

Job Aid

Who Is My Line Manager? Who Are My Direct Reports? – ALL EMPLOYEES



This Job Aid walks through the steps to determine who your Line Manager is and information about your Direct Reports if you are a Line Manager.

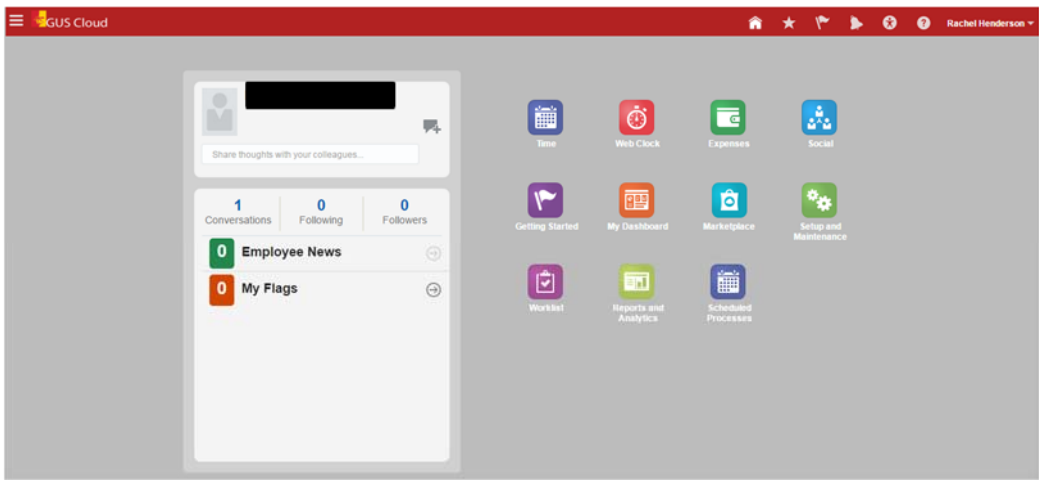

This Job Aid can be used by ALL employees.

Step	Action																																																																																										
1.	<p>Access the GUS Cloud Training Resources document on the PSU HRS website (http://pittstate.edu/office/hr/gus-cloud-training-resources.dot). Note the “Audience” for each video. This will indicate who needs to watch the specific video.</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Topic</th> <th>Audience</th> <th>Video Tutorial</th> <th>Job Aid</th> <th>Website</th> <th>Word Document</th> <th>Power Point</th> <th>Last Update</th> </tr> </thead> <tbody> <tr> <td>+ Employee Self Service (ESS)</td> <td>Update Tax Withholding (Federal & State)</td> <td>All Employees</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>10/10/2016</td> </tr> <tr> <td>+ Employee Self Service (ESS)</td> <td>Update Paycheck Direct Deposit Accounts (Personal Payment Methods)</td> <td>All Employees</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>10/10/2016</td> </tr> <tr> <td>+ Employee Self Service (ESS)</td> <td>Add/Update Personal Contacts</td> <td>All Employees</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>10/10/2016</td> </tr> <tr> <td>+ Employee Self Service (ESS)</td> <td>Update Personal Contact Info (Address, Phone, Email)</td> <td>All Employees</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>10/10/2016</td> </tr> <tr> <td>+ Employee Self Service (ESS)</td> <td>View Pay Slip</td> <td>All Employees</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>10/10/2016</td> </tr> <tr> <td>+ Getting Started</td> <td>Login and Navigation - GUS Cloud - HR Training</td> <td>All Employees</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>10/10/2016</td> </tr> <tr> <td>+ Time and Labor and Absence Management</td> <td>Entering Time Worked Only</td> <td>Hourly Employees - No Benefits</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>10/10/2016</td> </tr> <tr> <td>+ Time and Labor and Absence Management</td> <td>Entering Inclement Weather - Non Essential Employees</td> <td>Hourly Employees with Benefits</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>10/10/2016</td> </tr> <tr> <td>+ Time and Labor and Absence Management</td> <td>Entering Inclement Weather - Salaried Employees with Benefits</td> <td>Salaried Employees with Benefits</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>10/10/2016</td> </tr> </tbody> </table>	Category	Topic	Audience	Video Tutorial	Job Aid	Website	Word Document	Power Point	Last Update	+ Employee Self Service (ESS)	Update Tax Withholding (Federal & State)	All Employees						10/10/2016	+ Employee Self Service (ESS)	Update Paycheck Direct Deposit Accounts (Personal Payment Methods)	All Employees						10/10/2016	+ Employee Self Service (ESS)	Add/Update Personal Contacts	All Employees						10/10/2016	+ Employee Self Service (ESS)	Update Personal Contact Info (Address, Phone, Email)	All Employees						10/10/2016	+ Employee Self Service (ESS)	View Pay Slip	All Employees						10/10/2016	+ Getting Started	Login and Navigation - GUS Cloud - HR Training	All Employees						10/10/2016	+ Time and Labor and Absence Management	Entering Time Worked Only	Hourly Employees - No Benefits						10/10/2016	+ Time and Labor and Absence Management	Entering Inclement Weather - Non Essential Employees	Hourly Employees with Benefits						10/10/2016	+ Time and Labor and Absence Management	Entering Inclement Weather - Salaried Employees with Benefits	Salaried Employees with Benefits						10/10/2016
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2.	<p>Many videos are intended to be watched by All Employees.</p> <p>Other videos are intended to be watched by employees in positions that fit specific criteria.</p> <p>The 5 categories for employee videos for Time & Labor and Absence Management are:</p> <ol style="list-style-type: none">1. Hourly Employees with Benefits2. Hourly Employees – No Benefits3. Salaried Employees with Benefits (Note: Faculty earn sick leave only)4. Salaried Employees – No Benefits5. Line Manager
3.	<p>To see who your line manager is, logon to Gus Cloud.</p> 
4.	<p>On the GUS Cloud springboard, select the Navigator icon.</p> 

