

A background image of autumn leaves in shades of yellow, orange, and red, with some green leaves still visible. The leaves are scattered across the frame, with some in sharp focus and others blurred in the background.

Payroll Time Sheet Training

For Non-Exempt Employees



MURRAY STATE
UNIVERSITY

Today's Agenda

- General Information
 - Payroll Dates
 - Time Reporting and Approval
 - Payroll Loans
- Questions





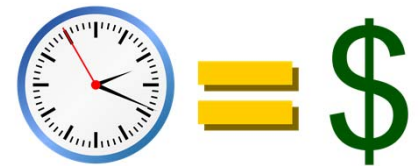
Payroll Dates

- Non-exempt employees are paid on a bi-weekly pay schedule, two weeks in arrears
- Payroll calendar can be found on Payroll website, myGate Employee tab or support site
 - Contains pay period dates, time sheet deadlines and paycheck dates



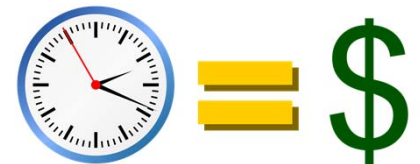
Time Reporting - Ecotime

- Time clock
- Used by some departments on campus
 - Facilities Management
 - Dining Services
 - Public Safety
- MSU ID to clock in and out
- Clocks available across campus



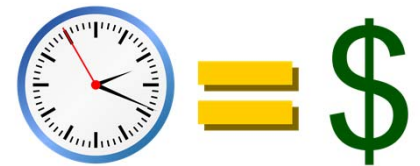
Time Reporting

- Electronic time sheets in myGate
- Best practice – Open your time sheet at the beginning of every pay period!
- Employee's and supervisor's responsibility for submitting and approving time sheets
- Email notifications



Time Reporting

- Hours need to be reported on the time sheet when they were worked
- Work week = Saturday - Friday
- PTO: Vacation time, sick pay, bereavement, etc.
- Overtime automatically calculates after the time sheet is processed



Holiday Pay & Closure Pay

- Report regular schedule hours as Holiday Pay or University Closure Pay
- Report any hours worked as additional Holiday Pay Worked
- Report Closure Pay if the President officially closes the University
- Closure pay category won't always be there

Time Sheet Example

Log in to myGate and click on the Employee tab to access your time sheet

The screenshot displays the Murray State University myGate Employee portal. The top navigation bar includes links for Home, Employee, Admin Tools, Money, Financial Aid, and Academics. The main content area is divided into three columns:

- Employment Details:** Contains links for Benefits, Direct Deposit, Direct Deposit Instructions, Pay Stub, Job Details, Leave Details, and Employee Directory.
- Bookmarks Plus:** Lists various services such as AIM Online Requesting, EcoTime, Employment Information, FERPA Training, Forms, Hiring Procedures, Human Resources General Information, Legal Downloading Resources, Mapworks, MSU Benefits Information, Office of Institutional Diversity, Equity and Access Procedures, Report Concerns / Whistleblower Program, Scholarship Manager, School Visit - Report Future Visits, and School Visit - View Calendar.
- Time Reporting (highlighted in yellow):**
 - Time Sheet:** Shows details for Accounting Assistant II, 998990-00 - Acct Mgr, Gen Ldgr-Accts Pay, W00445. It lists two bi-weekly pay periods: Bi-Weekly - 23, Due Date: Nov 03, 2015, and Bi-Weekly - 22, Due Date: Oct 20, 2015. A "More" link is available below.
 - Time Approval:** Includes a "Preferences" link and buttons for "Update Approval Proxies" and "Act as Superuser".
 - Personnel Action Notices:** Contains links for "Create a new EPAF", "Approve an EPAF", and "Originator Summary".
- Human Resources:** Features the BENEFITFOCUS logo and instructions for "Accessing the System and Registering":
 - Go to <https://murraystate.hrntouch.com>
 - Click on the "Create an account" link
 - Verify: Last Name, Date of Birth, Last 4 digits of your Social Security Number.
 - Create a unique username and password.
 - Select your three security questions and answers.
 - Complete your "To Do List" prior to enrolling in your benefits
 - Select "Enroll Now" to make your benefits elections.Additional notes include: "Look for an open enrollment quick guide with important plan information in your campus mail." and "Human Resources Benefits staff are available at 270-809-2146 or 412 Sparks Hall."
- Announcements (EE):** Titled "Veteran/Disability Status Update", it states: "The U.S. Department of Labor's Office of Federal Contract Compliance Programs provides regulations for Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) at 41 CFR Part 60-741. Section 503"

Time Sheet Example – Self Service Banner

The screenshot displays the Murray State University website interface. At the top left is the university logo and name. A navigation bar includes links for Home, Employee, Admin Tools, Money, Financial Aid, Academics, and Time/Leave Reporting. The main content area is divided into several sections:

- Internal Job Listings:** Lists positions such as Building Services Technician I, Director for International Recruitment and Operations Manager, and Coordinator of McNair Scholars Program. Includes a note for regular employees and a link for more information.
- DigitalMeasures:** Features a logo for DigitalMeasures Activity Insight Login and text explaining it as an activity reporting system for faculty and professional staff. Provides contact information for access requests.
- Strategic Plan:** Contains a link to the Strategic Initiatives Plan (PDF) and notes it was approved by the Board of Regents on June 5, 2015.
- Self-Service Banner:** Includes a link to log in to the Self-Service Banner.
- Banner INB:** Contains a note about password requirements for myGate access and a link to log in to INB.
- Electronic W2 Forms:** Provides links to complete a consent form, view/print electronic W2, receive printed W-2, and receive W-2 notices.

