

#### Entering Shift Differential on Time Card

This Job Aid walks you through the process of entering shift differential on a time card in GUS HR. This job aid can be used by hourly employees with benefits. For more information about Shift Differential go to <u>http://www.pittstate.edu/office/hr/policies-and-procedures/shift-</u>differential.dot

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Step	Action
1.	Click the <b>Time</b> icon on the Gus Cloud Springboard.
2.	To begin entering time worked or leave taken, <b>click</b> and <b>drag</b> the appropriate button to the desired date.
	Drag to Report Time Regular Vacation Sick Call Back Compensatory Time Taken







5.	The report time dialog box will open. Select the Assignment Number and Position. Select Overtime or Comptime, if needed. The Time Type will be Shift Differential. Verify that the Start Date and End Date are correct. Input the Daily Hours.								
	Report Time	<u>Save and Close</u> <u>Cancel</u>							
	* Assignment Number	-							
	Position	•							
	* Time Type	Shift Differential							
	Overtime/Comptime	▼							
	Start Date	4/10/17							
	End Date	4/13/17							
	Daily Hours Hours Selector	8         -       +         0       1       2       3       4       5       6       7       8       9       10         8       8       8       8       8       8       10       <							
6.	Select Save and Clo	se.							
7.	This employee did no differential can only am or end after 5:59	ot get to report shift differential on Friday because shift be used when the regularly scheduled hours begin before 6:00 pm. Continue to add time as needed to the two week pay period.							



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	Drag to Report Time Regular Vacation Sick Call Back Compensatory Time Taken										
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