What is GUS HR?

Updated 1/20/2019

GUS HR is Pittsburg State University's new human resource system. It is the system of record for business processes related to Core HR, Compensation, Payroll, Time and Labor, Absence Management, Goals and Performance. Please review the information on this document to help you learn about GUS HR

Look for GUS HR Training Resource "How to Know if You are Paid Hourly or Salaried and If You Have Benefits" (see GUS HR Training Resources, below):

Employee Type: _____ Hourly Employee – No Benefits _____ Salaried Employee – No Benefits
_____ Hourly Employee with Benefits _____ Salaried Employee with Benefits

Are you a Line Manager? _____ Yes _____ No

Earliest Possible 1st Paycheck Date *: _____

Please note that you cannot be paid until you have completed and returned all necessary payroll paperwork to HRS, 204 Russ Hall, and the date that HRS receives all necessary paperwork will determine your 1st paycheck date.

GUS HR New Employee Orientation

- New Employee Orientation is offered by PSU's Gorilla Geeks every pay period. Please sign up and attend the session during your first pay period. https://www.pittstate.edu/it/information-technology-services/it-training.html
- Gorilla Geeks are located at 109 Whitesitt Hall, x. 4600

GUS HR Training Resources

- You should review the information found on GUS HR Training Resources https://www.pittstate.edu/hr/policies/gus-cloud-job-aids.html.
- Note the type of employee you are to identify the training resources you should review (see above).
- If you are a Line Manager, please review resources for Line Managers.

GUS HR Employee Self-Service (ESS)

- Employees will have instant access to view and change basic employee data electronically through Employee Self Service (ESS).
- You should review the ESS job aids on the GUS HR Training Resources page.
- **Please do not perform an action in GUS HR if there is not a job aid to direct you.**

GUS HR Time Cards and Payroll

- Each hourly-paid employee must enter hours worked in GUS HR and submit the time card for electronic approval by their line manager each pay period.
- Employees who earn vacation and/or sick leave must enter absences in GUS HR and submit the time card for electronic approval by their line manager each pay period.
- Line managers must approve time cards each pay period to ensure that a paycheck for their hourly-paid direct reports can be processed.
- If an employee has multiple assignments with different line managers, every line manager must approve the time card if hours are reported for the assignment before the time card deadline.
- **Time cards must be submitted by the employee and approved by the line manager by the deadline to ensure timely paychecks!**
- It is important to meet deadlines for time card approvals to ensure that paychecks can be transferred to payroll for processing and payment on the appropriate pay date.

GUS HR Important Dates

- PSU pays employees every 2 weeks.
- **Pay Period, Paycheck and Time Card Approval Deadline Dates** are found on the Payroll Calendar on the PSU HRS web page. https://calendar.google.com/calendar/embed?src=pittstatepayroll%40gmail.com&ctz=America%2FChicago