

# MISSISSIPPI STATE UNIVERSITY

## NON-EXEMPT EMPLOYEE SEMI-MONTHLY TIME REPORT INSTRUCTIONS

May 24, 2018

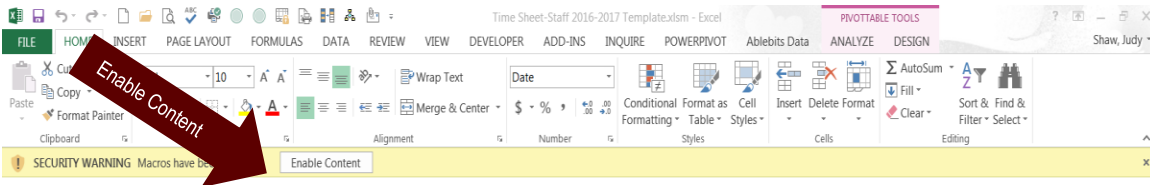
### I. INTRODUCTION

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.

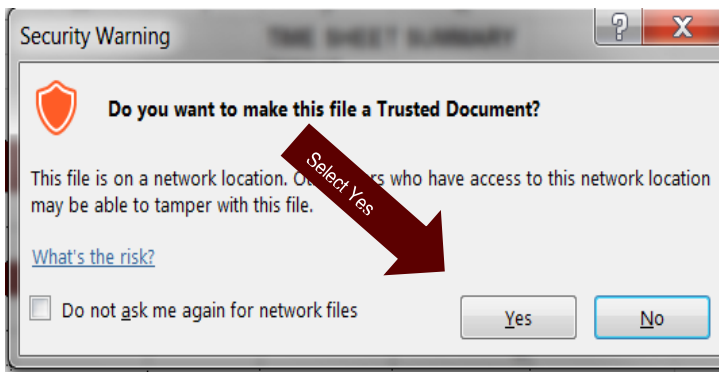
All time reports should be reviewed and signed by the appropriate individuals in the department at the end of the payroll period, after the 16<sup>th</sup> and the end of the month. A good practice is to turn in your time report to the appropriate supervisor immediately after each payroll period.

### II. ENABLE CONTENT

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



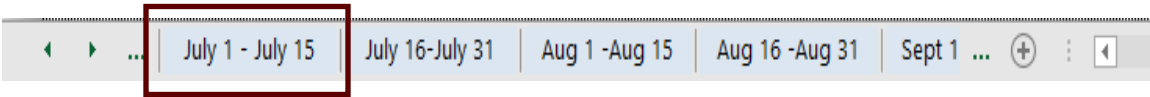
When you select the **“Enable Content”** button, the following popup will appear.



- 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 for the 1<sup>st</sup> through the 15<sup>th</sup> and 16<sup>th</sup> through the end of the month for each month.



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 tab “**July 1 –July 15.**”

#### 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 (**July 1 – July 15**), this information will **populate** in 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 #: _____						Pay period start date: Saturday, July 1, 2017														
Name: _____						Pay period end date: Saturday, July 15, 2017														
Department: _____						Pay Period Number: 13														
Employee Scheduled Hours Per Week		← FIELDS MUST BE ENTERED FOR CALCULATIONS TO WORK PROPERLY →											Receive Compensatory Time	Yes						
Work Week Dates	Day of The Week	Actual Hours Worked	Compensatory Time Used	Holiday	Medical Leave	Personal Leave	Administrative Closing/Leave	Jury Duty	Military Leave	Leave Without Pay	Totals	DOC-Payroll Conversion	RTO	RTO-Payroll Conversion	Overtime Hours	Hours Transferred to Comp. Record	HOW-Holiday Pay	HOT-Holiday Pay	SST-Payr	Please Select No Yes
<small>are not r Compen "Yes" if y compen</small>																				

