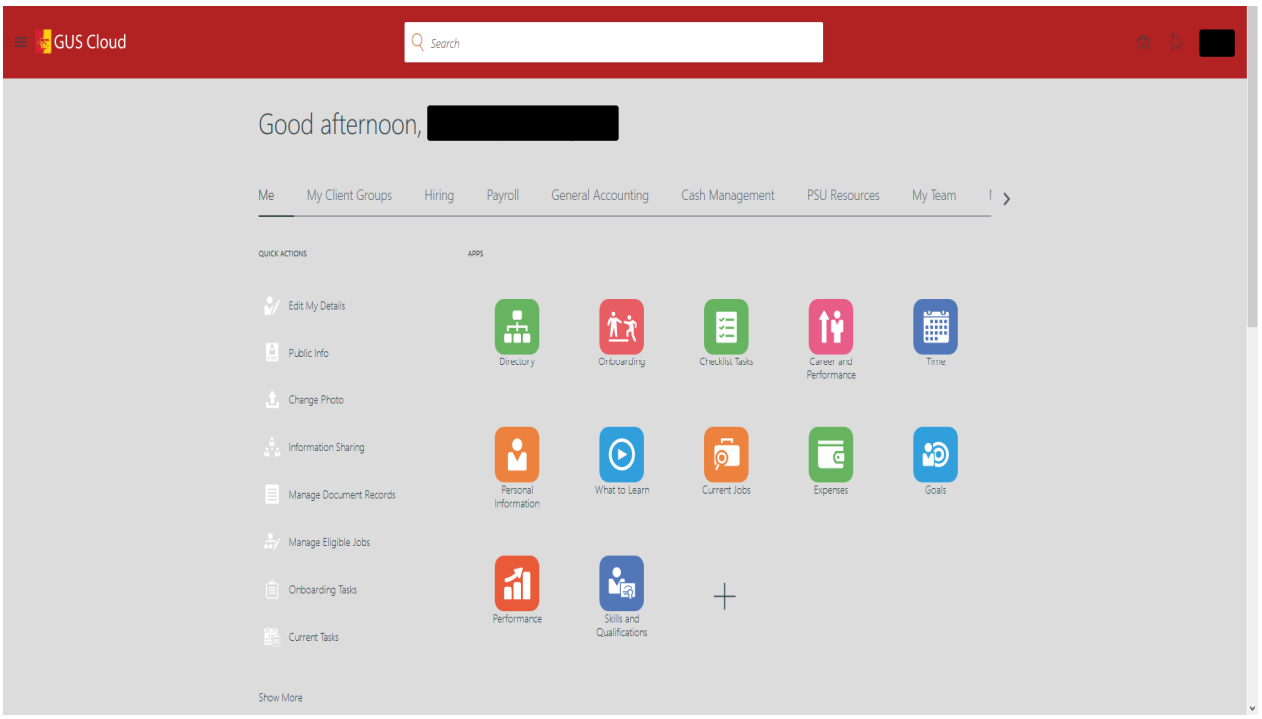
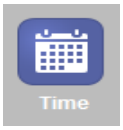
Job Aid

