



THE UNIVERSITY OF  
**SOUTHERN**  
**MISSISSIPPI**®

**SOARHR 9.2 Manual**

**Hourly Time Entry – Supervisor**  
(Revised 07/05/18)

## Phase Two: Hourly Time Entry Update

The following changes summarize the updates made to the Time Entry system effective July 5, 2018.

### Employee No Time

Supervisors now have access to submit zero hours for employees not working during a pay period.

Main Menu>Self Service>USM HR/Payroll Self Service>Time Entry Employees

The screenshot shows the Oracle HR Self Service interface. The breadcrumb trail is: Main Menu > Self Service > USM HR/Payroll Self Service > Time Entry Employees. The Oracle logo is at the top. Below it, the 'Employees' tab is selected. A table displays one employee record: Empl ID 955984, Tasha Hubbard, Empl Record 0. To the right of the record is a 'Submit Blank Timesheet' button. Below the table are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

A list of hourly employees will populate. Click the  for any employee who did not work in the active pay period. Press save. This process will need to be completed every pay period to avoid unnecessary email/phone calls to verify that the employee did not forget to submit time.

### 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. Please have the employee convert their 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	

The earnings codes for comp time are:

CTE=comp time earned by the employee during the specified pay period

CTU=comp time used by the employee during the specified pay period

The following is provided as a guideline for comp time. Please refer to the complete policy which is provided in The University of Southern Mississippi employee handbook.

- 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 – Supervisor 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 has been automated to forward the time sheets to the employee's supervisor for approval and once approved, to Payroll for payment.

### Employee Time Entry

The employee enters time on the time pages in SOARHR. See Hourly Time Entry Instructions.

Once all time has been entered and the pay period is complete, the employee submits the timesheet. The submit process forwards an email to the employee's supervisor and locks the timesheet it for editing. **Once the timesheet has been submitted the employee can no longer make changes to it.**

### Approval

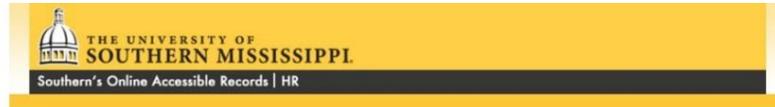
Once the employee has hit the  button, the timesheet is forwarded to the employee's immediate supervisor for approval. The supervisor will receive an email notification that they have hourly time sheets that need to be approved. Once the supervisor receives the notification email, they should sign into SOARHR and approve the employee timesheets as soon as possible.

The supervisor receiving the notification is the supervisor that is listed on the employee's job record. If the supervisor from the employee's job record is not correct, Human Resources will need to be notified in order to have the job data changed to the appropriate supervisor.

## Getting Started in SOARHR

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 a light gray background. On the left side, there are two input fields: "User ID" and "Password". Below the "Password" field is a "Sign In" button. On the right side, there is a "Select a Language" section with a link for "English". Below that, there are links for "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.

To approve time, the supervisor will sign into the time approval page at the following navigation:

Main Menu > Self Service > USM HR/Payroll Self Service > Hourly Time Entry Approval

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [USM HR/Payroll Self Service](#) > [Hourly Time Entry Approval](#)

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**ORACLE**

**PAYC1358\_TIMEAPPRV**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Empl ID begins with

Empl Record =

Pay Period End Date =

Name begins with

Timesheet Status =

Supervisor ID 431909

Case Sensitive

[Basic Search](#) 
[Save Search Criteria](#)

Hit the search box to see a list of timesheets that need approval. Select the appropriate timesheet from list.

