Payroll
Guidance for Supervisors

Employees Paid Monthly (Exempt)

- Schools/departments are expected to keep records of who is working on-site, who is working remotely and who is on administrative leave, but a PAF does not have to be submitted to HR to make administrative leave effective.
- Monthly employees should complete Monthly Time and Attendance Reports in SOARHR in a timely manner indicating hours taken for Personal leave (VAC), Sick leave (SICK) or no leave taken.
- There are no special reporting requirements for employees on administrative leave on Monthly Time and Attendance Reports.
- Monthly Time and Attendance reports can be submitted and approved from a remote location. Users will need either a computer or mobile device and access to the internet in order to access the reports.

Employees Paid Biweekly (Non-exempt)

- Schools/departments are expected to keep records of who is working on-site, who is working remotely and who is on administrative leave, but a PAF does not have to be submitted to HR to make administrative leave effective.
- Hourly employees paid on a biweekly pay cycle will need to enter their hours worked (REG) into the electronic Hourly Time Entry pages under self-service in SOARHR, including any personal leave (VAC), sick leave (SCK) or administrative leave (REG).
- Hourly Time Entry pages are available remotely. Users will need either a computer or mobile device and access to the internet in order to submit time.
- If employees are unable to access the Time Entry pages in SOARHR in order to enter hours, the employee's supervisor of record should contact payroll@usm.edu, and our payroll team will be available to enter any appropriate time and the supervisor will be able to approve the timesheet(s).
- For employees not eligible for administrative leave, a no-time timesheet still needs to be submitted and approved.
- Payroll staff will continue to monitor the data and alert payroll contacts of missing timesheets. Our goal is to make sure all hourly employees are paid timely and accurately.

Payroll is here to support all employees, please do not hesitate to email us at payroll@usm.edu.