Entering Time Worked Only – Hourly Employees – No Benefits

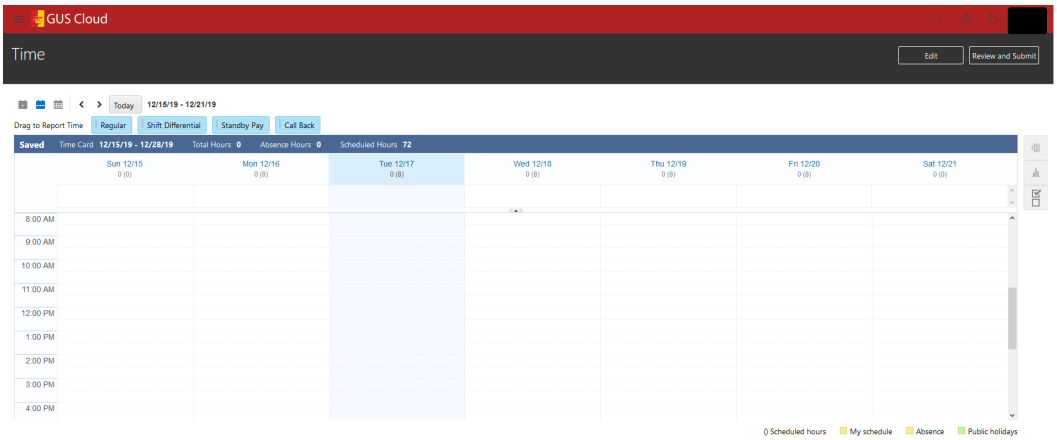
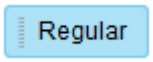
This Job Aid walks through the process of reporting time worked on a time card in GUS HR. This job aid can be used by Student employees, Graduate Administrative Assistants, Graduate Research Assistants, Temporary University Support Staff and Temporary Unclassified hourly employees.

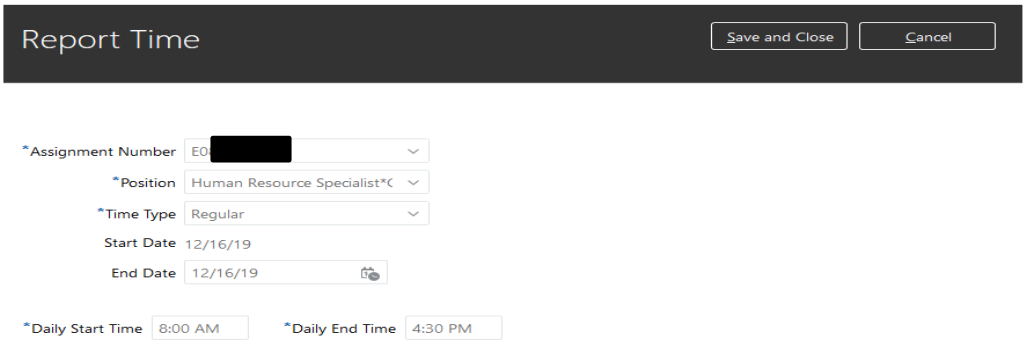


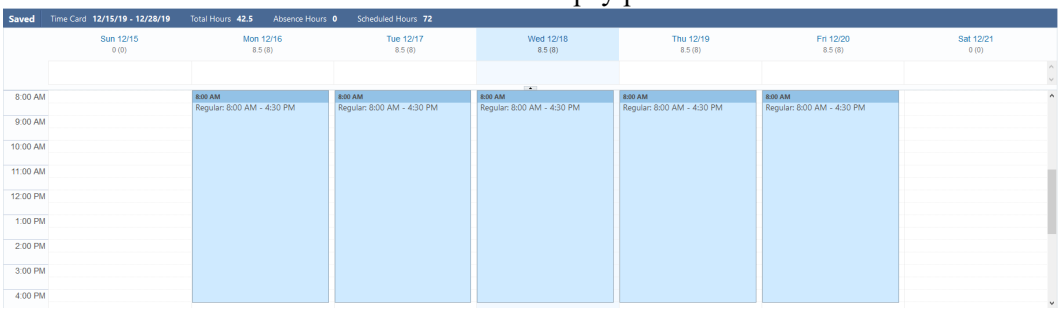
Step	Action
1.	Click the **Home** icon at the top right of the screen to access the **Gus Cloud Springboard**. 
2.	Click the **Time** icon on the home page to access the **Time Calendar**. 

