# 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.

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#### 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</b> <b>Springboard</b> .
2.	Click the <b>Notification bell</b> icon on the home page to access the notifications.

#### **Job Aid** Approving or Rejecting Timecard 3. Select the More Details dropdown menu 122 **Recent Notifications** More Details -Q Enter search terms Action Required: Approve Payroll Time Entries 6:06 PM From 2016-10-23 To For 2016-11-05 4. Select Human Capital Management. **Recent Notifications** More Details 🔻 Customer Relationship Management Enter search terms Financials Action Required:Approve Payroll Time Entries For Sector 2016-10-23 To Human Capital Management For 2016-11-05 Incentive Compensation Procurement Action Required: Approve Payroll Time Entries From 2016-10-23 To Fo Projects 2016-11-05 Setup and Maintenance Supply Chain Management 5. Click on the Time Card Approval Notice in your worklist window. My Tasks 🔻 Actions View V 0 Assigned v O Title 1 Approve Payroll Time Entries For I s From 2016-08-14 To 2016-08-27 Ê

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Step	Action
6.	Review the information on the time card. If it is correct select Approve. Approve Payroll Time Entries For From 2016-08-14 To 2016-08-27
	⊿ Details
	Assignee
	From
	Assigned Date 10/25/16 4:45 AM
	Task Number
	A Payroll Time Entries for Approval
	Time Card Details
	Time Card Period 8/14/16 - 8/27/16 Time Card Comments
	// Status Approved
	Departed Time
	Antons w View w Format w E W E Freezo Si Detach J Wran
	* 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 Start Stop Start Stop Start Stop Start Stop
	1 Regular 8:00 AM 4:30 PM 8:00 AM 11:00 AM
	Daily Total 8.50 8.50 3.00
7.	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.

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