

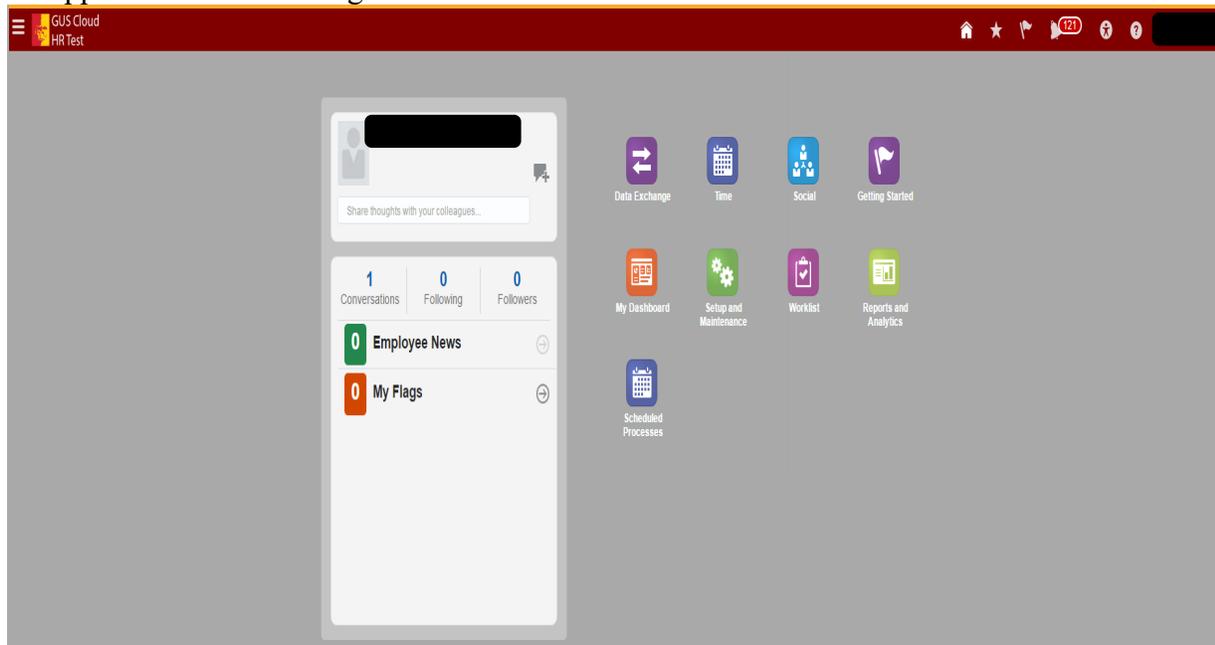
# Job Aid

## Approving or Rejecting Timecard



This Job Aid walks you through the process of approving or rejecting timecard in GUS Cloud. This job aid can be used by Line Managers. Line Managers should NOT approve or reject timecards through email. Line Managers should approve or reject timecards through their worklist in GUS Cloud.

To approve timecard through GUS Cloud.