A large red arrow points from the center of the page towards the Self-Service Banner link, labeled "Self Service Bank Link".

Time Sheet Example



[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

[Personal Information](#)

Update addresses, contact information or marital status; review name or social security number change information

[Student](#)

Register for Classes, View your Academic Records, Request Enrollment Verification, Apply to Graduate.

[Financial Aid](#)

Apply for Financial Aid, Review your Financial Aid, Accept Award Offers, Review Loan Applications, Review Loan Documents, Review Loan Disbursements, Review Loan Repayment, Review Loan Forgiveness, Review Loan Cancellation, Review Loan Deferment, Review Loan Forbearance, Review Loan Suspension, Review Loan Default, Review Loan Discharge, Review Loan Repayment, Review Loan Forgiveness, Review Loan Cancellation, Review Loan Deferment, Review Loan Forbearance, Review Loan Suspension, Review Loan Default, Review Loan Discharge.

[Employee](#)

Time sheets, time cards, W2 and T4 forms, W4 data.

[Finance](#)

Create or review financial documents, budget information, approvals.

Click on Employee

RELEASE: 8.8

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Time Sheet Example



[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee

Time Sheet

[Absentee Report](#)

[Benefits and Deductions](#)

Click here to view Retirement, Health, Other Deductions and your Summary of Benefit Statement.

[Pay Information](#)

Click here to view your Direct Deposit Allocation, Earnings and Deductions History and Pay Stubs.

[Tax Forms](#)

Click here to view and/or update W4 information.

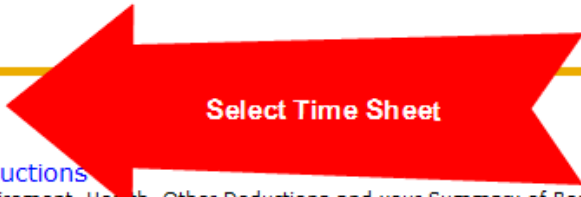
[Leave Balances](#)

[Salary Planner](#)

[Electronic Personnel Action Forms](#)

[Labor Redistribution](#)

[Veteran/Disability Status](#)



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Time Sheet Example



Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:

Act as Superuser:

Select Access my Time Sheet

Hit Select

[Proxy Set Up](#)

RELEASE: 8.12.1.5

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Time Sheet Example



 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department

Accounting Assistant II, 998990-00
Acct Mgr Gen Ldgr-Accts Pay, W00445

My Choice Pay Period and Status



Oct 17,2015 to Oct 30,2015 Completed 

Time Sheet

RELEASE: 8.12.1.5

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Time Sheet Example



Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department My Choice Pay Period and Status

⚠ You have no records available at this time. Please contact your Payroll Administrator if you have any questions.

RELEASE: 8.12.1.5

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If you ever get a message like this, please call the Payroll Office at 4175
and we can help you access your time sheet.



Time Sheet Example

Select Next or Previous to access another employee.

Employee ID and Name: M000 XXXXX **Department and Description:** 1 W00245 Approver W Org
Title: 997947-00 Position Description **Transaction Status:** Completed

Previous Menu Previous Next

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday Oct 01,2016	Sunday Oct 02,2016	Monday Oct 03,2016	Tuesday Oct 04,2016	Wednesday, Oct 05,2016	Thursday Oct 06,2016	Friday , Oct 07,2016	Saturday Oct 08,2016	Sunday Oct 09,2016	Monday Oct 10,2016	Tuesday Oct 11,2016	Wednesday, Oct 12,2016	Thursday Oct 13,2016	Friday , Oct 14,2016
Regular Bi-weekly Pay	1		37				7.5	2	7.5					7.5	7.5	5	7.5	
Vacation Pay	1		8					5.5								2.5		
Sick Pay	1		7.5															7.5
Holiday Pay	1		22.5							7.5	7.5							
Total Hours:			75				7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5
Total Units:				0														

Routing Queue

Name	Action and Date
Employee Name	Originated Oct 03,2016 09:51 am
Employee Name	Submitted Oct 17,2016 08:23 am
Supervisor Name	Approved Oct 17,2016 09:10 am



Time Sheet Example

Select Next or Previous to access another employee.

