

MISSISSIPPI STATE UNIVERSITY INTERMITTENT AND STUDENT WORKER SEMI-MONTHLY TIME REPORT INSTRUCTIONS May 24, 2018

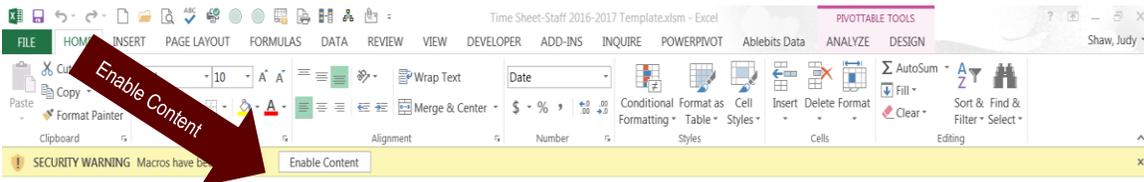
I. INTRODUCTION

The **Fair Labor Standards Act** requires that a record of hours worked be maintained for all non-exempt employees who work on a full or part-time basis, including intermittent and student workers. The department/unit head is responsible for maintaining time records in department files on each covered employee for period of at least (3) years.

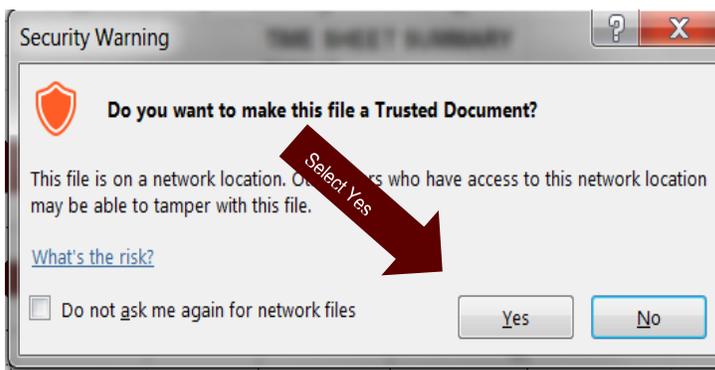
All time reports should be reviewed and signed by the appropriate individuals in the department at the end of the payroll period, after the 16th and the end of the month. A good practice is to turn in your time report to the appropriate supervisor immediately after each payroll period.

II. ENABLE CONTENT

When you open the Semi-Monthly time report, you may need to enable the time report as a trusted document. To enable the content select the **“Enable Content”** button at the top of your spreadsheet.



When you select the **“Enable Content”** button, the following popup will appear.



- Select **“Yes”**

III. BEFORE ENTERING TIME

The time report will show 24 tabs at the bottom of the spreadsheet that are based on the semi-monthly payroll dates. The time sheet will show the start date as the day payroll is keyed and the end date the day before payroll is keyed, and will show actual hours worked for each payroll period.



Before an employee enters hours in the time report, data is required to be entered at the beginning of the time report.

- To begin, select the first dated tab.

A. Identify the Employee and Department.

Please enter the following information.

- MSU ID #
- Employee Name
- Department

When an employee keys their **MSU ID number, name, and department** in the first tab, the information will **populate** for all the other time reports in each tab. This will keep the employee from having to key the information in every time report.

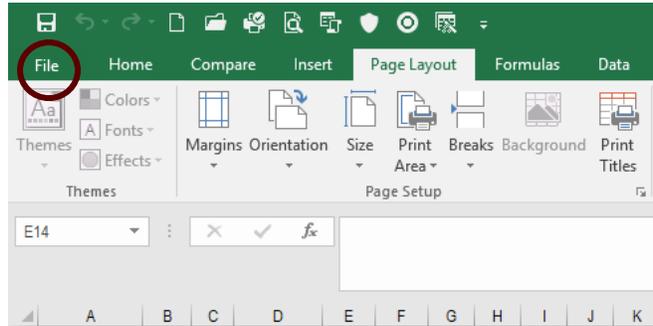
Mississippi State University	
Non-Exempt Employee Semi-Monthly Time Report	
<small>Instructions: The Fair Labor Standards Act requires that a record of hours worked on a weekly basis be maintained for all employees except executive, administrative, managerial, faculty, and professional (non-faculty). Department/unit heads are responsible for compiling and maintaining this record in department files on each covered employee for a period of at least (3) years.</small>	
MSU ID #:	_____
Name:	_____
Department:	_____
Pay period start date:	Saturday, July 1, 2017
Pay period end date:	Saturday, July 15, 2017
Pay Period Number:	13

The **payroll start dates, end dates, and pay period numbers** will be keyed in the time reports by the **department of Human Resources Management** at the beginning of each **fiscal year**.

