



# 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

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



# Time Sheet Example – Self Service Banner

# Time Sheet Example



# Time Sheet Example

# Time Sheet Example

# Time Sheet Example

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  $0 \rightarrow A$

# Time Sheet Example







# Time Sheet Example







# Time Sheet Example

# Time Sheet Example



# Time Sheet Example – Holiday Pay

# Time Sheet Example – Holiday Pay Worked

# 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

# 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



# 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?