GUS HR

Time Card Best Practices

(Updated 1/22/2019)

Please review the following best practices to help HRS make sure that every employee receives a paycheck on the scheduled pay date.

HRS needs help from each hourly paid employee, employee with benefits, and line manager to help make payroll processing go smoothly. Time cards must be submitted by employees and approved by line managers **by the time card approval deadline following the end of every pay period** to ensure that hours will be transferred to payroll for processing. Time cards that are not approved by line managers by the time card approval deadline **cannot** be transferred to payroll. If a time card cannot be transferred to payroll, **the employee will not receive a paycheck on the scheduled pay date** for the pay period.

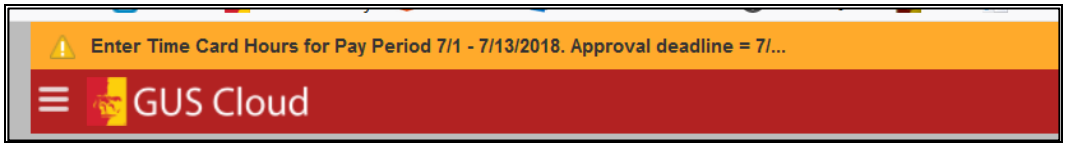
The time card approval deadline is usually Monday at noon following the end of the pay period. The deadline can be earlier depending on holidays and other events. It is important that employees and line managers know where the time card approval deadlines can be found. Here is where you can find the time card approval deadlines for each pay period:

1. HR & Payroll Calendar on the HRS web page: https://calendar.google.com/calendar/embed?src=pittstatepayroll%40gmail.com&ctz=America%2FChicago

   You can also find a link to this page on your GUS Cloud springboard under PSU Resources.



2. Message banner at the top right of the GUS Cloud landing page (mouse over the message and a pop-up box will display the entire message):

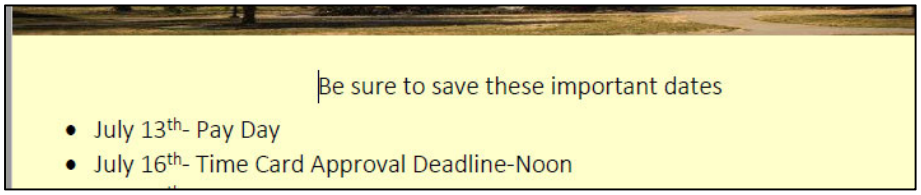


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3. HRS Newsletter – Important Dates section.



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Time Card Best Practices - EMPLOYEES

1. **Do** enter time worked and absences on the time card **ONLY** for the current pay period or future pay periods. See #10 if you need to report time worked or absences in a pay period that has ended (e.g. a previous pay period).

2. **Do** the following 3 steps to submit the time card for line manager approval.

    1. **ENTER** time worked and absences on the GUS HR time card for the current or future pay periods.

    2. **REVIEW** hours entered and edit as needed.

    3. **SUBMIT** the time card for line manager approval.

    If you haven't done each of the 3 steps, you have not submitted your time card for line manager approval.

3. **Do** enter time worked and absences as appropriate for your position/assignment type:

    1. Enter time worked and absences in quarter hour increments only (e.g. .25, .5, .75, 1.0) – **USS and Unclassified hourly employees only.**

    2. Enter start and stop times – **hourly employees no benefits only, including student, graduate administrative assistants and graduate research assistants.**

    3. Enter absences in full or half workday increments only – **salaried employees with benefits only.**

4. **Do not** enter zero (e.g. 0.00) on a day when you do not have time worked or absences to report. Leave the box blank if you have no time to enter.

5. **Do** check the time card before submitting to be sure that there is only **one** row of any time type (e.g. **Regular, Vacation, Sick, etc.)** – **USS and Unclassified hourly employees only.** If you have more than one row of the same time type, you will need to edit the time card before submitting. More than one of the same time type on a time card will result in an incorrect payment of hours and also leave accrual for the pay period.

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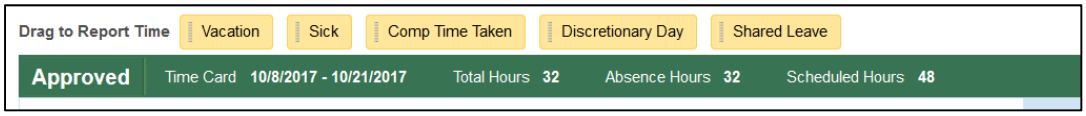
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6. **Do** submit your time card in a timely manner so that your line manager can review and approve by the time card approval deadline following the end of the pay period. Allow adequate time to correct and resubmit the time card for approval before the time card approval deadline if the line manager rejects the time card.

> **HOURLY EMPLOYEES WITH MULTIPLE ASSIGNMENTS AND MULTIPLE LINE MANAGERS:** Time cards for hourly employees with multiple assignments and multiple line managers must be approved by EVERY line manager with hours worked on the assignment before the time card status will change to Approved and be ready to transfer to payroll. Only line managers responsible for an assignment with hours worked have to approve the time card. If an employee does not work on an assignment, the line manager for that assignment will not receive a notification to approve the time card, and the line manager for that assignment does not need to approve the time card.

