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MONTHLY TIME AND ATTENDANCE – MANAGER

Log into SOAR or SOARHR

Log in Procedures

To Log in:

- Start Internet Explorer
- Go to https://soar.usm.edu or https://soarhr.usm.edu
- Enter your User ID and Password. Your User ID is the letter “W” plus your 6 digit employee ID. Example: W123456
- Click the Sign In Button
Assign Employees to Managers

Create a List of Active Employees

This process is only used for managers of monthly paid employees who are responsible for reporting personal (vacation) and/or sick time taken each month. For employees to have access to input their leave taken, the manager must first assign employees to their Active Employee List. This is done by navigating to the following path once you have logged into SOAR.

Self Service > USM HR/Payroll Self Service > Assign Employees to Managers

Once there, the manager will be prompted to enter an Employee ID (Empl ID) for one employee (note: enter Empl ID without a W before it). After the Empl ID is entered, tab out of that field and the employee’s name and department information will appear unless they are not eligible for leave plans. If they are not eligible, an error will appear indicating such. (See “What to do When……: section.) Hourly employees do not report vacation and sick time through this process therefore they are not entered into this list.
To enter information for additional employees press the button with the plus sign to add another row. Continue adding one row for each monthly employee. To delete a row, click on the minus sign.

Click on the Save button before exiting this page or the data will be lost. Once completed, the employees that were entered will have access to enter their leave taken.

**Note:** A search can be performed if the Empl ID is not known by clicking the magnifying glass.

Employees trying to enter their leave time will receive an error if the manager has not added them to the Active Employee List. Always make sure to save the data entry.
What to do When.....

You have entered an employee id number and get this message:

![Message Image]

The message is telling you that you have entered an employee ID# that is already assigned to another manager.

1. Verify the correct employee ID number has been entered
2. If correct, contact the manager indicated in the message to coordinate whose list of Active employees the employee should be placed.
3. If the manager is no longer at USM, contact Human Resources (HR) and ask for the employee to be removed from the indicated manager’s list.

You have entered an employee ID number and you get the message below:

![Message Image]

INELIGIBLE HOURLY LEAVE PLAN
If you think the leave plan should not be hourly, contact HR.

The PeopleCode program executed an Error statement, which has produced this message.
The message is telling you that you have entered an employee ID number of someone who is not currently enrolled in a monthly leave plan.

1. Verify the correct employee ID number has been entered.
2. If correct, contact HR to research why the employee is not enrolled in the leave plans. If you suspect it is merely a timing issue (i.e., employee recently moved from bi-weekly to monthly, and it is possible that the leave plan has not been changed in HR yet), then try again later, before contacting HR.
Approve Employees Leave Taken

Verify Time is Entered, Approve the Leave Taken and Ensure all are Approved

This section covers how to verify that each employee has entered time, approve the time that each employee has entered and check to make sure all employees time has been approved. Navigate to the “Approve Employees Leave Taken” search page by using the following path:

Self Service > USM HR/Payroll Self Service > Approve Employees Leave Taken

Use the Calendar Year drop down to select the current year and click on the search button to view the employee list. More search options can be used to narrow down the amount of data that is retrieved if desired. The search results indicate the status of approval and whether time was entered.

In this example, time has been entered for January and February but only January has been approved. The manager must approve time. Once they have done so, the option under "Approved" will indicate a "Yes". The manager selects the month to review or approve by choosing the appropriate hyperlink for that month. To approve, the manager clicks on the Approved button and clicks Save. (See following screen.)
**MONTHLY ATTENDANCE AND LEAVE RECORD**

**The University of Southern Mississippi**

January 2015

**Name:** Employee's Name  
**EmpID:** Employee's ID#  
**Department:** Employee's Home Department  
**Manager ID:** Mgr. ID# and Name

For 12 Month Employees only - The first (8) hours of illness are reported as personal (VAC) leave, except for recurring illness.

