

Hourly Time Entry – Supervisor

The University has implemented an online time entry system in SOARHR for hourly (non-exempt) employees to enter their time worked. This online time entry system has been automated to forward the time sheets to the employee’s supervisor for approval and once approved, to Payroll for payment.

Electronic Time Entry-Overview

The employee enters time on the time pages in SOARHR.

Once all time has been entered for the current pay period, the employee submits the timesheet. The submit process forwards an email to the employee’s supervisor and locks the timesheet for editing. **Once the timesheet has been submitted the employee can no longer make changes to it.**

The supervisor will receive an email notification that they have hourly time sheets that need to be approved. Once the supervisor receives the notification email, they should sign into SOARHR and approve the employee timesheets as soon as possible.

The supervisor receiving the notification is the supervisor that is listed on the employee’s job record. If the supervisor from the employee’s job record is not correct, Human Resources will need to be notified in order to have the job data changed to the appropriate supervisor.

Getting Started in 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”.

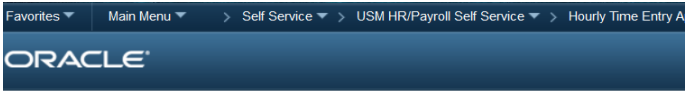
PASSWORD: The SOARHR password associated with the above user ID.

A screenshot of the SOARHR sign-in interface. It features a light gray background with two white input fields. The first field is labeled "User ID" and the second is labeled "Password". Below the password field is a "Sign In" button. To the right of the input fields, there is a "Select a Language" dropdown menu currently set to "English", and two links: "Password Help" and "(CampusID)".

Approval

To approve time, the supervisor will sign into the time approval page at the following navigation:

Main Menu > Self Service > USM HR/Payroll Self Service > Hourly Time Entry Approval



PAYC1358_TIMEAPPRV

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Pay Period End Date =

Name begins with

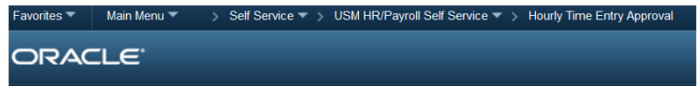
Timesheet Status =

Supervisor ID

Case Sensitive

[Basic Search](#)

Hit the search box to see a list of timesheets that need approval. Select the appropriate timesheet from list.



PAYC1358_TIMEAPPRV

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Pay Period End Date =

Name begins with

Timesheet Status =

Supervisor ID

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

Empl ID Name	Empl Record	Pay Period End Date	Timesheet Status	Supervisor ID
123456 Katie Jones	3	02/09/2018	Approved	431909
789012 Richard Smith	1	02/09/2018	Approved	431909

Bi-Weekly Attendance and Leave Record

Pay Period 01/27/2018 - 02/09/2018

Katie Jones Timesheet Status Now

Department 123456 Biological Sciences Job 11131 Specialist - Clerical 08 Manager Smith, Charles

Available Hours	Sick	Personal
682.15		1363.82

Time Entry	From Date	To Date	Earnings Code	Regular Pay	Hours
	01/29/2018	02/02/2018	REG	Regular Pay	32.00
	02/05/2018	02/05/2018	SCK	Sick Leave Pay	6.00

Total Hours This Period	Earnings Code	Hours This Period
	REG	32.00
	SCK	6.00

Timesheet Approval

Comments:

254 characters remaining

The supervisor has the ability to either or the employee's time. Before choosing to approve time, the supervisor should verify that the hours were entered on the correct employee job record. If not, this could result in the employee being paid the wrong rate of pay or the wrong budget string being charged for the expenses. The supervisor should also verify that the appropriate leave and holiday time has been entered. Failure to enter these could result in an employee being underpaid for a pay period. The number of hours worked and overtime entered should also be verified. By approving the timesheet, the supervisor

Timesheet Approval

EMPLID= 123456 EMPL_RCD=0, PAY_END_DT=2018-02-09:Pending

Timesheet Approval

is certifying that the time entered by the employee is correct and the employee was authorized to work the time listed.