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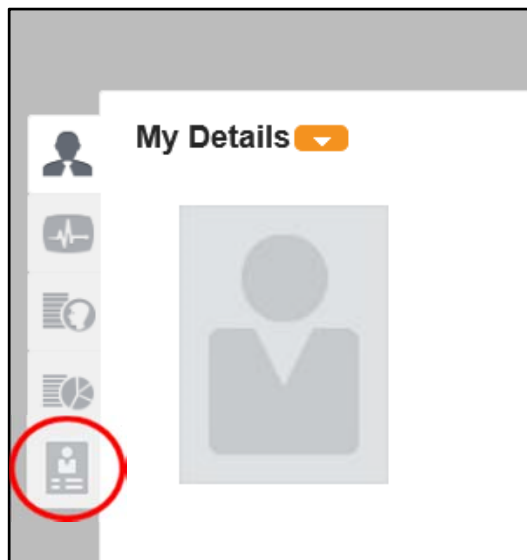
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5. Select “Personal Information” under “About Me.”



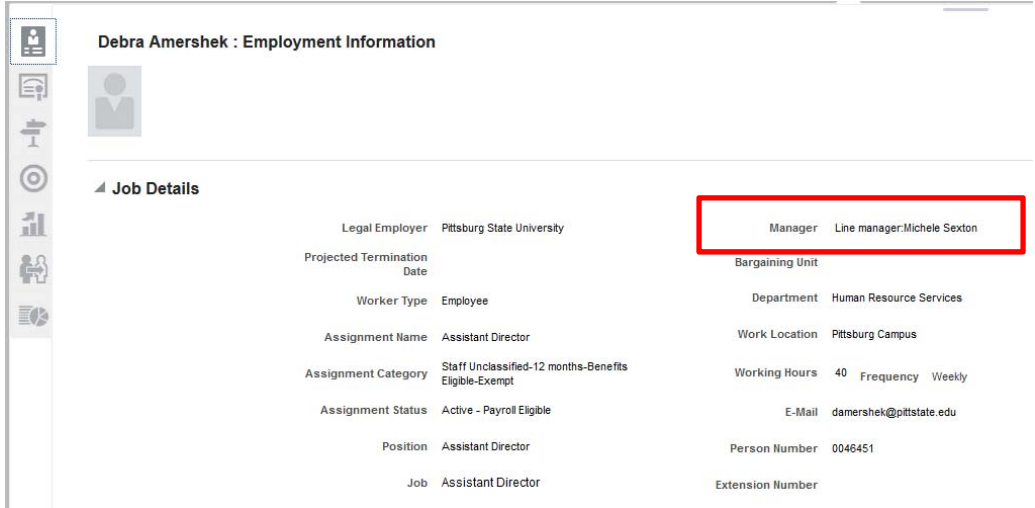

5. To see who your Line Manager is, click on the Employment Details tab on the left side of the screen.



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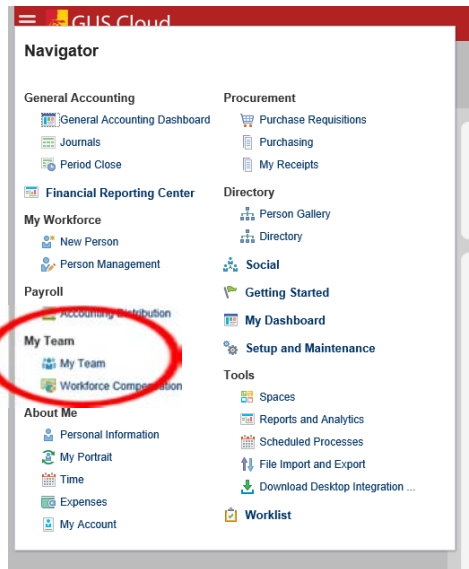
6.	<p>You will see the name of your Line Manager in the Job Details section.</p>  <p>Debra Amershek : Employment Information</p> <p>Job Details</p> <table><tr><td>Legal Employer</td><td>Pittsburg State University</td><td>Manager</td><td>Line manager:Michele Sexton</td></tr><tr><td>Projected Termination Date</td><td></td><td>Bargaining Unit</td><td></td></tr><tr><td>Worker Type</td><td>Employee</td><td>Department</td><td>Human Resource Services</td></tr><tr><td>Assignment Name</td><td>Assistant Director</td><td>Work Location</td><td>Pittsburg Campus</td></tr><tr><td>Assignment Category</td><td>Staff Unclassified-12 months-Benefits Eligible-Exempt</td><td>Working Hours</td><td>40 Frequency Weekly</td></tr><tr><td>Assignment Status</td><td>Active - Payroll Eligible</td><td>E-Mail</td><td>damershek@pittstate.edu</td></tr><tr><td>Position</td><td>Assistant Director</td><td>Person Number</td><td>0046451</td></tr><tr><td>Job</td><td>Assistant Director</td><td>Extension Number</td><td></td></tr></table>	Legal Employer	Pittsburg State University	Manager	Line manager:Michele Sexton	Projected Termination Date		Bargaining Unit		Worker Type	Employee	Department	Human Resource Services	Assignment Name	Assistant Director	Work Location	Pittsburg Campus	Assignment Category	Staff Unclassified-12 months-Benefits Eligible-Exempt	Working Hours	40 Frequency Weekly	Assignment Status	Active - Payroll Eligible	E-Mail	damershek@pittstate.edu	Position	Assistant Director	Person Number	0046451	Job	Assistant Director	Extension Number	
