Electronic Time Entry - Hourly Employees

Excludes the following departments

TIME ENTRY

Log in to SOARHR

Click here (https://soarhr.usm.edu) to sign into SOARHR.

The SOARHR sign-on panel will prompt you to enter information in two fields. Use the tab key to move to the next field. Click on “Sign In” after entering the data into the specified fields.

**USER ID:** The SOARHR identification number assigned to you, preceded by a “W”.

**PASSWORD:** The SOARHR password associated with the above user ID.

**Navigation:** Self Service > USM HR/Payroll Self Service > Hourly Time Entry

The search page should populate with your employee id number and the current pay period end date. If you have multiple jobs, you will have the ability to search for the appropriate job record for the time being recorded. It is VERY important that the employee selects the appropriate job record in order to ensure that the correct funding source and hourly rate are applied to the time entered.

Select the job record for the time being entered.

Click the “Add” button to access the time entry page.
Complete the following fields. Time can be entered in daily, weekly or bi-weekly increments. Use the \( \square \) buttons to insert additional rows as needed. **Confirm with your supervisor how they require you to report your hours. Only time Payroll requires specific dates is for sick, vacation and Holiday.**

**From Date** Enter the beginning date of time reported.

**To Date** Enter the end date of time reported.

**Earnings Code** Select the appropriate earnings code.

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**Earning codes:**

- Benefit eligible employees only
  - CTE - Comp time earned
  - CTU - Comp Time used
  - HOL - Holiday pay
  - OTP - Overtime pay
  - REG - Regular pay
  - SCK - Sick leave pay
  - VAC - Annual Leave Pay
  - MIL - Military Leave (15 days CLL - On call pay)

- Other earnings codes:
  - STU - Regular student pay
  - WSR - Work study pay
  - SDY - International student pay

Click the \( \square \) button to save your work. Timesheets can be altered by the employee until the timesheet has been submitted.

**Approval**

Once the timesheet has been submitted, the timesheet is forwarded to the employee’s immediate supervisor for approval and locks it for editing.

The supervisor approves the time and submits the time sheet to Payroll for payment.

If there is an issue with the time sheet and the supervisor is unable to approve the time sheet, it is declined and sent back to the employee with the reason for decline. The employee will receive an email notification that their timesheet has been declined. When receiving this notification, the employee should make the necessary corrections and resubmit the timesheet. **It is very important that the timesheet be resubmitted in a timely manner to avoid missing the payroll processing deadline.**

If the employee realizes that there has been a mistake on the time sheet after it has already been submitted to the supervisor, they should contact their supervisor and ask them to
“Decline” the timesheet. This will re-route the timesheet back to the employee and allow the employee to make the necessary corrections.

**Comp Time, Sick, Personal Balances**

Comp Time, sick and personal balances are maintained in SOARHR. Comp time is earned at the 1.5 rate that is applied to overtime. The system converts Comp time at 1.5 the same as Overtime.

Ex. An employee works 41 hours for one week. That employee now has 1.5 hours of comp time earned. Employee would enter

CTE=1.0  
REG=40