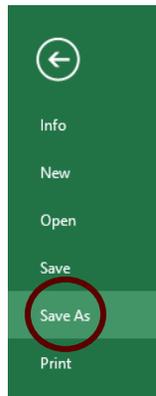
B. Saving a Time Report

When you have finished keying the required information, please save the spreadsheet to a secure MSU directory as an **Excel Workbook (.xlsx)**.

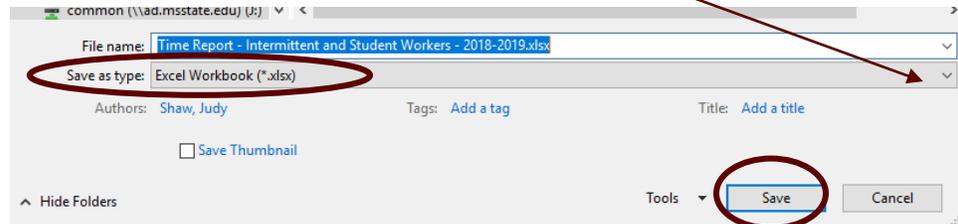
- Select **“File”**



- Select **“Save As”**



- Select the **“MSU Directory”** to save your spreadsheet.
- Select **“Save as Type”** to make your selection from the dropdown list.
- Select **“Excel Workbook (*.xlsx)”**.



- Select **“Save”**

IV. ENTERING TIME

A. Actual Hours Worked

Record the actual hours worked each day (round to the nearest quarter hour).

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MSU ID #:	123-456-789	Pay period start date:	Sunday, April 29, 2018				
Name:	Bully Test	Pay period end date:	Saturday, June 2, 2018				
Department:	Human Resources Management	Pay Period Number:	9				
Work Week Dates	Day of the Week	Actual Hours Worked	Overtime Hours	Work Week Dates	Day of the Week	Actual Hours Worked	Overtime Hours
Hours-Previous WK (Due to Split WK)							
April 29, 2018	Sunday			May 20, 2018	Sunday		
April 30, 2018	Monday			May 21, 2018	Monday		
May 1, 2018	Tuesday			May 22, 2018	Tuesday		
May 2, 2018	Wednesday			May 23, 2018	Wednesday		
May 3, 2018	Thursday			May 24, 2018	Thursday		
May 4, 2018	Friday			May 25, 2018	Friday		
May 5, 2018	Saturday			May 26, 2018	Saturday		
Week 1 Totals		0.00	0.00	Week 4 Totals		0.00	0.00
May 6, 2018	Sunday			May 27, 2018	Sunday		
May 7, 2018	Monday	8.00		May 28, 2018	Monday	8.00	
May 8, 2018	Tuesday	4.00		May 29, 2018	Tuesday	10.00	
May 9, 2018	Wednesday	8.00		May 30, 2018	Wednesday	10.00	
May 10, 2018	Thursday	4.00		May 31, 2018	Thursday	10.00	
May 11, 2018	Friday	8.00		June 1, 2018	Friday	10.00	
May 12, 2018	Saturday	9.00		June 2, 2018	Saturday		
Week 2 Totals		41.00	1.00	Week 5 Totals		48.00	8.00
May 13, 2018	Sunday			Grand Totals 93.00 9.00			
May 14, 2018	Monday			"Overtime Hours" will calculate any hours that exceed the normal 40-hour workweek of "Actual Hours Worked."			
May 15, 2018	Tuesday			The overtime calculation will include any hours worked during a split week from the previous time report, but will not be reflected in your grand total of "Actual Hours Worked." The grand total for "Actual Hours Worked" of the current time report will only reflect the hours for the current period because the employee was paid in the previous payroll period. The hours are			
May 16, 2018	Wednesday	4.00					
May 17, 2018	Thursday						
May 18, 2018	Friday						
May 19, 2018	Saturday						
Week 3 Totals		4.00	0.00				

B. Overtime Hours

Overtime is based on time actually worked beyond 40 hours during each workweek and will be calculated by the time report. A workweek is defined as 7 consecutive days and the standard workweek for Mississippi State University begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on the following Saturday.