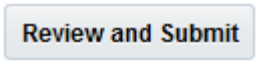
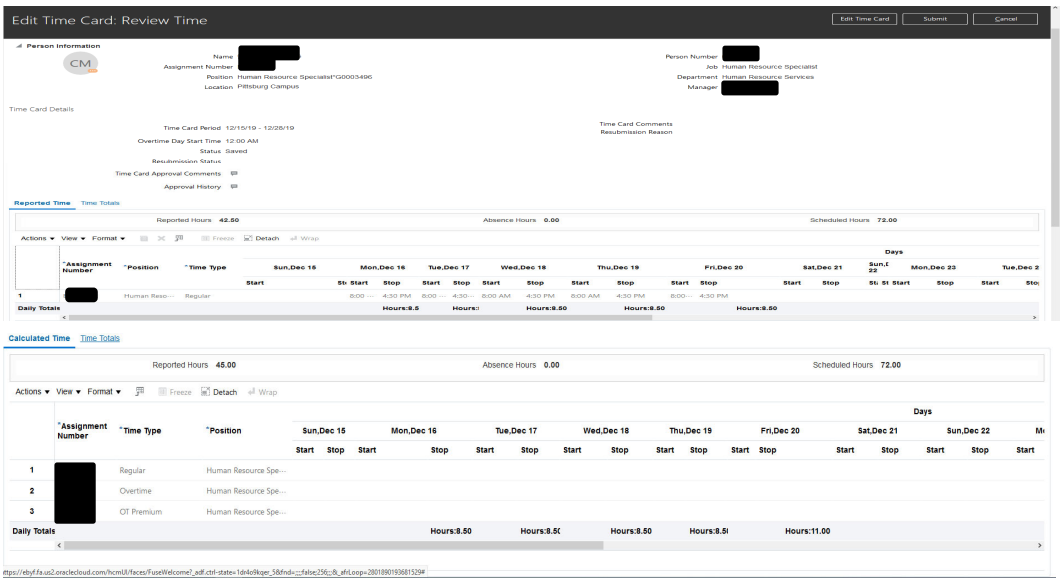
Job Aid

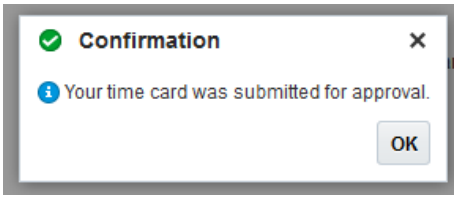
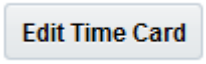
Entering Time Worked Only – Hourly Employees – No Benefits

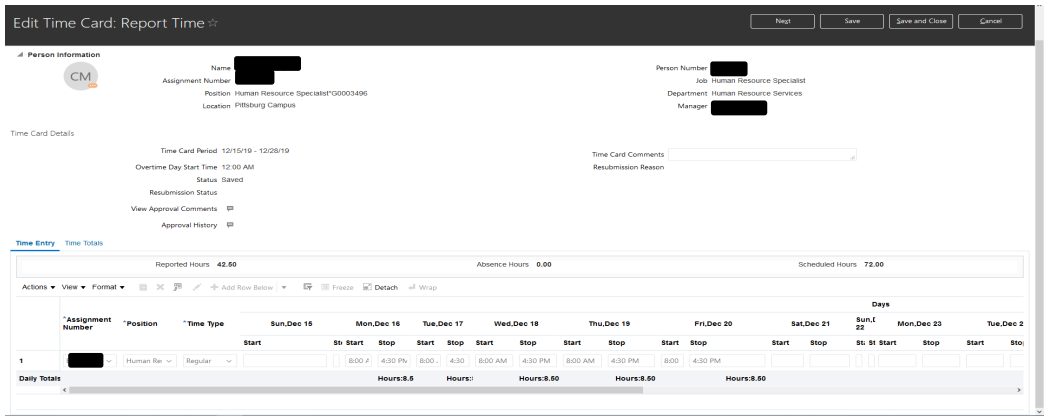
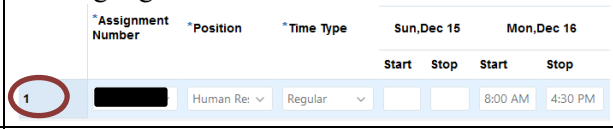
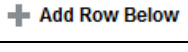
Step	Action
3.	On the Timecard window, the default screen shows the week currently being worked.  Navigate forward or backward by using the arrows ‹ › next to the date range at the top of the timecard. The timecard also shows the week view, but can also be changed to day or month.
4.	To begin entering time, click and drag the **Regular** button to the desired date and time. 