Employee ID and Name:
Title:

M000 XXXXX
997947-00 Position De

Employee Name & M#

1 W00245 Approver W Org
Completed

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Routing Queue

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Employee Name
Employee Name
Supervisor Name

Action and Date

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M000 XXXXX
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245 Approver W Org
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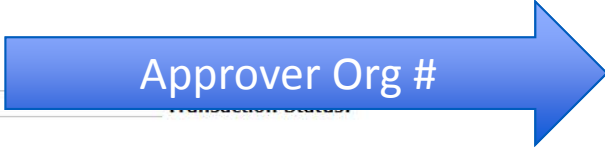
MURRAY STATE
UNIVERSITY

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1 W00245 Approver W Org
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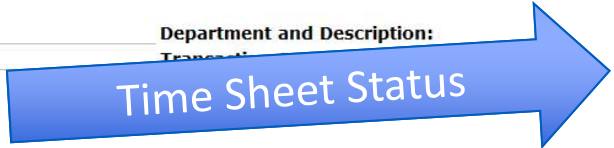
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Dates →

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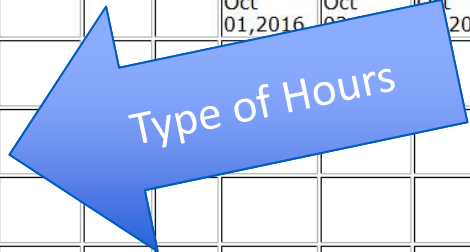
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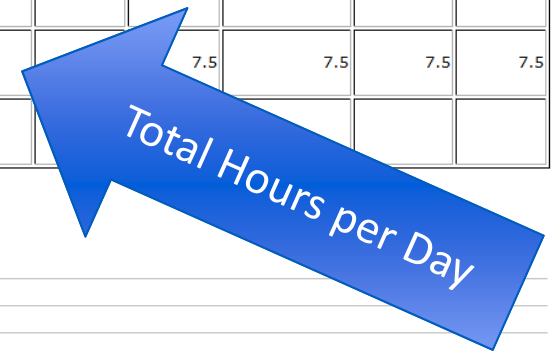
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Routing Queue

Name

Employee Name
 Employee Name
 Supervisor Name

Action and Date

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Time Sheet Example – Holiday Pay

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday 'Nov 21,2015	Sunday 'Nov 22,2015	Monday 'Nov 23,2015	Tuesday 'Nov 24,2015	Wednesday, Nov 25,2015	Thursday 'Nov 26,2015	Friday , Nov 27,2015
Regular Bi-weekly Pay	1		49				7.5	7.5			
Sick Pay	1		3.5								
Holiday Pay	1		22.5						7.5	7.5	7.5
Total Hours:			75				7.5	7.5	7.5	7.5	7.5
Total Units:				0							



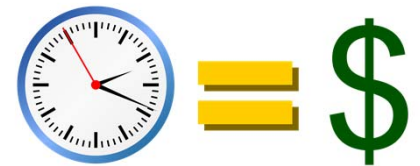
Time Sheet Example – Holiday Pay Worked

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Nov 21,2015	Sunday , Nov 22,2015	Monday , Nov 23,2015	Tuesday , Nov 24,2015	Wednesday, Nov 25,2015	Thursday , Nov 26,2015	Friday , Nov 27,2015
Regular Bi-weekly Pay	1		60.5				9.5	8			
Holiday Pay	1		24						8	8	8
Holiday Worked	1		6						3		3
Total Hours:			90.5				9.5	8	11	8	11
Total Units:				0							

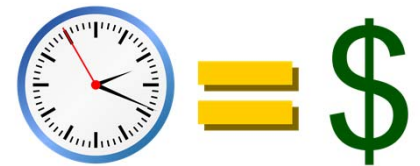
Time Reporting

- Enter hours on your time sheet every day
- Make sure you hit “SAVE” to save the hours you entered
- Only hit the “SUBMIT” button when you are finished entering your time
- Your approver can return a time sheet to you for correction if needed



Time Reporting

- What hours need to be reported?
 - Regular schedule hours
 - Any hours worked during the pay period
 - Travel (may not always be compensable)
 - Conferences, training (may not always be compensable)



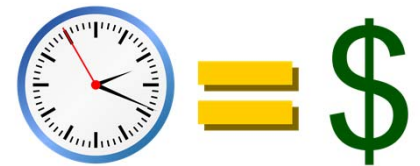
Overtime Hours

- When do I get overtime vs. regular time?
 - 37.5 hours vs. 40 hours
 - Based on work week
- Overtime calculated on my paycheck
 - Example:
 - 45 hours worked during one week
 - 45 hours x regular hourly rate
 - 5 hours x $\frac{1}{2}$ regular hourly rate



Time Reporting

- Time sheet submission deadlines
- Time sheet approval deadlines
- What happens if my time sheet is not submitted by the deadline?
- What happens if my time sheet is not approved by the deadline?



Time Reporting Forms

- Time Sheet Correction Form
- Late Time Sheet Form
- How will a late time sheet affect my paycheck?
- **Late time sheets are always paid on the next pay period**



Payroll Loans

- What are they?
 - Method to pay an estimated amount before it is process through payroll
- What qualifies for a payroll loan?
- How do I get one?
- What about taxes and other deductions?

Payroll Loans

Payroll Loan Calculation:

Total Hours Reported on Late Time Sheet Form
x Hourly Rate = Gross Pay

Gross Pay x Percentage = Payroll Loan

Student Worker = 80%

Temporary Employee = 75%

Regular Employee = 70%



Questions?



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