THE UNIVERSITY OF
SOUTHERN
MISSISSIPPI®

SOARHR 9.2 Manual

Hourly Time Entry - Employee

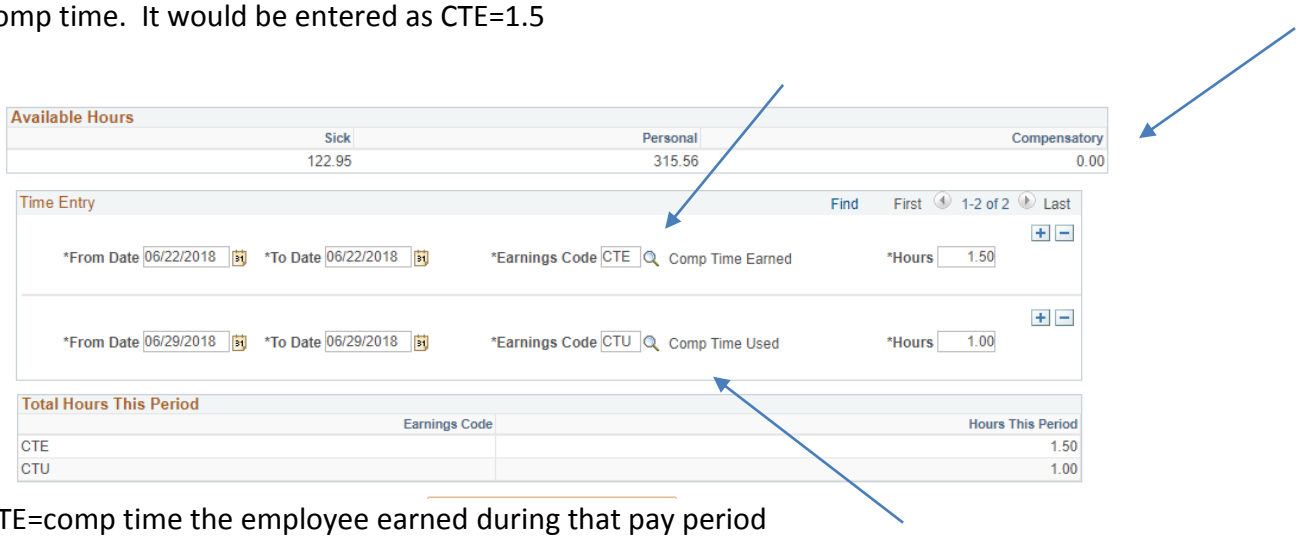
(Revised 07/10/2018)

Phase Two: Hourly Time Entry Update

The following changes summarize the updates made to the Time Entry system effective July 10, 2018.

Comp Time Balances

Comp Time will now be maintained in SOARHR. It will be tracked in the same manner that we currently track Sick and Vacation. Comp time is earned at the same 1.5 rate that is applied to overtime. The system will not convert the hours. You as the employee must convert your comp time before entering it.
Ex. An employee works 41 hours for one week. That employee now has 1.5 hours of comp time. It would be entered as CTE=1.5



CTE=comp time the employee earned during that pay period
CTU=comp time the employee used during that pay period

- Compensatory time is credited at 1 ½ hours per every hour ***worked*** over 40.
- Holidays, personal time, sick time, etc. 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 FLSA does not require that an employer credit compensatory time for any holidays, unless an employee works over 40 hours in that work week.
- The department can refuse a request for comp time if the time that is requested off places an "undue hardship" on the department.

Hourly Time Entry – Employee
For Time Entry after March 24, 2018

Introduction

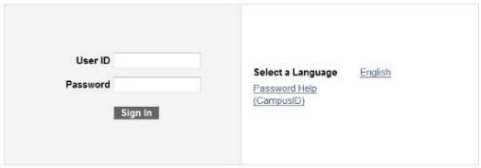
The University has implemented an online time entry system in SOARHR for hourly (non-exempt) employees to enter their time worked. This online time entry system is automated to forward the time sheets to the employee's supervisor for approval and once approved, to Payroll for payment.

