

TIMESHEET MODE  
SALARY/NON-EXEMPT STAFF  
2025





# TIMESHEET MODE

## SALARY/NON-EXEMPT STAFF

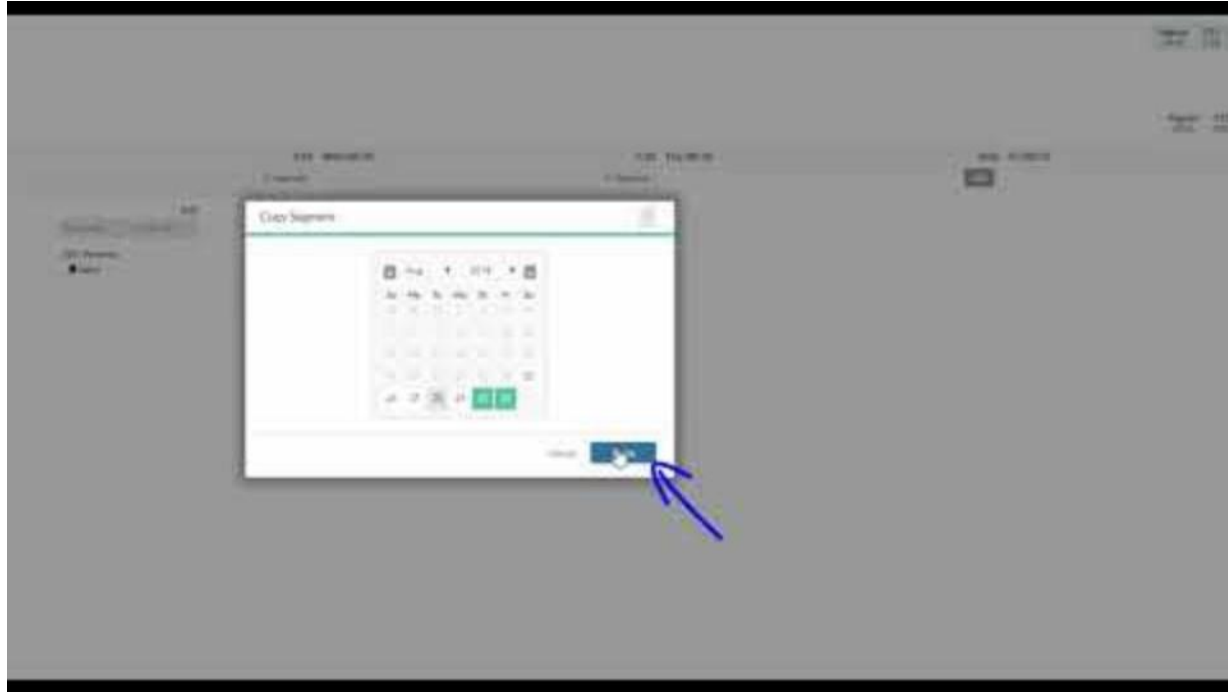
Effective January 1, 2025, the new FLSA regulations at Marshall University will classify you as a salaried non-exempt employee.

**This change brings several benefits:**

**Overtime/Compensatory Time:** You will be eligible for overtime pay or compensatory time for hours worked beyond 40 in a workweek.

**No Punching In/Out:** You will not be required to punch in/out, allowing for more flexibility and autonomy in managing your work hours.

**Electronic Time Sheet:** You will report your hours worked on an electronic timesheet, ensuring accurate tracking and compliance with FLSA regulations.



Source – Pasco Schools Videos My Passcode Connect

[Access Timesheet on MyMU](#)

# TRAINING VIDEO FOR TIMESHEET MODE



# WRITTEN INSTRUCTIONS FOR TIMESHEET MODE

- After logging into TCP using MYMU, you will see “Timesheet” mode
- Use the Previous and Next buttons to select the week you would like to enter in time sheets for. If you would like to enter in a time sheet for Saturday or Sunday, click on the Display weekends checkbox.
- Once you've selected the week you would like to add hours for, click Add on the day you would like to create a time sheet for. By default, the day will populate with an anchor time and length of the time sheet.

The screenshot displays the 'TIME SHEETS' interface. At the top, there is a 'Configure Time Sheets' section with 'Back', 'Cancel', and 'Next' buttons. Below this, the selected period is '02/21/2016 - 02/27/2016'. Navigation controls include 'Navigate Period' with 'Prev' and 'Next' buttons, and a 'Display weekends' checkbox. The main area shows a grid for the week of 02/21 - 02/27. Each day (Mon 02/22, Tue 02/23, Wed 02/24, Thu 02/25, Fri 02/26) has a time slot starting at 0:00 and an 'Add' button. A modal window is open for Friday, 02/26, showing a time range from 09:00 AM to 8:00, a category '102 - Vacation' with a 'Leave' option, and an 'Add' button.



# MANAGING YOUR TIMESHEET

- **Viewing Your Timesheet:**
  - Navigate to the "Timesheet" tab.
  - Select the date range for the period you want to review.
  - Enter your hours on a daily, weekly basis. total hours worked will be displayed.
- **Editing Your Timesheet:**
  - Select the entry you need to edit. Make the necessary changes
  - Save your changes.
- **Submitting Your Timesheet**
  - Ensure all your entries are correct and complete.
  - Discuss any comp time or overtime with Supervisor
  - Once your timesheet is accurate, click on the "Submit/Send for Approval"
  - Your supervisor will review and approve your timesheet.





# QUESTIONS