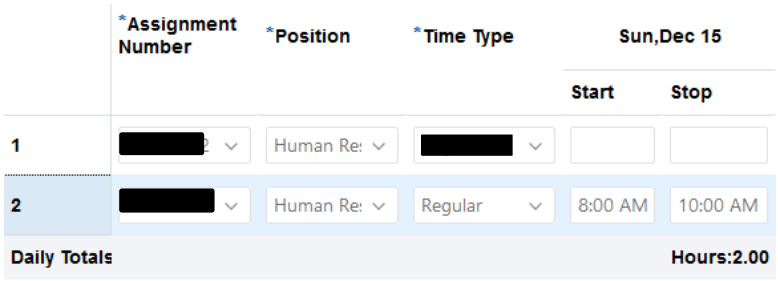
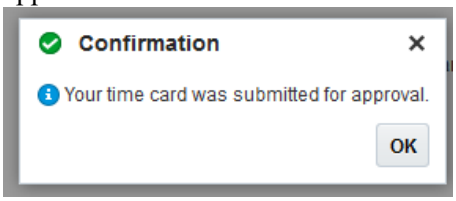
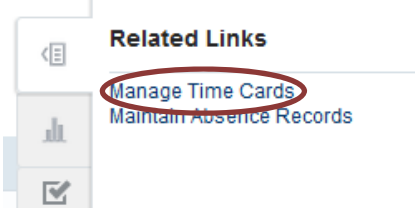
Step	Action
5.	The Report time dialog box will open.  Select the correct assignment number. To verify that you have the correct assignment number, select the Position drop down arrow and make sure the position information and department name listed is the area that you need to report time for. If not select a different assignment number and verify the Position information again. Choose the correct Time Type. Check your start and end dates. If you have a regular schedule for your days each week, you can enter the start date as the first day of the week and the end date as the last day of the week and it will fill that time in all days between the start and end date. Enter the daily start and end time. The formatting for this must be hour colon minutes followed by AM or PM with no periods. Once you have the time entered, select Save and Close.

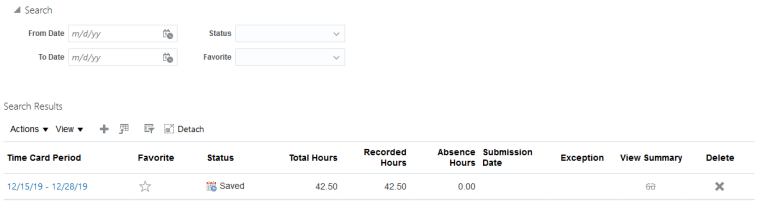
6.	Continue to add time as needed to the two week pay period. 

Step	Action
7.	When time has been entered and it won't change, select **Review and Submit**. 
8.	The review time screen will open with Time Card Details including, Reported Time and Calculated Time. 
9.	Review the information.

10.	If everything is correct select **Submit**.  A confirmation box stating your time card has been submitted for approval will appear. Select **OK**. 
11.	If anything is incorrect select **Edit Time Card**. 

Step	Action
12.	This will open the Edit Time Card screen and time entry changes or additions can be done at the bottom of the screen. 
13.	If you have leave to report, rows must be added to log that time (Note- you should only have one line of regular at all times). Click the space that has the number 1 in it. This will highlight the row. 
14.	Select + **Add Row Below**. 

15.	Make sure that the Assignment Number, Position and Time Type have been selected as well as entering the time. Time must be entered in the same format as on the timecard screen. 
16.	When time corrections and entries are complete, select **Next**. 
17.	If time entry is correct, select **Submit**. 
Step	**Action**
18.	A confirmation box stating your time card has been submitted for approval will appear. Select **OK**. 
19.	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.
20.	On the right side of the time card is the **Related Links** tab. 
21.	Opening this tab provides the **Manage Time Cards** link where you can view time cards. 

22.	The Manage Time Cards screen will show the time cards you have saved, submitted or have been approved by your line manager. 
23.	You can view a summary of your time card by selecting the glasses icon under **View Summary**. 