Getting Started in SOARHR

Employee Time Entry

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

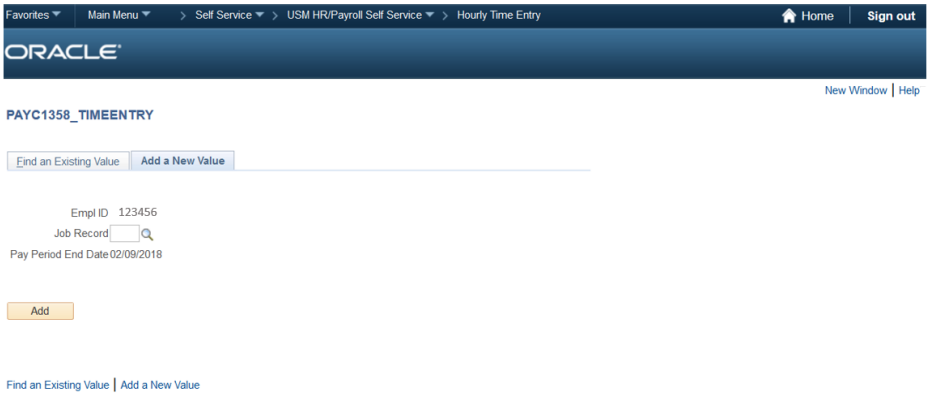
The SOARHR sign-on panel will prompt you to enter information in two fields. Use the tab key to move to the next field. Click on "Sign In" after entering the data into the specified fields.



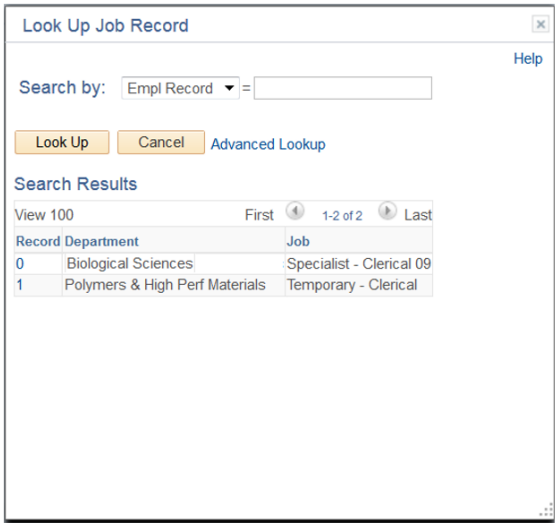
USER ID: The SOARHR identification number assigned to you, preceded by a "W".

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

Navigation: Self Service > USM HR/Payroll Self Service > Hourly Time Entry

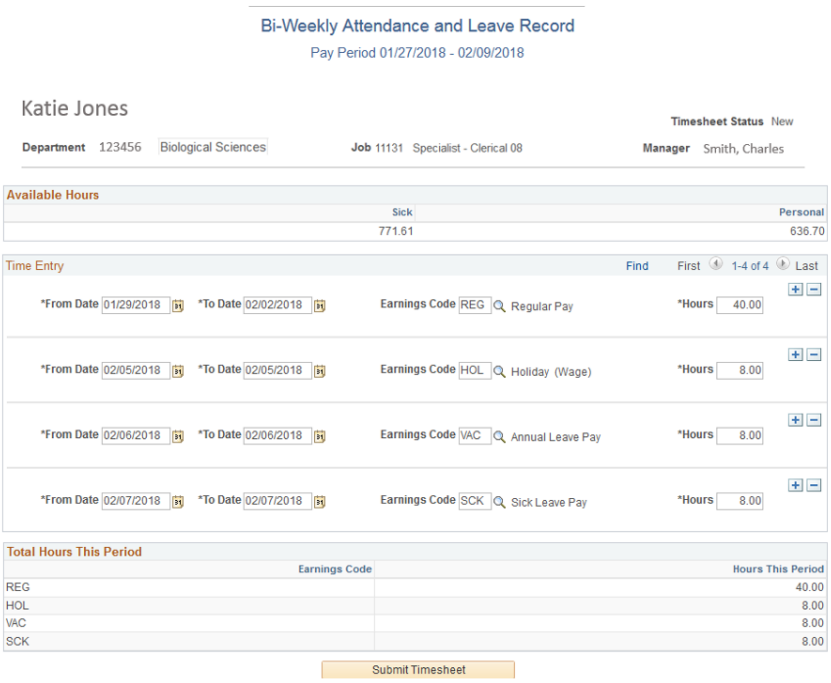


The search page should populate with your employee id number and the current pay period end date. If you have multiple jobs, you will have the ability to search for the appropriate job record for the time being recorded. **It is VERY important that the employee selects the appropriate job record in order to insure that the correct funding source and hourly rate are applied to the time entered.**



Select the job record for the time being entered.

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



Complete the following fields. Time can be entered in daily, weekly or bi-weekly increments. Use the ⊞ ⊟ buttons to insert additional rows as needed.

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.
Hours	Enter the number of hours for that date and earnings code.

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

Once all time has been entered and the pay period is complete, hit the Submit Timesheet button. This submits the time sheet to the appropriate supervisor and locks it for editing. **Once the time sheet has been submitted the employee can no longer make changes to it.**

Approval

Once the

button has been hit, the timesheet is forward to the employee's immediate supervisor for approval.

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.