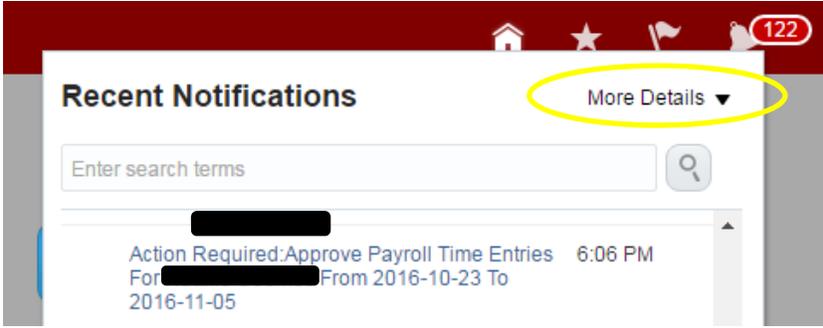
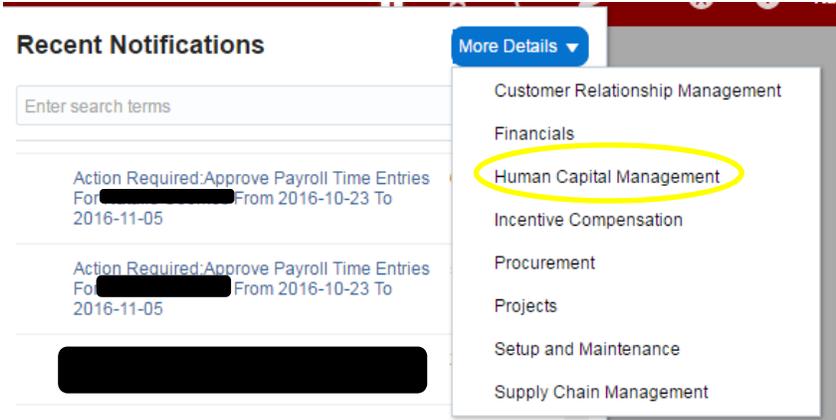
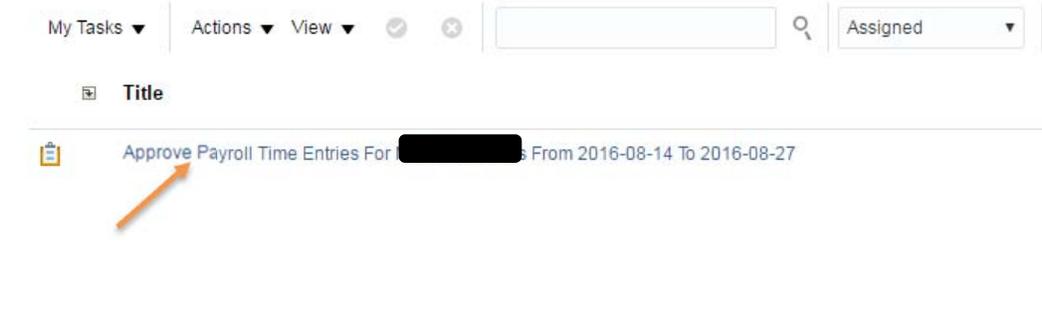


Step	Action
1.	Click the <b>Home</b> icon at the top right of the screen to access the <b>Gus Cloud Springboard</b> . 
2.	Click the <b>Notification bell</b> icon on the home page to access the notifications. 

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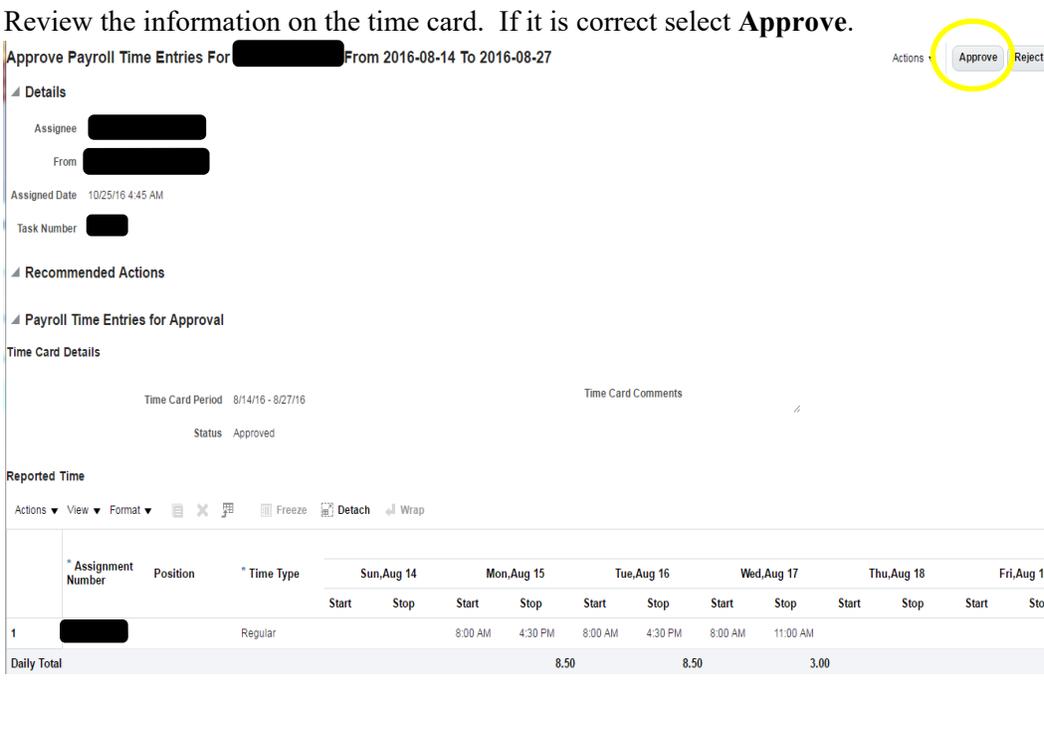