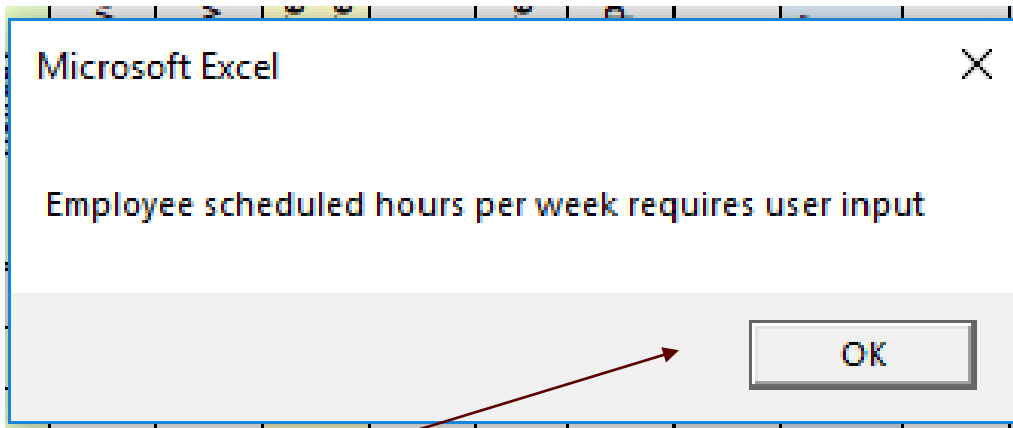
The **payroll start dates, end dates, and pay period numbers** will be keyed in the time reports by the department of Human Resources Management at the beginning of each **fiscal year**.

## B. Employee Scheduled Hours Per Week

When an employee is offered a job at Mississippi State University, their offer should reflect how many hours they are expected to work each week. For the calculations to work properly in the new time report, the employee will need to enter how many hours they are scheduled to work each week (Example: 40) in the yellow box as shown below.

6	MSU ID #:	_____
7	Name:	_____
8	Department:	_____
9		
11	Employee Scheduled Hours Per Week	_____

**Note:** This field will show the color yellow in the first tab until the employee enters their scheduled weekly hours. In Addition, the box below will appear if the employee saves the time report without entering their scheduled hours per week.



- Select **“OK”** and enter your scheduled hours per week.

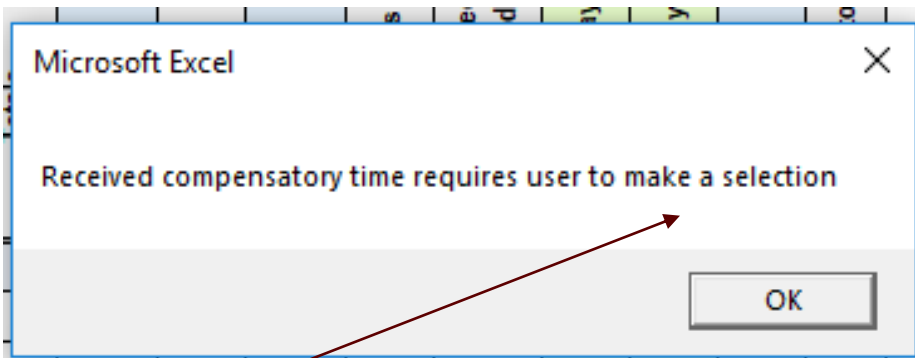
This information will **populate** to the other time reports in each tab, but the employee will have the capability to change the scheduled weekly hours in the other time reports if an employee has a scheduled weekly hour status change during the fiscal year.

### C. Receive Compensatory Time

- Please Select “Yes” or “No”

Receive Compensatory Time					Please Select
roll ion	hours	ferred :cord	y Pay	/ Pay	Please Select No Yes

If you do not make a selection from the drop down box, the box below will appear when you try to exit the time report.



- Select “OK” and make your selection from the drop down box.

