



The Audit Perspective

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The beginning of a new academic year brings much excitement and activity across campus. During this time, it is not uncommon for hourly employees to work extra hours. The upcoming payroll period (August 25, 2018 – September 8, 2018) includes the Labor Day holiday. To assist employees in calculating overtime correctly when a holiday is included in the period, we have included some examples below.

Overtime and Compensatory Time Reporting

The [Fair Labor Standards Act \(FLSA\) – Compensatory Leave – Overtime Policy](#) requires overtime be paid to qualifying employees for any hours worked over 40 in a standard workweek at a rate of 1.5 times the employee's regular hourly rate of pay. The University's standard workweek begins **Monday at 12:01 a.m. and runs through midnight on Sunday**. Any hours worked over 40 in a standard workweek will include holidays, as defined by the [Official Holidays Policy](#), but will not include major medical, personal leave, jury duty, or administrative leave. As part of the payroll review and approval process, the department head or supervisor is responsible for verifying the accuracy of employee timesheets each pay period.

Tip: Due to the University's semi-monthly payroll periods, it may be necessary to refer to hours worked in a prior pay period to review the entire workweek in order to verify overtime/compensatory time is calculated correctly. Supervisors are able to view a previous payroll period's timesheet in myOleMiss for an employee if one is currently pending and has not yet been approved. Another option for viewing previous timesheets is to run transaction code CATS_DA (Display Time Report) in SAP. Access to this transaction is not automatic, but a department's time administrator could have access. Instructions on how to run the Display Time Report can be found [here](#). As a last resort, supervisors/employees may need to print timesheets each pay period in order to easily be able to refer to them while reviewing payroll.

Please read the memo regarding online time recording and FLSA overtime guidelines [here](#), which contains examples on how to correctly record overtime. [Timesheet examples](#) may also be found on the Office of Human Resources' (HR) website under "Payroll". Consider distributing these examples to employees and supervisors to assist in ensuring overtime is being recorded correctly.

We have provided additional examples with workweeks containing holidays below, specifically for Labor Day. If an employee actually works on a holiday, these hours must be reported as AOTP (paid overtime)/AOTC (comp time). Both the holiday hours and the AOTP/AOTC hours reported on this day count toward attaining 40 working hours for the week, prior to recording any additional overtime for non-holidays during the week.

- [Example 1](#) (includes Holiday and Overtime)
- [Example 2](#) (includes Holiday, Leave, and Overtime)

Did you know?

Internal Audit is now reviewing overtime and compensatory time reporting for compliance each payroll period. Payroll is notified of issues and assists with following up with departments to correct any issues. As a result, if you calculate/report overtime hours inaccurately, you may be contacted by Payroll to submit a corrected timesheet.

Training with Internal Audit

Lead Your Team:

A section on the Code of Ethics and Conduct is presented by Internal Audit during the Lead Your Team training sessions. Lead Your Team is a three-day program designed to develop the skills necessary to supervise professionally and effectively. This is a core course highly recommended for employees with supervisory and people management responsibilities. The next Lead Your Team sessions are offered on October 10th, 17th, and 24th. Sign up on the [HR website!](#)

Account Reconciliation:

The Office of Internal Audit offers training on account reconciliation. A session is currently scheduled for September 19th, 2018 from 11:00am - 12:00pm at the Law School, Room 1115. In this class, employees will learn how to perform monthly account reconciliations for revenue and expenditures (including payroll) in order to be compliant with the [Responsibilities of Signatory Officers Policy](#). This class is designed for signatory officers as well as other employees who have been delegated the responsibility for reconciling departmental accounts. To register for upcoming sessions, go to our [website](#).

Lead Responsibly:

A section entitled *Doubt Means Don't: Fiscal Responsibility (Code of Ethics and Conduct)* is presented by Internal Audit during the Lead Responsibly training. Lead Responsibly is designed for new and existing department heads. The review of financial and administrative topics will empower leaders to make accurate judgements and

decisions, manage resources effectively, and act with professional integrity. The next session will be held Wednesday, September 19th. Visit the [HR website](#) to register!

In the News

- [Former State Police Lieutenant Indicted in Ongoing Overtime Fraud Investigation](#)
www.whdh.com – Written by Ryan Wood. *Published 8/22/2018*
- [Baldwin County Sheriff Says Deputy Stole Thousands by Falsifying Time Cards](#)
www.fox10tv.com – Written by Kati Weis. *Published 4/11/2018*

New and Updated Policies

The University of Mississippi [Policy Directory](#) is a central location for accessing University policies. Since our last newsletter, the following policies have been implemented or updated:

New Policies:

- [Educational Sanction Non-Compliance](#) – Procedures for resolving educational sanctions at the lowest level possible, and to promote the completion of the sanctions.

Updated Policies:

- [Death of a Student](#) – Representatives from student's estate are encouraged to make contact to cancel Title IV loan debt.
- [Fraternal Student Org. Assoc. with Fraternal Leadership and Learning \(FLL\)](#) – Guidelines for recruiting potential new members (PNMs) and criteria for good standing measurement for organizations officially associated with the Office of Fraternal Leadership and Learning (FLL).
- [Student Organizations Overview](#) – Updates to organization, rights, privileges, operations, and renewal of registered student organizations (RSOs).
- [Return of Federal Financial Aid Funds](#) – Publishes procedures to calculate the earned/unearned amount of federal tuition assistance (FTA).
- [Student Org Conduct Process](#) – Establishing the Student Organizational Conduct Consulting Committee (SOCCC) and responsibilities.

Self-Assessment



Self-assessment is a valuable tool to help identify internal control deficiencies and assist in departmental management and audit preparation. The self-assessment consists of a series of “yes” or “no” questions. “Yes” indicates adequate controls in an area, while “no” indicates control deficiencies. Additional control related information is provided below each question to aid in resolving control deficiencies. Links to relevant policies are also included for each section. The self-assessment can be accessed [here](#). For questions not addressed in the self-assessment, please feel free to contact us at 662-915-7017 or auditing@olemiss.edu.