

STEPS TO FOLLOW EACH PAY PERIOD

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

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 into 2 systems:

1) MSLC – by using the new online form (link below)

https://uic.ca1.qualtrics.com/jfe/form/SV_eJ00pKawOb6rcLY

2) Official 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>. Please do not write notes in this system & please do not enter hours anywhere other than regular pay lines! Please round time to one decimal place!

For instructions on utilizing the updated online system, please visit:

<https://answers.uillinois.edu/training/page.php?id=133660>

Or watch a brief video here: <https://www.youtube.com/watch?v=6w-baVQa3Y>

*** If you have 2 Peer Learning Assistant positions displaying in Web Time, please enter your hours in the one with the “WS” before the title rather than the one with “NWS.” (This refers to Work Study vs Non Work Study)

3 - Submit your hours by the end of the day on the Sundays listed on the following table:

Pay Period Dates	Time Card Due Date
1/19 – 2/1*	2/2
2/2 – 2/15	2/16
2/16 – 3/1	3/2
3/2 – 3/15	3/16
3/16 – 3/29**	3/30
3/30 – 4/12	4/13
4/13 – 4/26	4/27
4/27 – 5/10***	5/11

* There are no classes 1/20. Peer Leaders are not obligated to work this day. Many were cancelled 1/21.

** There are no classes 3/24 – 3/28. Peer Leaders are not obligated to work during the holiday break.

*** Final Exams are scheduled 5/5 – 5/9. Peer Leaders are not obligated to work this week and will not be paid for any drop-in/review sessions hosted following the final exam for the course.

***** If for some reason you are unable to enter your hours into the WebTime official online system prior to the deadline, please complete the online **MSLC Time Card Form** and submit your **MSLC Time Card** document (see pg. 3) to mslc@uic.edu. If you submit your time card information after the deadline has passed, your payment processing will be delayed. **Late time cards will be accepted up to the due date of the next pay period.****

***** 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 to the nearest tenth of an hour 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 or Graduate Assistant 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.

Jennifer Zundel, MSLC Graduate Assistant
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312-355-4900

Danielle Liubicich, Director
dlubi@uic.edu
312-355-4948 office

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.)