TIMESHEET MODE SALARY/NON-EXEMPT STAFF 2024

TIMESHEET MODE SALARY/NON-EXEMPT STAFF

Effective July 1, 2024, 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.
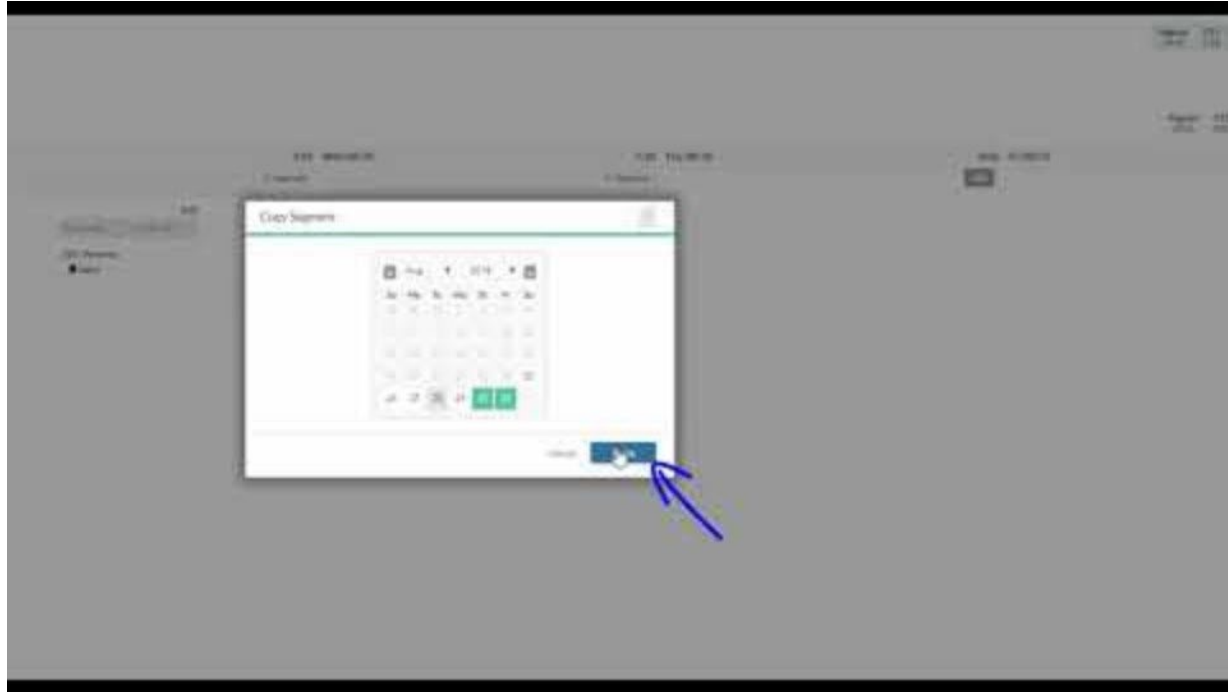
Source – Pasco Schools Videos My Passcode Connect

TRAINING VIDEO FOR TIMESHEET MODE

Access Timesheet on MyMU

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.

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