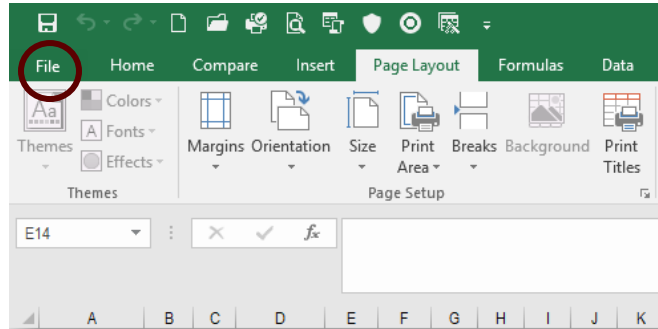
Receive Compensatory Time					Please Select
roll ion	hours	ferred :cord	y Pay	/ Pay	Please Select No Yes

This information will **populate** to the other time reports in each tab, but the employee will have the capability to change the compensatory time selection in the other time reports if an employee’s compensatory status changes during the fiscal year.

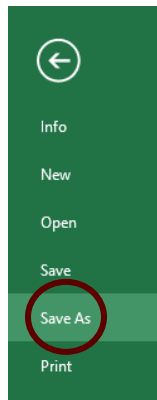
#### D. Saving a Time Report

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

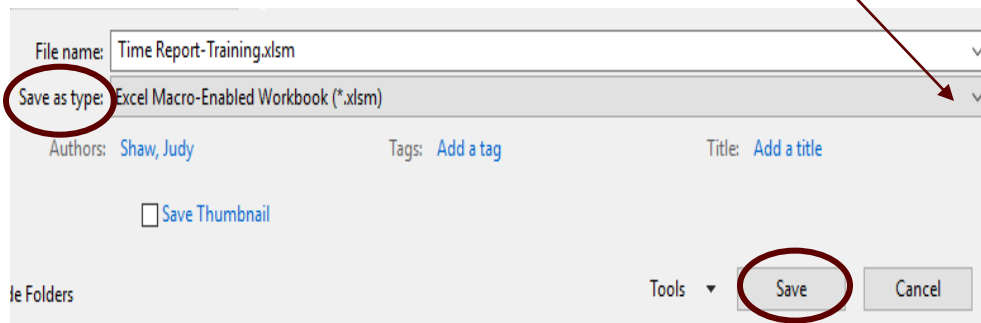
- Select **“File”**



- 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 Macro-Enabled Workbook (.xlsm)”**



- Select **“Save”**

**IV. ENTERING TIME**

**A. Actual Hours Worked**

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

**B. Compensatory Time Used**

Record hours taken as compensatory time used.

**C. Holiday**

Record hours taken for University holidays.

**D. Medical Leave**

Record hours taken for medical leave.

**E. Personal Leave**

Record hours taken for personal leave.

**F. Administrative Closing/Leave**

Record hours taken for administrative closing/leave.

**G. Jury Duty**

Record hours taken for jury duty.

**H. Military Leave**

Record hours taken for military leave.

**I. Leave Without Pay**

Record hours taken for leave without pay.

When an entry is entered in the **“Leave Without Pay”** field, the time report will calculate the **“DOC-Payroll Conversion”** entry based on the conversion factors provided by the Controller’s office for payroll purposes. This calculation will show in the time report as a positive number for each day, and the time report will convert the number to a negative number in the total field for each week and the grand total field for payroll purposes.

11	Employee Schedule Hours Per Week		← FIELDS MUST BE ENTERED FOR CALCULATIONS TO WORK PROPERLY →													Receive Compensatory Time	Yes					
12	Work Week Dates	Day of The Week	Actual Hours Worked	Compensatory Time Used	Holiday	Medical Leave	Personal Leave	Administrative Closing/Leave	Jury Duty	Military Leave	Leave Without Pay	Totals	DOC-Payroll Conversion	RTO	RTO-Payroll Conversion	Overtime Hours	Hours Transferred to Comp. Record	HOW-Holiday Pay	HOT-Holiday Pay	SST-Payroll	Conversion Factor	
13	Hours-Previous WK (Due to Split WK)																					
14	March 4, 2018	Sunday																				7.879
15	March 5, 2018	Monday									8.00	8.00	7.88									7.879
16	March 6, 2018	Tuesday									8.00	8.00	7.88									7.879
17	March 7, 2018	Wednesday									8.00	8.00	7.88									7.879
18	March 8, 2018	Thursday									8.00	8.00	7.88									7.879
19	March 9, 2018	Friday									8.00	8.00	7.88									7.879
20	March 10, 2018	Saturday																				7.879
21											40.00	40.00	-39.40									

## J. RTO-Pay

Pay that was not received in the previous pay period.

