

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.