

Mississippi State University
Non-Exempt Employee Semi-Monthly Time Report
Definitions

Actual Hours Worked – All time spent on the employer’s premises or at a designated work place is hours worked when the employee is required or permitted to perform services of benefit to the employer, except for meal periods of at least thirty minutes or other periods when the employee is entirely free from duty. Also included in hours worked is any work which the employee performs for the employer’s benefit outside of work hours on or off the employer’s premises. **Record the actual hours worked each day (round to the nearest quarter hour).**

Compensatory Time Used – Employees who have accrued compensatory time must be granted compensatory time off rather than personal leave when personal leave is requested. However, if employee is absent from work more than one day due to illness, the employee may choose to use either major medical leave or compensatory time off. (Please see University Policy, [HRM #60-311, Overtime/Compensatory Time.](#)) **Record hours taken as compensatory time used.**

Holiday – Only regular employees are eligible for recognized University holidays. (Please see the following link for a complete list of all University holidays, [http://www.hrm.msstate.edu/benefits/holidays/.](http://www.hrm.msstate.edu/benefits/holidays/)) **Record hours taken for University holidays.** Employees who are required to work on a holiday should be paid according to the holiday pay compensation procedure (See Holiday Pay procedure, [http://www.hrm.msstate.edu/compensation/policies/holiday/.](http://www.hrm.msstate.edu/compensation/policies/holiday/))

Medical Leave – Medical leave is earned by all regular employees who work 50 percent time or greater; except students, temporary employees, intermittent employees, and rehired retirees according to employment status and length of annual employment periods. (Please see University Policy, [HRM #60-201, Leave/Leave Without Pay.](#)) **Record hours taken for medical leave.**

Personal Leave – Personal leave with pay is earned by all regular employees who work 50 percent or greater except nine-month faculty, students, temporary, intermittent employees and rehired retirees according to employment status and length of annual employment periods. (Please see University Policy, [HRM #60-201, Leave/Leave Without Pay.](#)) **Record hours taken as personal leave.**

Military Leave – In accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994, an employee who is in “uniformed service” (full-time and reserve components of the Army, Navy, Marine Corps, Air Force, Coast Guard, National Guard, and the commissioned corps of the Public Health Service) and ordered to duty to participate in training at encampments, field exercises, maneuvers, out-door target practice, fitness for-duty examinations or for other exercises is entitled to leave of absence from respective duties, without loss of pay, time, annual leave, or efficiency rating. (Please see University Policy, [HRM #60-201, Leave/Leave Without Pay.](#)) **Record hours taken as military leave.**

Administrative Leave/Administrative Closing – Administrative leave is leave that is taken for jury duty, an employee is subpoenaed as a witness in a court or administrative hearing, disaster/volunteer service, investigative leave, or an administrative closing. (Please see University Policy, [HRM #60-201, Leave/Leave Without Pay.](#)) **Record hours taken as administrative leave.** Employees who are required to work for an administrative closing should be paid according to the holiday pay compensation procedure (See Holiday Pay procedure, [http://www.hrm.msstate.edu/compensation/policies/holiday/.](http://www.hrm.msstate.edu/compensation/policies/holiday/))

Leave Without Pay – A leave of absence without pay may be granted to regular employees, after applicable accrued personal, major medical, and compensatory leave are exhausted, for a period of one month up to one (1) calendar year at the discretion of the employees' responsible administrator. (Please see University Policy, [HRM #60-201, Leave/Leave Without Pay.](#)) **Record hours taken as leave without pay.**

DOC Time – Hours to be docked.

RTO Time – Retroactive pay hours.

SST Time – Straight time hours.

Overtime Hours – Hours over 40 actually worked in a work week. Hours of leave with pay, compensatory time used, and paid University holidays are not considered in computing overtime hours. Overtime pay is at a rate of not less than one and one-half (1.5) times the employee's regular rate of pay for each hour of overtime worked in excess of 40 hours in a workweek. **Hours actually worked over 40 should be recorded here. If the payroll period begins in the middle of a workweek (Sunday to Saturday), please refer to the previous semi-monthly time report to determine if overtime occurred during the first week of the current pay period.**

Compensatory Time Hours – Public sector (government) employees are eligible for earning compensatory time off in lieu of overtime pay. Compensatory time is earned at a rate of not less than one and one-half (1.5) times for each hour of overtime worked in excess of 40 hours in a workweek. **Record hours to be transferred to the compensatory time balance.**