When an entry is entered in the “**RTO**” field, the time report will calculate the “**RTO-Payroll Conversion**” entry for payroll purposes.

11	Employee Schedule Hours Per Week		← FIELDS MUST BE ENTERED FOR CALCULATIONS TO WORK PROPERLY →										Receive Compensatory Time		Yes							
12	Work Week Dates	Day of The Week	Actual Hours Worked	Compensatory Time Used	Holiday	Medical Leave	Personal Leave	Administrative Closing/Leave	Jury Duty	Military Leave	Leave Without Pay	Totals	DOC-Payroll Conversion	RTO	RTO-Payroll Conversion	Overtime Hours	Hours Transferred to Comp. Record	HOW-Holiday Pay	HOT-Holiday Pay	SST-Payroll	Conversion Factor	
13	Hours-Previous WK (Due to Split WK)																					
14	March 4, 2018	Sunday																				7.879
15	March 5, 2018	Monday											8.00	7.88								7.879
16	March 6, 2018	Tuesday											8.00	7.88								7.879
17	March 7, 2018	Wednesday	8.00									8.00										7.879
18	March 8, 2018	Thursday	8.00									8.00										7.879
19	March 9, 2018	Friday	8.00									8.00										7.879
20	March 10, 2018	Saturday																				7.879
21			24.00									24.00	16.00	15.76								

## K. Overtime Hours

Overtime is based on time actually worked beyond 40 hours during each workweek. The time report will calculate overtime hours each week.

## L. Hours Transferred to Compensatory Time

The time report will calculate compensatory time, if you selected “**Yes**” at the top of the time report to receive compensatory time.

## M. HOW-Holiday Pay

The time report will calculate your holiday pay.

## N. HOT-Holiday Pay

The time report will calculate your holiday overtime pay.

## O. SST-Payroll

The time report will calculate your straight time.

## P. Conversion Factor

The conversion factor codes are provided by the Controller’s office and are used to perform prior period payroll adjustments for full-time and regular, part-time employees. This process is designed to obtain the percentage of employment during a pay period and should not be confused with actual hours worked. This method is to be used with the earn code **RTO (retroactive pay)** or **DOC (docked pay)** and limited to employees whose hours default each pay period. It is not applicable for overtime hours or hours paid to students or temporary employees paid on a delayed basis.

The semi-monthly pay cycle is based on an employee’s annual rate paid over twenty-four pay periods (15<sup>th</sup> of the month and the last working day).

The time report will calculate the **RTO (retroactive pay)** or **DOC (docked pay)** based on the conversion factors in the time report.





The only time an employee would need to key the previous week's data would be if the workweek split were 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 **“July 1 – July 15”** and placed in the **“Hours-Previous WK (Due to Split WK)”** category.

