

MSLC Time Reporting



STEPS TO FOLLOW EACH PAY PERIOD

1 - Please track the hours you work on paper time cards.

These can be picked up from the front desk at the MSLC and a copy is provided at the end of this document.

On your time card, please indicate the following:

- **All hours** spent on job-related duties. For example, if your position involves attending classes or prep time, please include these hours
- **Task = Brief note on how hours spent** – If your position includes various duties, please indicate which hours are spent doing each duty (for example – write lecture in the “task” column including hours spent at course lectures, MSLC next to hours spent in the MSLC hosting sessions, etc).
- **Totals** – Please write the sum of all hours worked for the pay period.
- **Signature(s)** – please sign your time card and acquire approval signatures (as necessary for certain programs).

2 – Please enter all hours from your paper time card into the UIC web time system.

Please be sure the hours on your paper time card match whatever you enter into the online system. The web time entry system can be found at <https://apps.uillinois.edu> .

For instructions on utilizing the online system, please visit:

<https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=91721#webtimeentry>

3 - Submit both the paper time card and the online entry by 6pm on the Fridays listed on the following table:

Pay Period Number	Pay Period Dates	Time Card Due Date
3	1/13-1/26	1/25
4	1/27-2/9	2/8
5	2/10-2/23	2/22
6	2/24-3/9	3/8
7	3/10-3/23	3/22
8	3/24-4/6	4/5
9	4/7-4/20	4/19
10	4/21-5/4	5/3
11	5/5-5/18	5/10

Paper time cards should be filled out completely (all hours, notes, totals), signed, and dropped off at the MSLC front desk. Math Learning Assistants should submit their paper time cards to Debra Levine following all procedures previously established by your program.

**** If for some reason you are unable to enter your hours into the online system, please submit your paper time card as soon as possible to the MSLC front desk and notify Danielle (dlubi@uic.edu). If you submit either your paper time card or web entry information after the deadline has passed, your payment processing will be delayed.*

**** Note on reporting hours: Please be honest when reporting times when you were working. You can report fractions of hours according to the conversions listed online or in the table below, and please round your times reasonably when reporting.*

Minutes	Tenths of an Hour
1-2	0.0
3-8	0.1
9-14	0.2
15-20	0.3
21-26	0.4
27-32	0.5
33-38	0.6
39-44	0.7
45-50	0.8
51-56	0.9
57-60	1.0

CONTACT INFO

Please contact the MSLC Director if you need assistance or support with anything, especially hiring or payroll questions. Please call the MSLC front desk and / or email Danielle (dlubi@uic.edu) if you will need to miss or reschedule your MSLC hours for any reason.

Danielle Liubicich, Director

dlubi@uic.edu

312-355-4948 office

MSLC Front Desk

312-355-4900

EARNING STATEMENTS:

You may view your earning statements in your My UI Info account (<https://www.hr.uillinois.edu/pay/earnstmt>). These statements should list the amount deducted from each pay check for taxes, etc. These statements are posted a few days prior to payment entering your bank account. If you have concerns regarding the amounts withheld in any paycheck, please contact University Payroll and Benefits at 312-996-7200. If you completed any tax forms during the hiring process, this may impact your withholdings, and you may also view these tax forms in your My UI Info account as well. <https://www.hr.uillinois.edu/myinfo>