V. KEYING/TRANSFERRING SPLIT WEEK DATA

A. Hours Previous Week (Due to Split Week)

When dates *split* between two time reports for a standard workweek (**Hours Previous Week-Due to Split Week**), the data from the previous time report will transfer to the next time report to be included in your calculations.

The example below shows that the hours for April 30, 2018 transferred to the next time report and was placed in the “**Hours-Previous WK (Due to Split WK)**” category.

8	MSU ID #:	123-456-789	Pay period start date:	Tuesday, May 1, 2018				
9	Name:	Bully Test	Pay period end date:	Saturday, June 2, 2018				
10	Department:	Human Resources Management	Pay Period Number:	9				
11								
	Work Week Dates	Day of the Week	Actual Hours Worked	Overtime Hours	Work Week Dates	Day of the Week	Actual Hours Worked	Overtime Hours
12								
13	Hours-Previous WK (Due to Split WK)		8.00					
14		Sunday			May 20, 2018	Sunday		
15		Monday			May 21, 2018	Monday		
16	May 1, 2018	Tuesday	8.00		May 22, 2018	Tuesday		
17	May 2, 2018	Wednesday	8.00		May 23, 2018	Wednesday		
18	May 3, 2018	Thursday	8.00		May 24, 2018	Thursday		
19	May 4, 2018	Friday	8.00		May 25, 2018	Friday		
20	May 5, 2018	Saturday			May 26, 2018	Saturday		
21	Week 1 Totals		40.00	0.00	Week 4 Totals		0.00	0.00

For any calculations to work properly, each employee must save the time report to a secure directory and enter their hours in the time report weekly/daily.

The eight hours from your previous week will **not** be reflected in your **grand total** on the new time report because the employee was paid for those hours on the previous time report.

Week 5 Totals		48.00	8.00
Grand Totals		125.00	9.00

The only time an employee would need to key the previous week's data would be if the week split was at the end of a fiscal year. The employee would key their hours in the tab labeled **“Previous June Split WK HRS.”** Once the employee keys the information in this report, the data will transfer to the tab labeled **“June 21, 2018 – July 4, 2018”** and placed in the **“Hours-Previous WK (Due to Split WK)”** category.

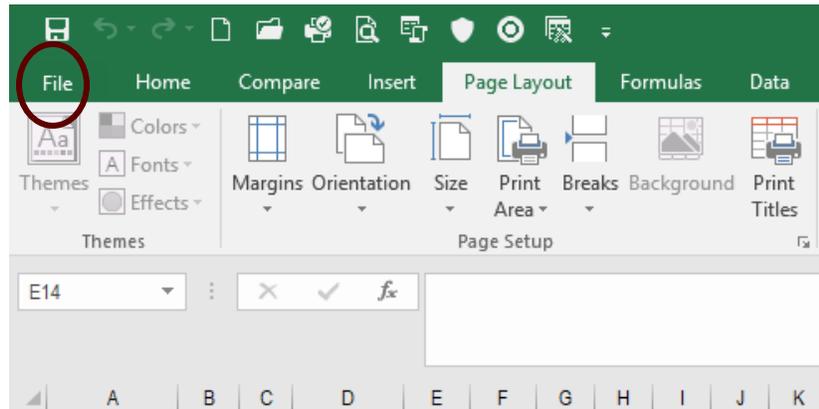
	A	B	L	M	N	O	P
1	Day of The Week	Actual Hours Worked				+	
2	Sunday						
3	Monday						
4	Tuesday						
5	Wednesday						
6	Thursday						
7	Friday						
8	Saturday						
9	Totals	0.00					

◀ ▶
Previous June Split WK HRS
June 21, 2018 - July 4, 2018

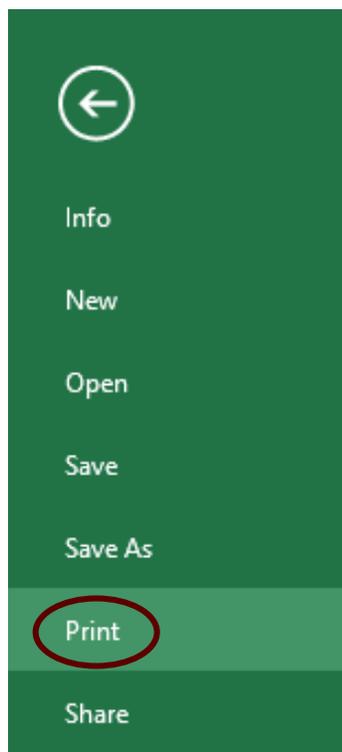
B. Printing the Time Report

Each time report is formatted to print on one page, but there are times when the time report will print on two pages due to the type of printer the employee may be using. To adjust the time report to print on one page, please follow the steps below.