	A	B	C	D	E	F	G	H	I	J	K
	Day of The Week	Actual Hours Worked	Compensatory Time Used	Holiday	Medical Leave	Personal Leave	Administrative Closing/Leave	Jury Duty	Military Leave	Leave Without Pay	Totals
1											
2	Sunday										0
3	Monday										0
4	Tuesday										0
5	Wednesday										0
6	Thursday										0
7	Friday										0
8	Saturday										0
9											
10											
11											
12											
13											
14											
15											
16											
17											
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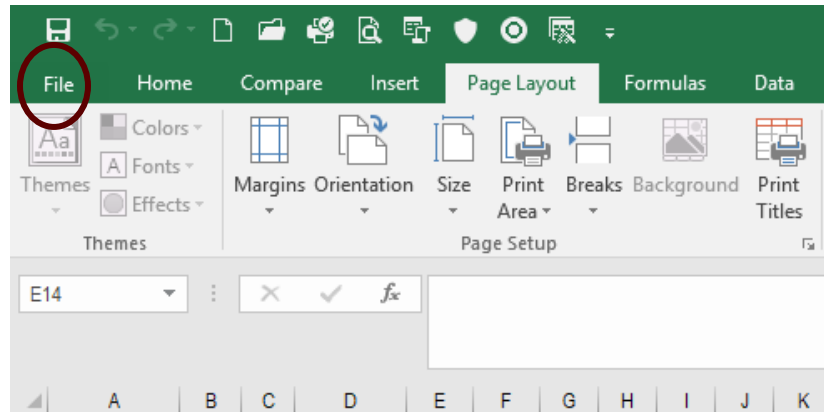
RESET FORM

Previous June Split WK HRS | July 1 - July 15 | July 16 - July 31 | Aug 1 - Aug 15 | (+)

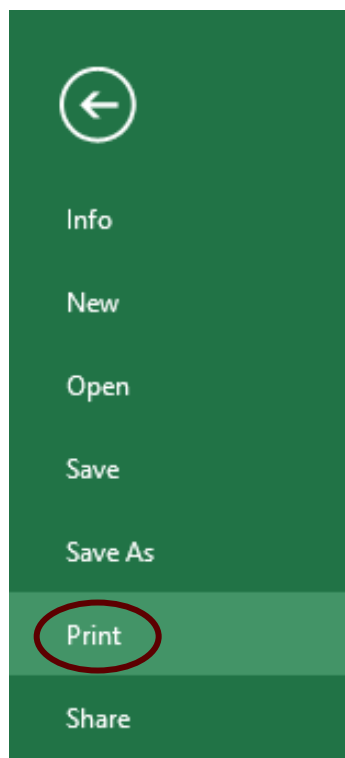
## B. Printing the Time Report

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.

