

Hourly Civil Service Time Card Procedure

In order for hourly civil service employees to be paid, work time must be reported online at Tools.IllinoisState.edu through iPeople.

Timesheets must be approved online by supervisors by 4pm on the second business day following the time reporting period. A Calendar regarding due dates is posted at the Human Resources web site. Adjustments to this calendar will be communicated via email and on the web site.

Questions regarding time card procedures should be directed to the Human Resource Office at 438-8311.

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Guidelines for Hourly Civil Service Time Card Procedure

1. The department is responsible for the timely completion and approval of online time sheets.
2. The time must be submitted by the employee and approved by the supervisor or a designee.
3. The following errors could cause a delay of payment:
 - a. Time cards not approved on the second business day.
 - b. Time cards approved, but incomplete (Time-reporting codes missing or incorrect, time resubmitted and not approved by deadline)