

## Positive Time Reporting: Instructions for Faculty

The following instructions are designed to help faculty members familiar with the MVS system fill out the new Time Reporting screen. Faculty who need assistance or desire further training should call Academic Personnel at 298-2216.

1. At the beginning of each month, when the Time Reporting screen appears, all regularly scheduled classes on STARS will automatically appear under each day the course is scheduled. For example, if faculty members have classes on Tuesdays and Thursdays at 2:00 pm and 3:30 pm, the hours spent teaching those courses will automatically appear for those days on the Time Reporting screen.

2. At a time of faculty members' choosing, but prior to the 7<sup>th</sup> day of the following month, faculty shall make any corrections to the automatically scheduled times mentioned above and fill in any other times worked on each given day (in hours). Faculty members shall place in the appropriate spaces the amount of time engaged in all activities related to their professional responsibilities at Western Illinois University. Hours recorded should include all time spent in:

- teaching/primary duties, including time spent grading and for class preparation;
- office hours;
- scholarly/professional activities;
- service activities;
- professional travel, including actual travel time and time spent in meetings;
- other areas of university business.

Essentially, any activities related to professional responsibilities may be included.

Scheduled Teaching Hours: **These hours should be filled in automatically. However, if there are errors, please correct them AND notify** Academic Personnel at 298-2216. These hours should include all courses: labs, clinics, or other assignments listed on the Fall, Spring, or Summer schedules.

Times are recorded in increments of .1 hour, or 6 minutes. For example, a 50 minute class is .9 hours. See the conversion chart for commonly used amounts.

3. The Time Reporting screen can be filled in daily, weekly or monthly.

4. Though no minimum number of hours need to be reported each day, some hours should be reported each week.

5. As they currently do with Negative Time Reporting, faculty members shall fill in sick, vacation, and other leave in the appropriate spaces in no less than half days.

6. At the end of each month, and no later than the 7<sup>th</sup> day of the following month, faculty members will confirm their electronic time cards, and their chairs or supervisors will confirm their hours. Notices will be sent to faculty members and chairs for the first 7 days of the month reminding them to confirm their hours.

7. Faculty members are not required to report time worked when not on contract. Break days and university closure days will be recorded by the university. Faculty members who spend break and closure time on work related activities can record that time if they choose.

8. Sabbatical leave: Faculty members on sabbatical leaves are on contract. Therefore, they are required to report time engaged in the activities on which basis sabbatical leaves were awarded.

9. Like all other employees, faculty members should accurately report their time. This said, time reported by faculty members through this process will NOT be used in their evaluations.