



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

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

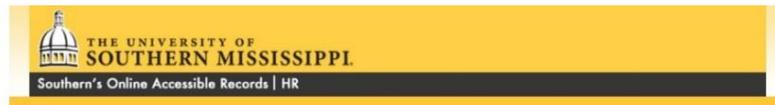
The University has implemented an online time entry system in SOARHR for hourly (non-exempt) employees to enter their time worked. This online time entry system is automated to forward the time sheets to the employee’s supervisor for approval and once approved, to Payroll for payment.

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 screenshot of the SOARHR sign-in form. It has 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	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.