## Reporting Hours Worked

Academic staff do not need to enter weekly time in order to be paid. They do need to record time spent on University activities for compliance with the State Officials and Employees Ethics Act. (SOEEA).


## Step 3:

Fill in the hours and minutes spent working on University activities each day.

- University activities includes business conducted throughout the week, evening and weekends.
- Academic Professionals are expected to record at least 40 work hours per week. When reporting time on this form, do not record vacation/sick leave.


## Step 4:

when finish reporting for the selected week, click "Submit".

## Step 1:

Select the reporting month under the "View Time Reporting" list. This will open the time reports for that month.

## Step 2:

In the drop down menu under "Current Time Report", select a week, then click "Get Time Report".

Enter Time For The Week Starting 07/09/2023