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [USM HR/Payroll Self Service](#) > [Hourly Time Entry Approval](#)

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Case Sensitive

[Basic Search](#) 
[Save Search Criteria](#)

**Search Results**

View All First  1-2 of 2  Last

Empl ID Name	Empl Record	Pay Period End Date	Timesheet Status	Supervisor ID
123456 Katie Jones	3	02/09/2018	Approved	431909
789012 Richard Smith	1	02/09/2018	Approved	431909

**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
682.15	1363.82

Time Entry					Find	First	1-2 of 2	Last
<b>From Date</b>	01/29/2018	<b>To Date</b>	02/02/2018	<b>Earnings Code</b>	REG	<b>Regular Pay</b>	<b>Hours</b>	32.00
<b>From Date</b>	02/05/2018	<b>To Date</b>	02/05/2018	<b>Earnings Code</b>	SCK	<b>Sick Leave Pay</b>	<b>Hours</b>	8.00

Total Hours This Period	
<b>Earnings Code</b>	<b>Hours This Period</b>
REG	32.00
SCK	8.00

Submit Timesheet

**Timesheet Approval**

         **Comments**

254 characters remaining

**Timesheet Approval**

EMPLID= 123456    EMPL\_RCD=0, PAY\_END\_DT=2018-02-09:Pending  
 Timesheet Approval

The supervisor has the ability to either  or  the employee's time. Before choosing to approve time, the supervisor should verify that the hours were entered on the correct employee job record. If not, this could result in the employee being paid the wrong rate of pay or the wrong budget string being charged for the expenses. The supervisor should also verify that the appropriate leave and holiday time has been entered. Failure to enter these could result in an employee being underpaid for a pay period. The number of hours worked and overtime entered should also be verified. By approving the timesheet, the supervisor is certifying that the time entered by the employee is correct and the employee was authorized to work the time listed.

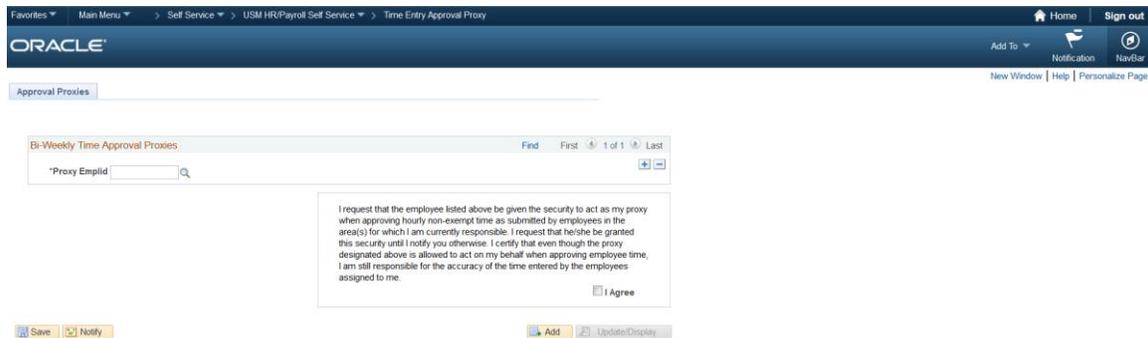
If there is an issue with the time listed and the supervisor is unable to approve the timesheet, it is denied and sent back to the employee along with the reason for denial. The supervisor must state the reason for denial if a timesheet is denied. When a timesheet is denied, the employee receives an email notification of the denial with instructions to make the necessary corrections as stated by the supervisor in the comment section.

The employee should make the necessary corrections and resubmit the timesheet for supervisor approval as quickly as possible. **It is very important that the timesheet be resubmitted in a timely manner to avoid missing the payroll processing deadline.**

A record of the approvals/denials for a timesheet is maintained at the bottom of the time sheet in the Timesheet Approval section.

In the event that a supervisor is unable to approve an employee's timesheet, they will have the ability to designate a proxy to perform the approval process. This can be done using the following navigation.

Main Menu > Self Service > USM HR/Payroll Self Service > Time Entry Approval Proxy



If a supervisor has questions about which employees they are responsible for, a list is available at the following navigation. This list is generated by cross-referencing the employee id of the supervisor that is signed into PeopleSoft with the Supervisor ID field on the employee's job record.

If there are multiple employees, hitting the View All link will allow the supervisor to view multiple employees at once.

