MSLC Time Reporting – Spring 2021

UIC MATH & SCIENCE LEARNING CENTER

STEPS TO FOLLOW EACH PAY PERIOD

1 - Please track the hours you work on <u>MSLC paper time cards (see end of document) or in your notes</u>.

On your time card, <u>please indicate the following</u>:

- **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 into 2 systems:

1) MSLC – by using the [online form](#) or email a copy of your PDF form.

2) Official <u>UIC web time system</u>.
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 your hours by <u>7pm</u> on the <u>Saturdays</u> listed on the following table:

Pay Period Dates	Time Card Due Date
1/18-1/23	1/23
1/24-2/6	2/6
2/7-2/20	2/20
2/21-3/6	3/6
3/7-3/20	3/20
3/21-4/3	4/3
4/4-4/17	4/17
4/18-5/1	5/1
5/2-5/7	5/7

*** 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 main desk and notify the Staff (mslc@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 Program Coordinator or Director if you need assistance or support with human resources or payroll questions. Please email the MSLC (mslc@uic.edu) if you will need to miss or reschedule your MSLC hours for any reason throughout the semester.

Angie Kessell, Program Coordinator
apacho5@uic.edu

MSLC Front Desk
mslc@uic.edu
312-355-4900

Danielle Liubicich, Director
dlubi@uic.edu
312-355-4900 voicemail
510-952-6257 cell

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

MSLC TIME CARD   UIN_____   Pay Period_____

Name _____   **Course / Role**_____

Date	Start time	End time	# Hours	Task
Total Hours Worked				

_____   _____

Department Approval   Employee Signature

Date	Start time	End time	# Hours	Task

Task: Please indicate general duties performed during hours listed (Ex: tutoring, attend class, office hour, prep, etc.)