

**Time and Attendance Policies: Academic Professionals and Civil Service Positions  
School of Social Work**

**Submitting Time Off requests (half day or more, for exempt employees):**

- Submit full day and half day absences in the Social Work Vacation/Sick Leave portal (<https://my.socialwork.illinois.edu/>).
- Requests should be made at least a week in advance, if possible.
- Requests will be approved by your supervisor.
- Unexpected absences should be submitted the day you return to the office.

**Submitting short absence requests (less than half day, for exempt employees):**

- Submit requests for absences of less than half a day to your supervisor by email or text.
- Requests should be made as far as possible in advance of the date.
- Add the absence to your personal Outlook calendar, to which you have given your supervisor access.

**Sick leave:**

- If you are sick, stay home, and email, call, or text your supervisor.
- If you know your supervisor is out of the office, contact the alternative supervisor.
- Please be sure to share if there is anything important going on that we may need address in your absence.

**Delayed returning to office:**

- If you are delayed in returning to the office, email, call or text your supervisor.
- In the absence of your supervisor, email your group alias.

**Overtime (available to non-exempt Civil Service employees ONLY):**

- Those eligible for overtime must have written approval from her/his supervisor, in advance, for any overtime. Overtime approval must be provided to [sw-hr@illinois.edu](mailto:sw-hr@illinois.edu).
- Overtime will be paid for any hours worked in excess of the defined workweek for your position (37.5 or 40 hours), in addition to any hours worked that exceed your scheduled daily work hours (7.5 or 8 hours).
- If an employee holds multiple positions and the positions are different classifications (for example, civil service and academic hourly), the primary position will determine maximum work hours and overtime rules. Please consult with [sw-hr@illinois.edu](mailto:sw-hr@illinois.edu) for additional details.

**Positive Time reporting (Academic Professional and exempt Civil Service only):**

- State law requires weekly completion of a positive time entry form (<https://www.hr.uillinois.edu/soeea>) to show how many hours were worked each day.

**Biweekly timesheets (Civil Service staff):**

- Every two weeks Non-Exempt Civil Service Form (<http://socialwork.illinois.edu/wp-content/uploads/2018/03/Timesheet.xlsx>) or an Exempt Civil Service Form (<http://humanresources.illinois.edu/assets/docs/SHR/biweekfillin-2.pdf>) as appropriate must be completed based on the latest Payroll Schedule (<https://www.obfs.uillinois.edu/payroll/schedules/>)
- The form should be emailed to your supervisor and [sw-hr@illinois.edu](mailto:sw-hr@illinois.edu) before noon on payroll Fridays as indicated on the Payroll Schedule.
- Your supervisor will approve the timesheet by email.

**Questions?**

Contact [sw-hr@illinois.edu](mailto:sw-hr@illinois.edu)