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7.	<p>To see information on your Direct Reports (Line Managers only), click on the Navigator icon</p> 																																

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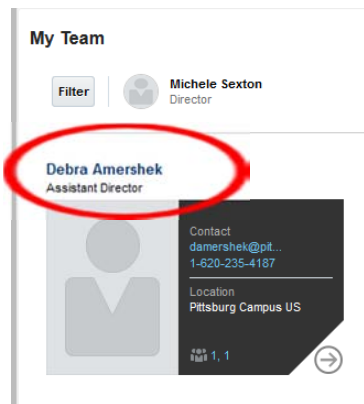


8. Click on “My Team” to see information on your Direct Reports.



9. You will be taken to the My Team page with a card for each of your Direct Reports.

Click on the employee’s name.



Note that student employees may have more than one assignment. Student employees with multiple assignments will only appear on the My Team page for the Line Manager of their **primary** assignment.

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10. You will be taken to your Direct Report's Employment Details page.

Look at the Assignment Category.

If you see the word "Exempt," the employee is paid Salaried.

If you see the word "Non-exempt," the employee is paid Hourly.

If you see the word "Benefits-Eligible," the employee has benefits.

If you see the word "No Benefits," the employee does not have benefits.

Debra Amershek : Employment Information

Job Details

Legal Employer	Pittsburg State University	Manager	Line manager:Michele Sexton
Projected Termination Date		Bargaining Unit	
Worker Type	Employee	Department	Human Resource Services
Assignment Name	Assistant Director	Work Location	Pittsburg Campus
Assignment Category	Staff Unclassified-12 months-Benefits Eligible-Exempt	Working Hours	40 Frequency Weekly
Assignment Status	Active - Payroll Eligible	E-Mail	damershek@pittstate.edu
Position	Assistant Director	Person Number	0046451
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