



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

The screenshot displays the SOARHR Time Entry interface. It is divided into three main sections:

- Available Hours:** A table showing balances for Sick (122.95), Personal (315.56), and Compensatory (0.00) hours.
- Time Entry:** A form for entering time. It includes fields for From Date (06/22/2018), To Date (06/22/2018), Earnings Code (CTE), and Hours (1.50) for 'Comp Time Earned'. A second entry shows From Date (06/29/2018), To Date (06/29/2018), Earnings Code (CTU), and Hours (1.00) for 'Comp Time Used'. Navigation buttons like 'Find', 'First', '1-2 of 2', and 'Last' are visible.
- Total Hours This Period:** A summary table with columns for Earnings Code and Hours This Period.

| 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              |  |

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

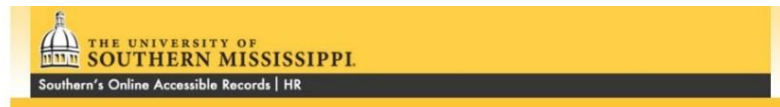
The University has implemented an online time entry system in SOARHR for hourly (non-exempt) employees to enter their time worked. This online time entry system is automated to forward the time sheets to the employee’s supervisor for approval and once approved, to Payroll for payment.

### Getting Started in SOARHR

#### Employee Time Entry

Click [here](https://soarhr.usm.edu) (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.

The image shows a sign-in form with two input fields: 'User ID' and '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)'.

**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

Find an Existing Value | Add a New Value

Empl ID 123456  
Job Record

Pay Period End Date 02/09/2018

Add

Find an Existing Value | Add a New Value

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.**

Look Up Job Record

Search by: Empl Record =

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last

| Record | Department                     | Job                      |
|--------|--------------------------------|--------------------------|
| 0      | Biological Sciences            | Specialist - Clerical 09 |
| 1      | Polymers & High Perf Materials | Temporary - Clerical     |

Select the job record for the time being entered.

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

**Bi-Weekly Attendance and Leave Record**  
Pay Period 01/27/2018 - 02/09/2018

Katie Jones

Timesheet Status **New**

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

| Available Hours |  | Sick   | Personal |
|-----------------|--|--------|----------|
|                 |  | 771.61 | 636.70   |

| Time Entry |            | Find     | First      | 1-4 of 4      | Last                             |
|------------|------------|----------|------------|---------------|----------------------------------|
| *From Date | 01/29/2018 | *To Date | 02/02/2018 | Earnings Code | REG Regular Pay *Hours 40.00     |
| *From Date | 02/05/2018 | *To Date | 02/05/2018 | Earnings Code | HOL Holiday (Wage) *Hours 8.00   |
| *From Date | 02/06/2018 | *To Date | 02/06/2018 | Earnings Code | VAC Annual Leave Pay *Hours 8.00 |
| *From Date | 02/07/2018 | *To Date | 02/07/2018 | Earnings Code | SCK Sick Leave Pay *Hours 8.00   |

| Total Hours This Period |  | Earnings Code | Hours This Period |
|-------------------------|--|---------------|-------------------|
| REG                     |  |               | 40.00             |
| HOL                     |  |               | 8.00              |
| VAC                     |  |               | 8.00              |
| SCK                     |  |               | 8.00              |


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  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  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.