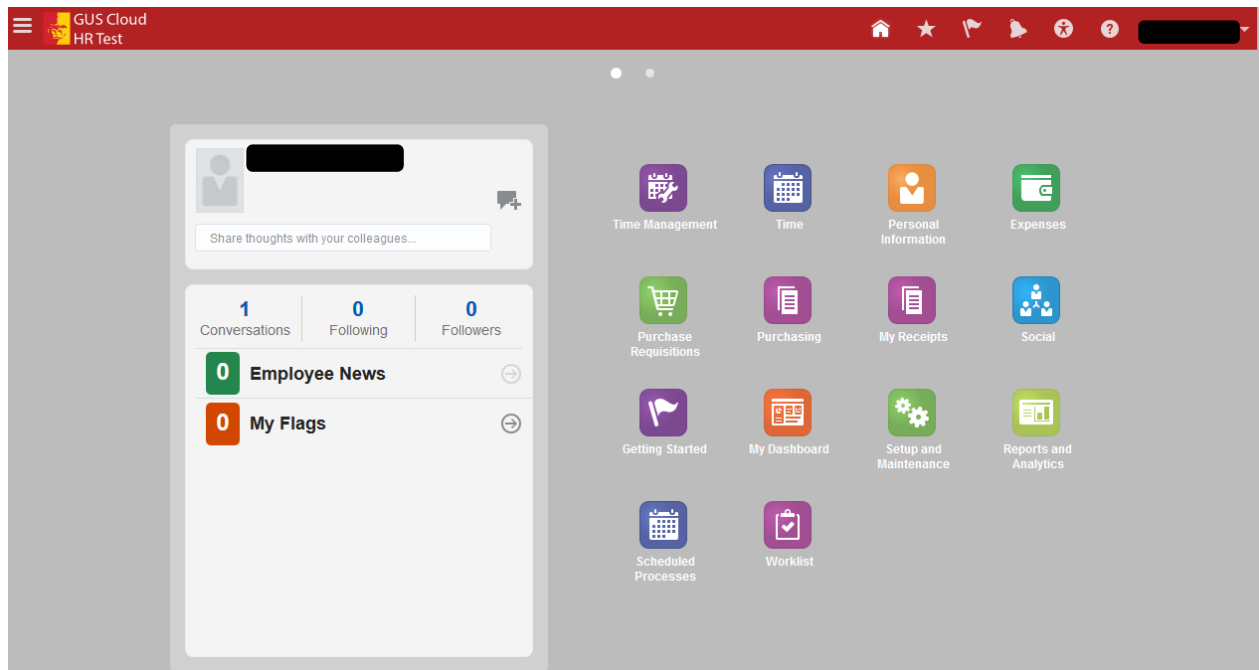



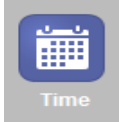
# Job Aid

## Entering Absences on Time Card



This Job Aid walks through the process of reporting leave taken on a time card in GUS HR. This job aid can be used by benefits eligible University Support Staff and Unclassified salaried employees.

