   ☐ = Weekend   ☐ = Holiday/Administrative Closures

	3/1/15 - Sunday	Hours: 0 ▼	Minutes: 00 ▼
✔	3/2/15 - Monday	Hours: 7 ▼	Minutes: 45 ▼
✔	3/3/15 - Tuesday	Hours: 10 ▼	Minutes: 00 ▼
✔	3/4/15 - Wednesday	Hours: 10 ▼	Minutes: 30 ▼
✔	3/5/15 - Thursday	Hours: 7 ▼	Minutes: 30 ▼
✔	3/6/15 - Friday	Hours: 7 ▼	Minutes: 30 ▼
✔	3/7/15 - Saturday	Hours: 4 ▼	Minutes: 00 ▼
	3/8/15 - Sunday	Hours: 0 ▼	Minutes: 00 ▼
	3/9/15 - Monday	Hours: 0 ▼	Minutes: 00 ▼
	3/10/15 - Tuesday		

c. Bulk Reporting

In addition to the daily and monthly reporting options, employees have the option to record time in bulk. For example, if an employee consistently worked 7.5 hours Monday through Friday and did not spend any additional time on state business they would select the applicable dates, hours, and minutes, and then log their time. The time logged could then be viewed under the monthly reporting option.

Batch Time Entry

Begin Date 03/01/2015

End Date 03/31/2015

M	T	W	Th	F	S	Sn
✓	✓	✓	✓	✓	☐	☐

Hours 7

Minutes 30

Log Time Close Bulk Input

View Entire Month

Mar 1, 2015 - Mar 31, 2015

4. Employees also have the option of viewing completed reports. Time on completed reports cannot be modified unless the employee contacts Human Resource Services at 753-6000.