7. **Do** check the status of your time card prior to the time card approval deadline to be sure that it has been approved by your line manager. See the status of the time card for the pay period in the upper left corner. If the time card has not been approved by your line manager, contact your line manager immediately.



8. **Do** review the pay calendar to be familiar with PSU bi-weekly pay periods dates. You can find the pay period dates from the GUS HR PSU Resources icon (see below).

9. **Do not** enter hours on an electronic time card for time worked and absences taken in a previous pay period. See #10 if you need to report time worked or absences in a pay period that has ended (e.g. a previous pay period).

10. **Do** complete a paper timesheet signed by the employee and line manager and send to HRS to report time worked and absences in a previous pay period. Find the paper time sheet template on the HRS forms on-line page: https://www.pittstate.edu/hr/forms.html. Be sure to include all required information on the paper timesheet or the timesheet will be returned for completion.

11. **Do not** open multiple tabs in GUS HR when completing your time card. Work in one tab only so that you don't accidentally submit multiple time cards and create errors that require Oracle support to resolve.

12. **Do not** make any changes to your time card **AFTER** your line manager has approved. See the status of the time card (e.g. Entered, Saved, Submitted, Approved) in the upper left corner. Contact HRS if you need to change your time card after line manager approval.

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13. **Do not** use the Safari or Chrome browser to access GUS HR. Do use Mozilla Firefox or Internet Explorer. If you having difficulties with your time entry, it could be a browser issue. Try a different browser.

14. **Do** review the videos and/or written job aids for your employee type found on the GUS HR Training Resources page: https://hr.pittstate.edu/gus-cloud-training-resources.html.

    You can also find a link to this page on your GUS Cloud springboard under PSU Resources.



    Note that the steps to complete certain time card steps may vary based on the type of the employee's position. Employees should use the appropriate Job Aid for their position type (the position type will be noted in the Job Aid title):

    - USS Hourly
    - USS Salaried
    - Unclassified Hourly
    - Unclassified Salaried

15. **If you are having issues entering and/or submitted your time:**

    - Gorilla Geeks (x. 4600) can assist with the following:
        - If you cannot log into any services – GUS Portal, GUS Classic, email, GUSNet, etc, please see the Gorilla Geeks.
        - If you have issues entering time or leave on your time card – this does not include submission errors.

    - HRS (x.4191) can assist with the following:
        - If the only service that you can't log into is GUS Cloud, please see HRS
        - If you have issues submitting time cards, please see HRS
        - All other GUS HR-related questions/problems/issues

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Time Card Best Practices – LINE MANAGERS

1. **Do** use the **Time Card Status – Direct Reports** report found on **My Dashboards – Line Manager and Administrators** to monitor your direct reports' time cards. Use the instruction on the dashboard for running the report (e.g. select Pay Period Start and Pay Period End dates in the prompt, then Apply.

2. **Do** know if you have non-exempt (hourly) direct reports with multiple assignments. To find out if you have direct reports with multiple assignments, use the following **Employee Roster** reports found on **My Dashboards – Line Managers & Administrators**:

   - Roster #3 - Unclassified & USS No Benefits
   - Roster #4 - Graduate Assistants
   - Roster #5 - Students

   When an employee with multiple assignments submits a time card, the time card status will change to APPROVED only when EVERY LINE MANAGER WITH HOURS WORKED ON THEIR ASSIGNMENT HAS APPROVED THE time card. If you have approved a direct report's time card but the status is not APPROVED, there are most likely other line managers that must approve the time card before it will the status will change to APPROVED.

3. **Do** communicate with the employee **immediately** if you reject a time card. The employee must correct and resubmit to you, and you must approve by the time card approval deadline to ensure that the employee will be paid on the scheduled pay date for the pay period.

4. **Do APPROVE** time cards from the **BPM Worklist** or the email notification. To access the BPM Worklist, click on the notification bell, then More Details, then Human Capital Management. Line managers may want to track that all their employees have submitted their time card for approval by the time card deadline.

   IMPORTANT: If the email notification does not include details about the time card (e.g. you cannot see the hours worked and/or leave taken and the days in the pay period), then you must approve the time card from the BPM Worklist.

5. **Do** remember to delegate approvals if you are not able to approve time cards by the time card approval deadline.

6. **Do** review the videos and/or written job aids for your employee type found on the GUS HR Training Resources page: https://hr.pittstate.edu/gus-cloud-training-resources.html.

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Note that the steps to complete certain time card steps may vary based on the type of the employee's position. Employees should use the appropriate Job Aid for their position type (the position type will be noted in the Job Aid title):

- USS Hourly
- USS Salaried
- Unclassified Hourly
- Unclassified Salaried

7. **If you are having issues with approving time cards:**

- Gorilla Geeks (x. 4600) can assist with the following:
  - If you cannot log into any services – GUS Portal, GUS Classic, email, GUSNet, etc, please see the Gorilla Geeks.
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  - All other GUS HR-related questions/problems/issues