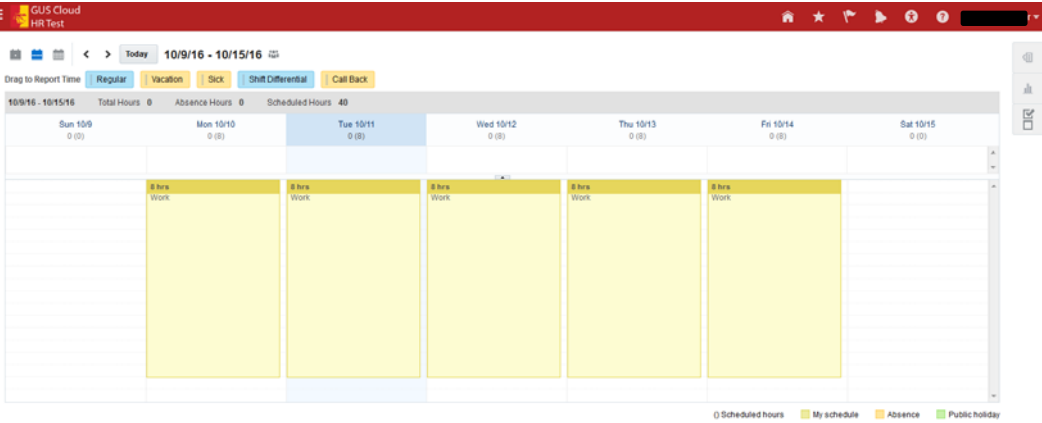



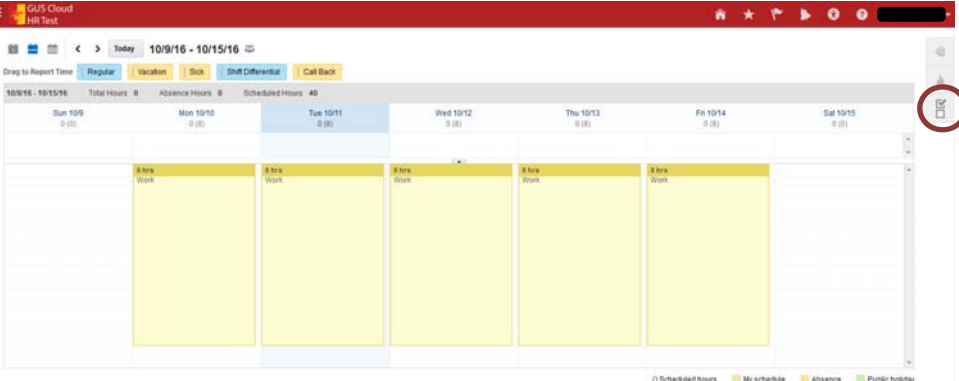
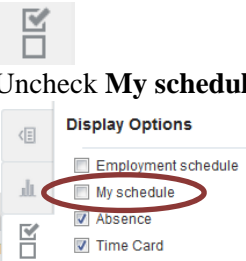


Step	Action
1.	Click the <b>Home</b> icon at the top right of the screen to access the <b>Gus Cloud Springboard</b> . 
2.	Click the <b>Time</b> icon on the home page to access the <b>Time Calendar</b> . 

# Job Aid

## Entering Absences on Time Card

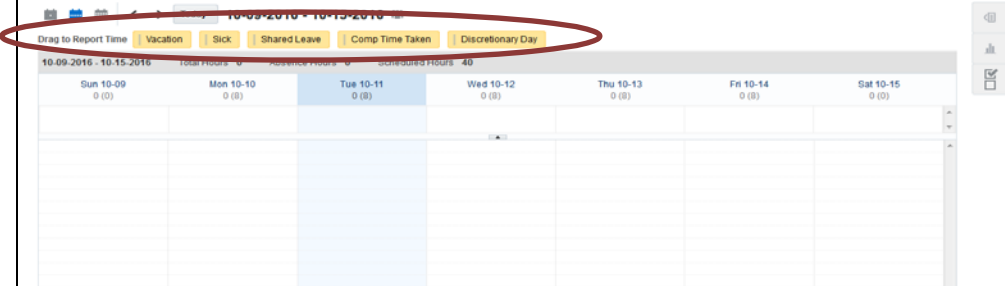
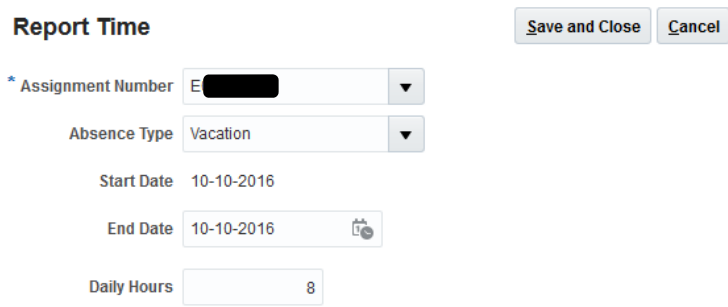


Step	Action
3.	<p>On the Timecard window, the default screen shows the week currently being worked.</p>  <p>Navigate forward or backward by using the arrows &lt; &gt; next to the date range at the top of the timecard.</p> <p>The timecard also shows the week view , but can also be changed to day  or month .</p>
4.	<p>By default, the timecard will open showing a schedule of 8 hours worked Monday through Friday. This is not time entered. It is only a representation of a standard work week.</p>  <p>To turn off this view, go to the right side of the screen and select the <b>Display Options</b> tab.</p>  <p>Uncheck <b>My schedule</b>.</p>

# Job Aid

## Entering Absences on Time Card



Step	Action
5.	Salaried employees only report leave taken. Salaried employees only need to complete a timecard during pay periods when leave is taken and the leave has not already been scheduled as an absence request.
6.	<p>To begin entering leave, click and drag the appropriate absence type button to the desired date.</p> 
7.	<p>The Report time dialog box will open.</p>  <p>Make sure the Assignment Number is listed.</p> <p>Make sure the correct Absence Type is listed. If not, select the drop down arrow for more choices. To see a complete list of all Absence Types select Search. Then select the Search button. Select the appropriate Absence Type and select OK.</p> <p>Check your start and end dates. If you have multiple consecutive dates that you need to mark with leave time, you can enter the end date as the last day of the leave and it will fill that time in all days between the start and end date.</p> <p>Enter the number of Daily Hours for this Absence Type. This must be entered in half or full day increments.</p> <p>Once you have the information entered, select Save and Close.</p>

