

Electronic Time Entry- Hourly Employees

Excludes the following departments

Admissions, OLLI, Parking and Transit Services, Physical Plant HB and GP, Ticket Office, Union, UPD, iTech, Rec Sports and Res Life.

TIME ENTRY

Log in to SOARHR

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

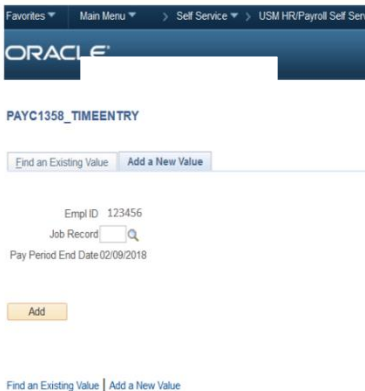
The SOARHR sign-on panel will prompt you to enter information in two fields. Use the tab key to move to the next field. Click on “Sign In” after entering the data into the specified fields.



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



Oracle
PAYC1358_TIMEENTRY
Find an Existing Value | Add a New Value
Empl ID 123456
Job Record []
Pay Period End Date 02/09/2018
Add
Find an Existing Value | Add a New Value

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.



Look Up Job Record
Search by: Empl Record = []
Look Up Cancel Advanced Lookup
Search Results
View 100 First 1-2 of 2 Last
Record Department Job
0 Biological Sciences Specialist - Clerical 09
1 Polymers & High Perf Materials Temporary - Clerical

Click the “Add” button to access the time entry page

Bi-Weekly Attendance and Leave Record
Pay Period 01/27/2018 - 02/06/2018

Katie Jones


Department 123456 Biological Sciences Job 11131 Specialist - Clinical 08 Timesheet Status New
Manager Smith, Charles

Available Hours	Used	Personal
	771.61	636.70

Time Entry	From Date	To Date	Earnings Code	Hours	Rate	Total
	01/25/2018	02/02/2018	REG - Regular Pay	40.00		
	02/05/2018	02/05/2018	HOL - Holiday (80%)	8.00		
	02/05/2018	02/06/2018	VAC - Annual Leave Pay	8.00		
	02/07/2018	02/07/2018	SCK - Sick Leave Pay	8.00		

Total Hours This Period	Earnings Code	Hours This Period
	REG	40.00
	HOL	8.00
	VAC	8.00
	SCK	8.00

Submit Timesheet

Complete the following fields. Time can be entered in daily, weekly or bi-weekly increments. Use the  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, vaction 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.

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)

STU- Regular student pay

WSR- Work study pay

SDY- International student pay

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

Approval

Submit Timesheet

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