GUS Cloud
new.stable.secure.gus

What is GUS HR?

GUS HR is Pittsburg State University's new human resource system that replaced our 30+ year old legacy system (a.k.a. IBM/Secure Shell/Admin System). **GUS HR** was live on **June 18, 2017** and is the system of record for business processes related to Core HR, Compensation, Payroll, Time and Labor and Absence Management. Please review the information on this document to help you learn about GUS HR

Look for GUS HR Training Resources for your Employee Type:

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/office/gorilla-geeks/training.dot
- 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 http://pittstate.edu/office/hr/gus-cloud-training-resources.dot.
- 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). Data that can be viewed and/or updated includes:
  - Pay slips (pay stubs)
  - Home Address, Phone and Personal Email
  - Emergency Contacts

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.
- **Time cards must be submitted by the employee and approved by the line manager by the deadline to ensure timely paychecks!**

GUS HR Important Dates

- **Pay Period, Pay Check and HRS Deadline Dates:** Refer to the Pay Period and Pay Date calendar for important dates and deadlines at http://www.pittstate.edu/office/hr/payroll-information/pay-schedules.dot.

GUS HR Important Information

- See all GUS HR Documents and New Information at http://www.pittstate.edu/office/hr/oracle-documents.dot.

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*Visit the HRS **GUS HR** Project web site for updates and documents:*
http://www.pittstate.edu/office/hr/oracle-cloud.dot
*Contact **GUSHR@pittstate.edu** or call 235-4850 (press #2) with questions.*