# Job Aid

## Entering Absences on Time Card

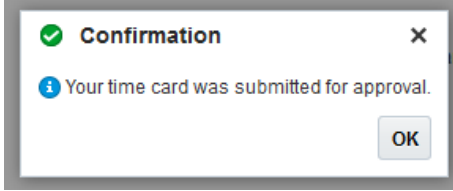
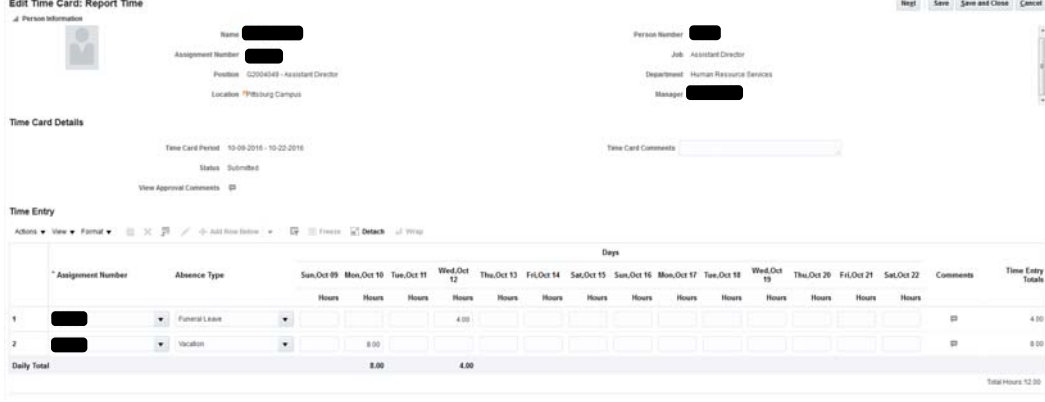



Step	Action
8.	<p>Continue to add leave as needed to the two week pay period.</p>
9.	<p>When your absence information has been entered and it won't change, select <b>Review and Submit</b>.</p> <p><b>Review and Submit</b></p>
10.	<p>The review time screen will open with Time Card Details including, Reported Time and Calculated Time.</p>
11.	<p>Review the information.</p>

# Job Aid

## Entering Absences on Time Card



Step	Action
12.	<p>If everything is correct select <b>Submit</b>.</p> <p><b>Submit</b></p> <p>A confirmation box stating your time card has been submitted for approval will appear. Select <b>OK</b>.</p> 
13.	<p>If anything is incorrect select <b>Edit Time Card</b>.</p> <p><b>Edit Time Card</b></p>
14.	<p>This will open the Edit Time Card screen and changes or additions can be done at the bottom of the screen.</p> 
15.	<p>If you have multiple entries, rows must be added to log that time. Click the space that has the number 1 in it. This will highlight the row.</p> 
16.	<p>Select + <b>Add Row Below</b>.</p> <p><b>+ Add Row Below</b></p>

# Job Aid

## Entering Absences on Time Card

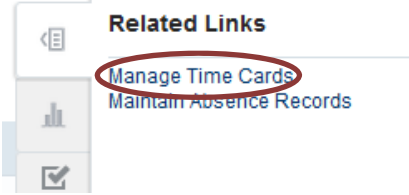
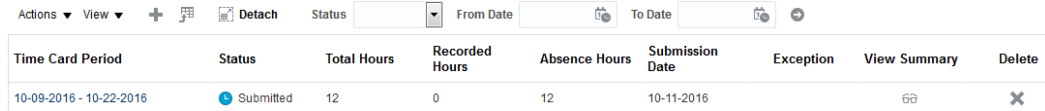


Step	Action
17.	<p>Make sure that the Assignment Number and Absence Type have been selected as well as entering the time. Time must be entered in half or full day increments.</p>
18.	<p>When time corrections and entries are complete, select <b>Next</b>.</p>
19.	<p>If time entry is correct, select <b>Submit</b>.</p>
20.	<p>A confirmation box stating your time card has been submitted for approval will appear. Select <b>OK</b>.</p>
21.	<p>The submitted time card will go to the line manager. After, the line manager approves the time card, you will not be able to make changes to the time card. The line manager will have to work with HRS.</p>
22.	<p>On the right side of the time card is the <b>Absence Details</b> tab.</p> <p>Employees can view future absence details and absence balances.</p>
23.	<p>Above the Absence Details tab is the <b>Related Links</b> tab.</p>

# Job Aid

## Entering Absences on Time Card



Step	Action																		
24.	<p>Opening this tab provides the <b>Manage Time Cards</b> link where you can view time cards.</p> 																		
25.	<p>The Manage Time Cards screen will show the time cards you have saved, submitted or have been approved by your line manager.</p> <p><b>Manage Time Cards</b></p>  <table border="1" data-bbox="391 821 1430 894"> <thead> <tr> <th>Time Card Period</th> <th>Status</th> <th>Total Hours</th> <th>Recorded Hours</th> <th>Absence Hours</th> <th>Submission Date</th> <th>Exception</th> <th>View Summary</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>10-09-2016 - 10-22-2016</td> <td>Submitted</td> <td>12</td> <td>0</td> <td>12</td> <td>10-11-2016</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Time Card Period	Status	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete	10-09-2016 - 10-22-2016	Submitted	12	0	12	10-11-2016			
Time Card Period	Status	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete											
10-09-2016 - 10-22-2016	Submitted	12	0	12	10-11-2016														
26.	<p>You can view a summary of your time card by selecting the glasses icon under <b>View Summary</b>.</p> 