Hourly Time Entry – Supervisor

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

There are 3 methods for entering time into the USM Time Keeping system. The employee can swipe his/her ID badge, they can clock in/out on the online time clock provided on their computer terminal or the employee can key his/her time into the original time entry pages.

The method of time entry will be determined at a department level and the employee should utilize the method as directed by his/her supervisor.

Option 1- Time Entry

This option allows a user to sign into SOARHR and record their time worked.

The employee will key his/her time into the original time entry pages and the supervisor approves the time sheet as outlined in the Approval Process below.

Option 2 – Employee ID Swipe

This option uses the employee id badge to record the employee’s in/out time.

Departments choosing to implement this method will be responsible for providing the equipment required to swipe the IDs. This includes ID scanner and a computer terminal to capture the swipes and convert them to time-clock punches. The department will verify that the computer terminal is turned on and set to the following page each day in order to record the employee swipes.

Time Entry Swipe Page: http://apps.usm.edu/controller/timeclock/
In the event that an employee misses a swipe, an auto-generated email (see example below) will be sent to the supervisor/proxy of record. The supervisor should sign in as follows and make the necessary corrections.

Getting Started in SOARHR

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.

**Instructions for Correcting Missed Swipes or Incorrect Job Records**

Navigation: Main Menu > Self Service > USM HR/Payroll Self Service > Edit Employee Punch Clock

Enter employee id # (less the W) & search
All corrections must be made before Monday 8a.m. following the Friday of that current pay period.
Instructions for Adding Benefit or Comp Time:

Leave time can be added for an employee by having the employee manually create a time sheet and keying the leave time into it. The time that is collected by the swipe system will be added to the benefit time during payroll processing.
Option 3 – Online Time Clock

This option provides a time clock that can be accessed from an employee’s individual workstation.

In the event, that an employee misses a punch, an auto-generated email will be sent to the supervisor/proxy of record. The supervisor should sign in as follows and make the necessary corrections.

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Instructions for Adding Benefit or Comp Time:
Leave time can be added for an employee by having the employee manually create a time sheet and keying the leave time into it. The time that is collected by the time clock system will be added to the benefit time during payroll processing.

Regardless of the method used by the employee to record their hours in the time keeping system, all time sheets must be approved by the employee’s supervisor of
record or the supervisor’s designated proxy. The following outlines the steps the supervisor should follow to approve their employee’s timesheets.

**APPROVAL PROCESS**

For employees that are utilizing the original time entry option, supervisors and/or proxies can approve timesheets at any time after the employee submits the time sheets (up until the close of payroll). However, for employees that are utilizing the time clock or swipe options, supervisors can only approve timesheets on the Monday & Tuesday after the pay period end date.

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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**

Hit the search box to see a list of timesheets that need approval. Select the appropriate timesheet from list.
The supervisor has the ability to either Approve or Decline 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 timesheet 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**

![Timesheet Approval Proxy](image)

**Who am I responsible for?**

If a supervisor has questions about which employees they are responsible for, a list is available at the following navigation.

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

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.
Employee without Time Worked for a Pay Period

Supervisors & proxies 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

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

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.
- Personal time and sick time 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.