

## **PAYROLL TIME ENTRY**

### **Frequently Asked Questions**

The following are guidelines provided for your convenience. Please refer to The University of Southern Mississippi Employee Handbook for the official policy.

#### **When are Bi-Weekly Time and Attendance Reports (Timesheets) due?**

The online Time and Attendance Reports are generally due by 5:00 the Tuesday following each bi-weekly payday. University holidays, banking holidays or the financial closing schedule sometimes cause exceptions. See the biweekly schedule for due dates.

#### **Do I need to submit a Bi-weekly Time and Attendance Report even if no hours are being reported?**

Yes. Payroll accounts for all active hourly non-exempt employees. Please submit a time page with no hours.

#### **Can I report terminations through Payroll?**

No. Appropriate paperwork should be submitted to Human Resources or Student Employment to terminate an employee. Graduate Assistant terminations must be routed through the Graduate School first.

#### **How do I make an adjustment on a Time and Attendance Report previously submitted?**

Prior period adjustments are used to correct previously submitted Time and Attendance Reports. Adjustments for hours submitted incorrectly, adjustments for hours omitted for a previous pay period or adjustments for incorrect rates can be reported to payroll on the Prior Period Adjustment form available on the Controller's website.

#### **How do I record time worked on a holiday for employees paid hourly?**

Example: If you work 4 hours the day after Thanksgiving you will get 4 hours at time and a half and 4 hours holiday pay.) A minimum of three (3) hours will be paid at time and ½ (or compensatory time and ½) for hours worked on a holiday.

#### **How is sick leave recorded?**

The first eight (8) hours (or normally scheduled work day for part-time employees) of absence due to illness will be charged to personal leave. Absence due to the same illness in excess of 8 hours (or normal work day) will be charged to major medical leave. This does not have to be consecutive days.

#### **How is overtime recorded for employees paid hourly?**

If an employee is categorized as "nonexempt," then overtime consideration is due for any hours worked in excess of forty (40) hours within a given workweek. Supervisors may adjust an employee's schedule within a workweek to avoid or minimize overtime.

#### **How many hours are work study students allowed to work?**

Work Study students are federally funded so their hours would vary according to their work study award.