3.	<p>Select the <b>More Details</b> dropdown menu</p> 
4.	<p>Select <b>Human Capital Management</b>.</p> 
5.	<p>Click on the <b>Time Card Approval Notice</b> in your worklist window.</p> 

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6.	<p>Review the information on the time card. If it is correct select <b>Approve</b>.</p>  <p>Approve Payroll Time Entries For ██████████ From 2016-08-14 To 2016-08-27</p> <p>Actions: <input type="button" value="Approve"/> <input type="button" value="Reject"/></p> <p>Details</p> <p>Assignee: ██████████</p> <p>From: ██████████</p> <p>Assigned Date: 10/25/16 4:45 AM</p> <p>Task Number: ██████████</p> <p>Recommended Actions</p> <p>Payroll Time Entries for Approval</p> <p>Time Card Details</p> <p>Time Card Period: 8/14/16 - 8/27/16</p> <p>Status: Approved</p> <p>Time Card Comments: /</p> <p>Reported Time</p> <p>Actions: View, Format, Freeze, Detach, Wrap</p> <table border="1" data-bbox="391 892 1435 1031"> <thead> <tr> <th rowspan="2">* Assignment Number</th> <th rowspan="2">Position</th> <th rowspan="2">* Time Type</th> <th colspan="2">Sun, Aug 14</th> <th colspan="2">Mon, Aug 15</th> <th colspan="2">Tue, Aug 16</th> <th colspan="2">Wed, Aug 17</th> <th colspan="2">Thu, Aug 18</th> <th colspan="2">Fri, Aug 19</th> </tr> <tr> <th>Start</th> <th>Stop</th> <th>Start</th> <th>Stop</th> <th>Start</th> <th>Stop</th> <th>Start</th> <th>Stop</th> <th>Start</th> <th>Stop</th> <th>Start</th> <th>Stop</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>██████████</td> <td>Regular</td> <td></td> <td></td> <td>8:00 AM</td> <td>4:30 PM</td> <td>8:00 AM</td> <td>4:30 PM</td> <td>8:00 AM</td> <td>11:00 AM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Daily Total</td> <td colspan="2"></td> <td colspan="2">8.50</td> <td colspan="2">8.50</td> <td colspan="2">3.00</td> <td colspan="2"></td> <td colspan="2"></td> </tr> </tbody> </table>	* Assignment Number	Position	* Time Type	Sun, Aug 14		Mon, Aug 15		Tue, Aug 16		Wed, Aug 17		Thu, Aug 18		Fri, Aug 19		Start	Stop	1	██████████	Regular			8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	11:00 AM					Daily Total					8.50		8.50		3.00															
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7.	<p>If it is not correct select <b>Reject</b>. Comments do not currently work. Line Managers will need to communicate to the employee why the timecard was rejected.</p>																																																									

\*Line Managers will have to contact HRS if changes need to be made to a timecard after the line manager has approved it.