

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. Log into the time reporting system using your Novel Login and Password.

The screenshot shows the SOEEA Work Time Reporting system login page. At the top, there is a navigation bar with links for A-Z, Blackboard, Calendar, Directory, MyNIU, NIU Today, and Home. The main header features the Northern Illinois University logo and the text "NORTHERN ILLINOIS UNIVERSITY Ethics Office Office of the President". Below this is a section titled "SOEEA Work Time Reporting". On the left, there is a sidebar menu with various links including Economic Interest, Employee Expectations, Ethics Officer, Ethics Training, Procurement, Communications, Resources and Policies, Revolving Door, SOEEA Work Time Reporting (with sub-links for SOEEA FAQ's and Training Guide), Whistle Blower, and Home. The main content area features a large clock graphic and the text "State Officials and Employee Ethics Act (SOEEA) Work Time Reporting Northern Illinois University". Below this is a "SOEEA Work Time Reporting Login" section with a form containing fields for Username and Password, and a Login button. To the right of the form is a "Login Issues" section with text explaining that if users have problems logging in that are not related to their Novel ID or password, they should contact HRS support at 815-753-8000. At the bottom, there is a "Forgot Password?" link and a note stating "The SOEEA Work Time Reporting System is accessed".

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).

Procurement Communications
Resources and Policies
Revolving Door
SOEEA Work Time Reporting

- ▶ SOEEA FAQ's
- ▶ Training Guide
- ▶ Dashboard
- ▶ User Profile
- ▶ Logout

Whistle Blower Home

ABOUT THIS POLICY

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. Please see the University Reporting Policy for the State Officials and Employees Ethics Act (SOEEA) on the Compliance Administration website for further information. The following reporting protocol pertains to Fair Labor Standards

Welcome back

Your Current Time Report

- Log Hours For Mar 1, 2015 - Mar 31, 2015.
- You've logged time for 6 of 31 days
- This month's report is due by Apr 7, 2015.

Completed Time Reports

These reports are here for your records and review for 2 years and can not be modified or re-submitted past the report's 7 day grace period.

- View Feb 1, 2015 - Feb 28, 2015
- View Jan 1, 2015 - Jan 31, 2015
- View Dec 1, 2014 - Dec 31, 2014
- View Nov 1, 2014 - Nov 30, 2014

Show all completed timesheets
 Showing 4 of 16 time reports.

Log Today's Time - Mar 23, 2015

Hours Logged: 0

Minutes Logged: 00

Bulk Time Input Log Time

View Entire Month
 Mar 1, 2015 - Mar 31, 2015

Current Reporting Period Total

Total Reported Time for Mar 2015: 47.25 Hours

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.

Your Current Time Report

- Log Hours For Mar 1, 2015 - Mar 31, 2015.
- You've logged time for 6 of 31 days
- This month's report is due by Apr 7, 2015.

Completed Time Reports

These reports are here for your records and review for 2 years and can not be modified or re-submitted past the report's 7 day grace period.

- View Feb 1, 2015 - Feb 28, 2015

Log Today's Time - Mar 23, 2015

Hours Logged: 0

Minutes Logged: 00

Bulk Time Input Log Time

View Entire Month
 Mar 1, 2015 - Mar 31, 2015

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	Hours: 0	Minutes: 00

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

End Date

M	T	W	Th	F	S	Sn
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Hours

Minutes

[View Entire Month](#)
Mar 1, 2015 - Mar 31, 2015