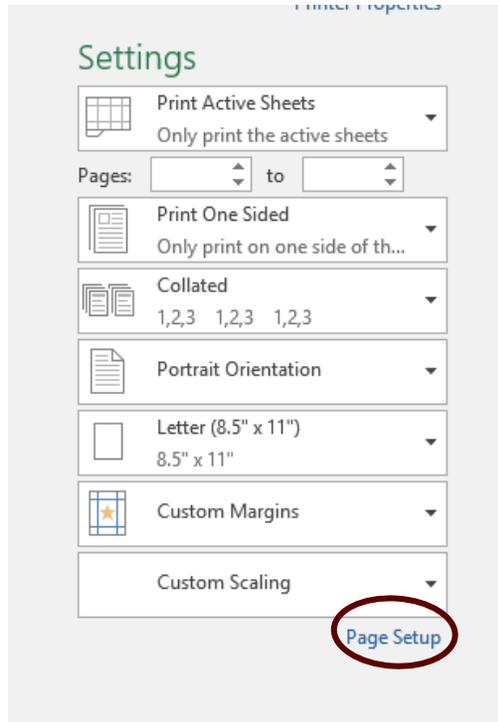
- Select **“File”**



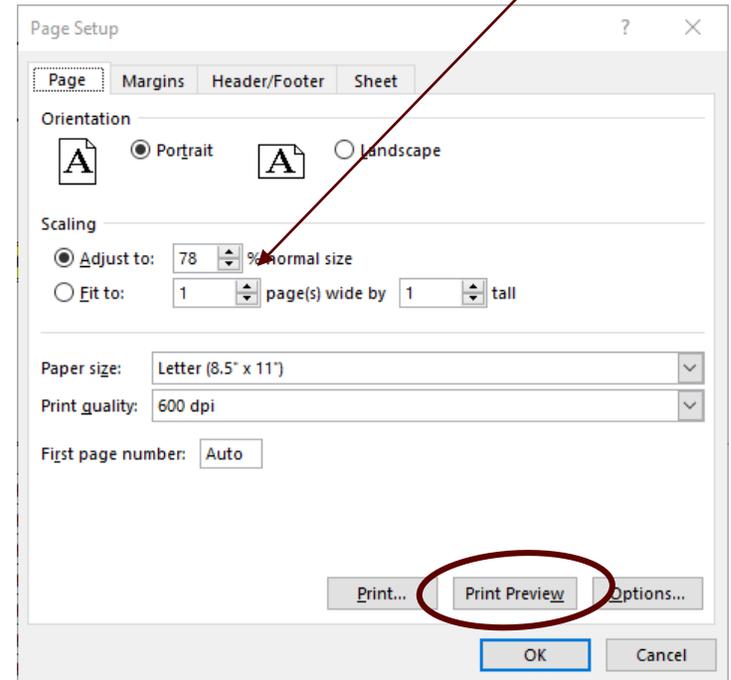
- Select **“Print”**



- Select **“Page Setup”**



- Adjust the print scale by selecting the **“Down Arrow”** key to reduce the size of the time report.



- Select **“Print Preview”** to preview the time report.
- Repeat the process until the report will print on one page.

- The Print preview box below will appear.

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

Important: The Fair Labor Standards Act requires that a record of hours worked on a weekly basis be maintained for all employees except executive, administrative, managerial, faculty, and professional (non-faculty). Department head heads are responsible for compiling and maintaining this record in duplicate in file on each covered employee for a period of at least 3 years.

MSU ID #: 03-456789 Pay Period Start Date: Tuesday, May 1, 2016
 Name: John Doe Pay Period End Date: Sunday, June 3, 2016
 Department: Human Resources Management Pay Period Number: 1

Week Dates	Day of the Week	Actual Hours Worked	Overtime Hours	Week Dates	Day of the Week	Actual Hours Worked	Overtime Hours
Week 1 Totals				Week 2 Totals			
Week 3 Totals				Week 4 Totals			
Grand Totals				Grand Totals			

Employee Signature: _____ Date: _____ Manager Signature: _____ Date: _____

May 2016

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- This view shows that the time report will print on one page.
- Select **“Print”**