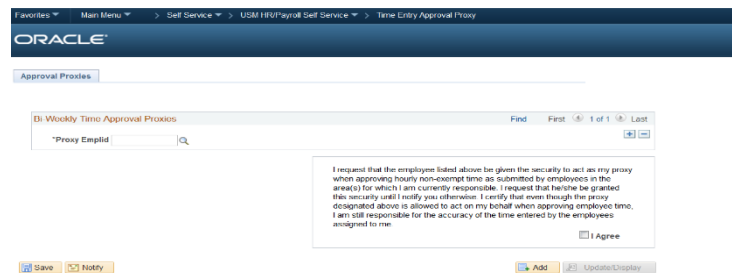
If there is an issue with the time listed and the supervisor is unable to approve the timesheet, it is denied and sent back to the employee along with the reason for denial. The supervisor must state the reason for denial if a timesheet is denied. When a timesheet is denied, the employee receives an email notification of the denial with instructions to make the necessary corrections as stated by the supervisor in the comment section.

The employee should make the necessary corrections and resubmit the timesheet for supervisor approval as quickly as possible. **It is very important that the timesheet be resubmitted in a timely manner to avoid missing the payroll processing deadline.**

A record of the approvals/denials for a timesheet is maintained at the bottom of the time sheet in the Timesheet Approval section.

Self-Designate a Proxy

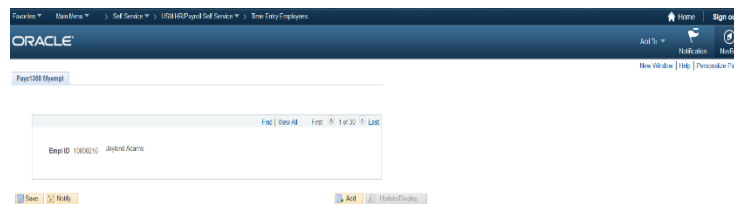
In the event that a supervisor is unable to approve an employee's timesheet, they will have the ability to designate a proxy to perform the approval process. This can be done using the following navigation.



Main Menu > Self Service > USM HR/Payroll Self Service > Time Entry Approval Proxy

Who do I Supervise?

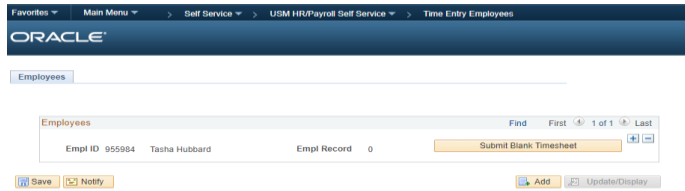
If a supervisor has questions about which employees they supervise, a list is available at the following navigation.



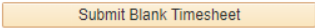
Main Menu>Self Service>USM HR/Payroll Self Service>Time Entry Employees

Employee without Time Worked for a Pay Period

Supervisors & proxies are **required** to submit a blank timesheet for employees that did not work during a pay period.



Main Menu>Self Service>USM HR/Payroll Self Service>Time Entry Employees

A list of hourly employees will populate. Click the  for any employee who did not work in the active pay period. Press save. This process will need to be completed every pay period to avoid unnecessary email/phone calls to verify that the employee did not forget to submit time.

Comp Time Balances

Comp Time balances are maintained in SOARHR. 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. It would be entered as Reg=40 CTE=1

Available Hours			
Sick	Personal	Compensatory	
122.95	315.56	0.00	

Time Entry			
Find	First	1-2 of 2	Last
*From Date	06/22/2018	*To Date	06/22/2018
*Earnings Code	CTE	Comp Time Earned	*Hours 1.50
*From Date	06/29/2018	*To Date	06/29/2018
*Earnings Code	CTU	Comp Time Used	*Hours 1.00

Total Hours This Period		
Earnings Code	Hours This Period	
CTE	1.50	
CTU	1.00	

The earnings codes for comp time are:

CTE=comp time earned by the employee during the specified pay period

CTU=comp time used by the employee during the specified pay period

The following is provided as a guideline for comp time. Please refer to the complete policy which is provided in The University of Southern Mississippi employee handbook.

- Compensatory time is credited at 1 ½ hours per every hour worked over 40.
- Personal time and sick time are not considered as “hours worked” by the Department of Labor.

- The choice between compensatory time, flex-time, or monetary payment for overtime hours is at the discretion of the manager.
- An employee may only earn up to 240 hours (160 hours of actual overtime worked) of compensatory time.
- At the time 240 hours of comp time is accrued the manager can choose to deny overtime; however, if overtime is taken without approval it must be paid at 1 ½ times the regular hourly pay rate.
- The employer can require an employee to use comp time before using personal time.
- If an employee transfers to a different department all current comp time must either be taken or paid out by the current department before the transfer occurs.
- Any unused compensatory time must be paid out at the time of termination from the university.
- The department can refuse a request for comp time if the time that is requested off places an “undue hardship” on the department.