**Hours Available as of 02/28/2015**

- Personal Leave (VAC): 99.54
- Sick Leave (SICK) Balance: 172.36

Enter leave time in no more than 40 hour increments.

**Leave**

<table>
<thead>
<tr>
<th>Date</th>
<th>Plan Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Hours Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/20/2015</td>
<td>VAC</td>
<td>01/20/2015</td>
<td>Wednesday</td>
<td>6</td>
</tr>
<tr>
<td>01/29/2015</td>
<td>SICK</td>
<td>01/29/2015</td>
<td>Thursday</td>
<td>0</td>
</tr>
<tr>
<td>01/30/2015</td>
<td>VAC</td>
<td>01/30/2015</td>
<td>Friday</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Hours Taken this Month**

- Total Personal (VAC) Hours: 14
- Total Sick (SICK) Hours: 8

**Managers Approval Section**

- Approved

**Process Information**

- Processed: Yes
- Process Date: 02/10/2015
View Manager’s Approval and Process Information
Self Service > USM HR/Payroll Self Service > Approve Employees Leave Taken

To verify that the manager has approved the time the employee has entered, the employee can go back to the month they wish to verify and look at the bottom of the page.

If the manager has approved time, the employee can no longer update time for that month, unless the manager un-checks the approval box and saves that change.

If the manager has not approved the leave taken in a timely manner the time will not get processed. This can also be checked on the same page.

The Process Information will indicate when the payroll process has been run, thereby locking the time entered so that neither employee nor manager can change the data. As previously mentioned, any correction to processed data must be requested through Human Resources.
Log out

As a security precaution, always log out of SOAR or SOARHR so your session will end. Closing the Internet web browser does not log you out, it merely closes the web browser. To log out correctly, use the “Sign Out” button at the top right of the page.

Conclusion

The manager is responsible for approving their employee’s time in the system. Before the employee can enter time, the manager must have entered the employee in their Active Employee list, otherwise the employee will receive an error message indicating that they have not been assigned to a manager.

After the manager has approved leave time, the employee cannot change that information, without the manager unapproving first, but they can view it.

Once the automatic process is run in Payroll that posts leave earned and taken, neither manager nor employee will have access to make changes. All requests for changes will need to be made through Human Resources.
Points to Remember

- This process is used to report leave taken only
- Only the employee logged into SOAR can enter time for himself/herself – No one can enter leave taken for another employee, not even the employee’s manager.
- When assigning employees to manager, no need to enter the “W” before the 6 digit employee ID.
- Good idea to check the name that appears after typing the employee ID number, when assigning employees to manager to verify correctness of the ID number.
- REMEMBER 8 hour Vacation rule for each illness incident (first 8 hours of leave taken due to illness is classified as Personal Leave (vacation) for non-reoccurring illness. After the first 8 hours, all other will be sick leave.)
- As a Manager, you have the responsibility to check the correctness of the monthly leave being submitted and approve or not in a timely manner.
- On Monthly Attendance and Leave Record panel, the calendar used in lookup will display the current month, not necessarily the month for which leave taken is being entered.
- Time should be entered on a weekly basis (normally Monday to Friday), NOT to exceed 40 hours leave taken in one week. This will give a better history of the actual days/dates an employee takes off.
- Leave taken will continue to be entered in full-hour increments.
- Employees should not click on the “No Leave Taken” flag until the end of the month – how do they know on the 15th that they will not be out due to illness on the 28th?
- Once leave has been processed for the month, any adjustments will need to be made through Human Resources – employee cannot create a second sheet for a month already submitted and processed.
- If you are a new Manager, Human Resources will need to set you up as a Manager to approve employees time. Contact Wanda Naylor, Ph.D. in Human Resources, 266-4050. Once that process is complete then you will be able to assign employees to your active list.
- If you encounter problems assigning employees or approving time, send an email to Payroll@usm.edu.