SOARHR 9.2 Manual

Hourly Time Entry – Super User Role
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.

The following instructions are for use by person(s) designated as a “Super User” and that have been given the authority to enter time for their departmental employees in special circumstances where the employees are unable to enter their own time.

PLEASE BE ADVISED: The super user can EITHER enter time OR they can approve time, but they cannot perform both functions. For instance, if I enter time for the employees in my department, someone else must approve that time. Or if someone else enters the time, then I would have the ability to approve it.

To avoid employees receiving the system generated emails, the employee’s Empl ID number should be entered on the email exception list in SOARHR at the following navigation:

Main Menu > Self Service > USM HR/Payroll Self Service > Time Entry Email Exceptions > Permanent Exclusions
Getting Started in SOARHR

To Enter Time for Employees

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.
Enter the employee id number of the employee to be paid. If the employee has 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 appropriate job record is selected 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Date</td>
<td>Enter the beginning date of time reported.</td>
</tr>
<tr>
<td>To Date</td>
<td>Enter the end date of time reported.</td>
</tr>
<tr>
<td>Earnings Code</td>
<td>Select the appropriate earnings code.</td>
</tr>
<tr>
<td>Hours</td>
<td>Enter the number of hours for that date and earnings code.</td>
</tr>
</tbody>
</table>

Click the button to save your work. Timesheets can be altered 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.

**Time Entry Approval as a Super User**

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The approver has the ability to either Approve or Decline the employee’s time. Before choosing to approve time, the approver 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 approver should also verify that the appropriate leave and holiday time have 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 approver is certifying that the time entered is correct and the employee was authorized to work the time listed.

If there is an issue with the time listed and the approver should decline the time sheet and notify the person who keyed the time sheet that a correction is necessary. When a timesheet is denied, the employee receives an email notification of the denial with instructions to make the necessary corrections. To avoid this email notification, the employee’s id number should be listed on the email exceptions panel as described above.