

Pittsburg State University
GUS HR Video & Written Job Aid Worksheet

(updated 7/10/2017)

Use this worksheet to know which videos and/or written job aids apply to you. **You can find training videos and written job aids on the GUS HR project web site:** <http://pittstate.edu/office/hr/gus-cloud-training-resources.dot>

You can also find a link to GUS HR Training Resources in GUS Cloud > Springboard page or Navigator > PSU Resources

- 1. Are you paid hourly or salaried and do you have benefits?** For help with question 1, review the following Job Aid:
 - **How to Know if You Are Paid Hourly or Salaried and if You Have Benefits**
 - a. Are you paid hourly or salaried? (circle one): Hourly Salaried
 - b. Do you have benefits? (circle one): Yes, I have benefits No, I do not have benefits
- 2. Who is your line manager? If you are a line manager, who are your direct reports?** For help with question 2, review the following Job Aid:
 - **Who is Your Line Manager and Direct Reports**
 - a. Print the name of YOUR Line Manager: _____
IMPORTANT: If you are paid hourly, your line manager must approve your GUS HR time card each pay period to ensure that a paycheck can be processed for you.
 - b. Are YOU a Line Manager? (circle one): Yes No
IMPORTANT: If you are a line manager, you must approve time cards for each of your direct reports each pay period to ensure that a paycheck can be processed for them.
- If **YOU ARE PAID HOURLY AND YOU DO NOT HAVE BENEFITS** (see question 1), you will need to know how to enter time worked in GUS Cloud starting with the 1st pay period you work.
 - ✓ Review the following Job Aids or Videos:
 - **Entering Time Worked Only**
- If **YOU ARE PAID HOURLY AND YOU HAVE BENEFITS** (see question 1), you will need to know how to enter time worked and absences in GUS Cloud starting with the 1st pay period you work.
 - ✓ Review the following Job Aids or Videos:
 - **Entering Time Worked and Absences**
 - **Entering Overtime & Comp Time in the Same Pay Period**
 - **Entering Call Back Hours on Time Card**
 - **Entering Shift Differential on Time Card**
 - **Entering Holidays (other than Veteran's Day) on a Time Card**
 - **Scheduling Future Absences**
- If **YOU ARE PAID SALARIED AND YOU HAVE BENEFITS** (see question 1), you will need to know how to enter absences in GUS Cloud starting with the 1st pay period you work.
 - ✓ Review the following Job Aids or Videos:
 - **Entering Absences on Time Card**
 - **Entering Holidays (other than Veteran's Day) on a Time Card**
 - **Scheduling Future Absences**

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6. If **YOU ARE A LINE MANAGER** (see question 2), you need to know how to approve or reject your direct reports' time cards each pay period. You also need to know how to delegate approvals if you are not able to approve time cards by the deadline. **Note that time cards that are not approved will not be sent to payroll for processing, and the hourly paid employee(s) will not receive a paycheck on the scheduled pay date.**

- ✓ Review the following Job Aids or Videos:
 - **Who is Your Line Manager and Direct Reports**
 - **Approving or Rejecting Time Card**
 - **Approving or Rejecting Future Absences**
 - **View Absence Balance of Employees**
 - **Delegation of Approvals**

- a. Do you know who your direct reports are? (circle one) Yes No
- b. How many direct reports do you have? _____
- c. Are your direct reports (circle one): Hourly Salaried
Both
- d. Do your direct reports have benefits? (circle one) Yes No Both

As always, please feel free to contact HRS (x. 4191 or payroll@pittstate.edu) if you have questions or need more information. You can also contact the Gorilla Geeks (x. 4600) for help with entering time worked and absences and approving time cards if you are a line manager.