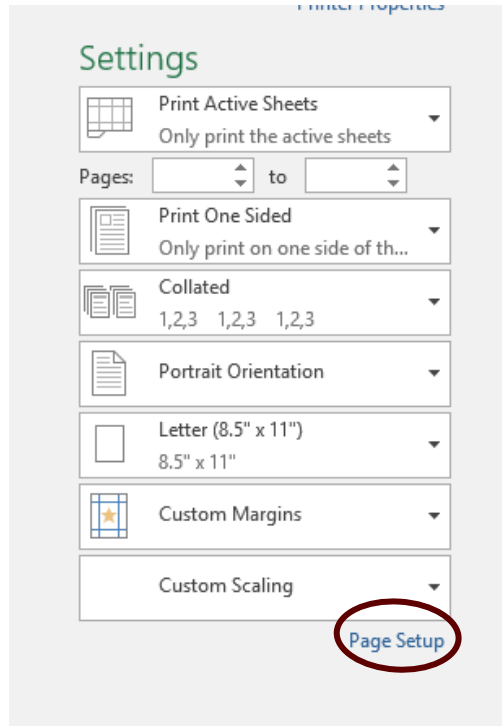
- Select **“File”**



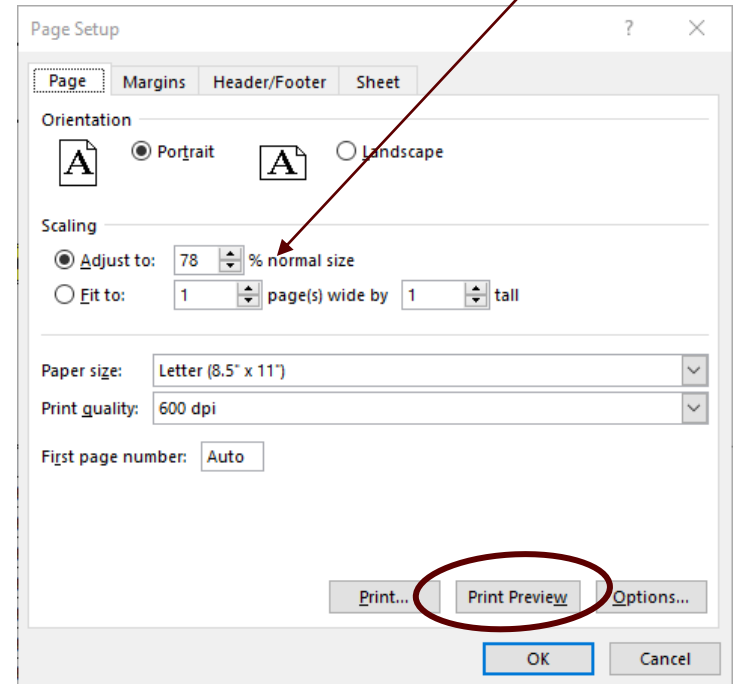
- Select **“Print”**



- 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

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/units heads are responsible for compiling and maintaining this record in department files on each covered employee for a period of at least (3) years.

MSU ID #: \_\_\_\_\_ Pay period start date: Sunday, March 4, 2018  
 Name: \_\_\_\_\_ Pay period end date: Saturday, March 31, 2018  
 Department: \_\_\_\_\_ Pay Period Number: 13

Employee Schedule Hours Per Week		FIELDS MUST BE ENTERED FOR CALCULATIONS TO WORK PROPERLY											Receive Compensation Time		Please See it					
Work Week Dates	Day of the Week	Actual Hours Worked	Compensatory Time Used	Holiday	Medical Leave	Personal Leave	Administrative/Consulting Leave	Any Duty	Holiday Leave	Leave Without Pay	Totals	SST-Payroll Conversion	RTO	RTO-Payroll Conversion	Overtime Hours	Hours Transferred to Comp. Report	NON-Holiday Pay	HOT-Holiday Pay	SST-Payroll Conversion Factor	
Hours-Previous WK (Due to Bank WK)																				
March 4, 2018	Sunday																			7.875
March 5, 2018	Monday																			7.875
March 6, 2018	Tuesday																			7.875
March 7, 2018	Wednesday																			7.875
March 8, 2018	Thursday																			7.875
March 9, 2018	Friday																			7.875
March 10, 2018	Saturday																			7.875
Week 1 Totals																				
March 11, 2018	Sunday																			7.875
March 12, 2018	Monday																			7.875
March 13, 2018	Tuesday																			7.875
March 14, 2018	Wednesday																			7.875
March 15, 2018	Thursday																			7.875
March 16, 2018	Friday																			7.875
March 17, 2018	Saturday																			7.875
Week 2 Totals																				
March 18, 2018	Sunday																			7.875
March 19, 2018	Monday																			7.875
March 20, 2018	Tuesday																			7.875
March 21, 2018	Wednesday																			7.875
March 22, 2018	Thursday																			7.875
March 23, 2018	Friday																			7.875
March 24, 2018	Saturday																			7.875
Week 3 Totals																				
March 25, 2018	Sunday																			7.875
March 26, 2018	Monday																			7.875
March 27, 2018	Tuesday																			7.875
March 28, 2018	Wednesday																			7.875
March 29, 2018	Thursday																			7.875
March 30, 2018	Friday																			7.875
March 31, 2018	Saturday																			7.875
Week 4 Totals																				
Total Met Previous Week																				

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_  
I certify this record is accurate and accounts for my time during the indicated period.

Manager's signature \_\_\_\_\_ Date \_\_\_\_\_  
I certify the hours recorded and coded on this form are correct and in compliance with University policy.

[See Leave Without Pay Policy](#)  
[See Overtime/Compensatory Time Policy](#)  
[Time Sheet Definition Policy](#)

Revised: 02/2018

◀ 1 of 1 ▶

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

