

Job Aid

Entering Inclement Weather on a Time Card – Salaried Employees with Benefits



This Job Aid walks salaried employees with benefits through the process of entering inclement weather on a time card.

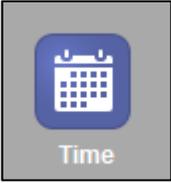
Audience: Salaried USS employees with benefits.
Salaried Unclassified employees with benefits

Examples in this Job Aid:

- ✓ Salaried employee with benefits who is not deemed essential and does not work during an inclement weather period. See steps starting 1.0.
- ✓ Salaried employee with benefits who is deemed essential and does work during an inclement weather period. See steps starting 2.0.

***A declaration of inclement weather affects time card reporting only for unclassified employees (administrative and professional staff) and USS with benefits. Faculty do not report anything during a declaration of inclement weather.**

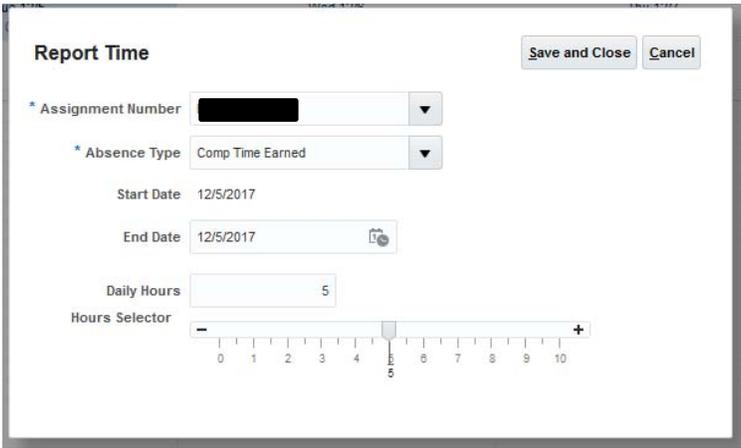
The declaration of inclement weather will have a start and end time.

Step	Action
1.0	Use the following steps if you are a salaried employee with benefits and are not deemed essential and do not work during the inclement weather period.
1.1	Click Time on the GUS Cloud springboard to access the time card. Note that the Time icon may also be found under the “About Me” icon on the springboard page. 
1.2	If you are not deemed essential and do not work: You will not do anything on your time card for a period of inclement weather unless you had previously schedule an absence for the day/times included in the inclement weather period. If you have done so, edit the time card and remove the hours for the absence. NOTE that you will need to contact HRS if your time card has already been approved by your line manager. Do not change a time card after it has been approved by your line manager. Reminder – Salaried employees report leave in full or half-day increments only.

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Step	Action
2.0	Use the following steps if you are a salaried employee with benefits and are deemed essential and do work during the inclement weather period.
2.1	If you are deemed essential and work: a. Report Comp Time Earned for hours worked during the Inclement Weather period.
2.2	To report Comp Time Earned for hours worked during the Inclement Weather period: a. Drag and drop any time type to the calendar day. Complete the Report Time dialog box b. Select the drop down box for Time Type, search for Comp Time Earned and select. c. Verify the Start Date and End Date are correct. d. Input the hours worked during the period of inclement weather. e. Click Save and Close. 

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2.3 You will see Comp Time Earned on the time card for the day.

The screenshot shows a time card interface for the period 12/3/2017 - 12/9/2017. At the top, there are navigation icons and a 'Today' button. Below that, there are buttons for 'Vacation', 'Sick', 'Comp Time Taken', 'Discretionary Day', and 'Shared Leave'. A summary bar shows 'Entered' status, 'Time Card 12/3/2017 - 12/16/2017', 'Total Hours 5', 'Absence Hours 5', and 'Scheduled Hours 80'. The main grid shows three columns for days: Sun 12/3 (0 (0)), Mon 12/4 (0 (8)), and Tue 12/5 (5 (8)). Under the Tue 12/5 column, there is an orange box indicating '5 hrs Comp Time Earned'.

2.4 Continue to fill out the rest of the time card with time worked and leave taken. Select Review and Submit when you are ready to send the time card to the line manager for approval.