Job Aid



R12 Bug – Hours Disappearing in Time Card Edit Screen

This Job Aid walks through the process of reporting time worked or leave taken on a time card in the edit screen in GUS HR. A new step has to be done to avoid hours disappearing if you are inputting time in the edit screen. If you do not use the edit screen when reporting hours then you will not have to follow these steps. This job aid can be used by benefits eligible University Support Staff and Unclassified hourly employees.

GUS Cloud HR Test					۵ 🔇	?
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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 . If you do not see the Time icon click on the About Me icon to find the Time icon.





Step	Action								
3.	This opens to your timecard calendar.								
	92417-93917 Total Hours 8 Absence Ho Sun 924 2 (0)	urs # Scheituled Hours 48 Mon 9/25 9 (2)	Tur 929 9 (0)	Wed 9/27 0 (0)	Thu 828 0 (3)	Fn 9/29 9 (2)	Sat 9/39 9 (2)	RO	
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4.	To get to the e	dit screen y dar view	you will hav	ve to input	time on at l	east one day	y in the		
	timecard caren	uai view.							
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Step	Action
6.	The edit timecard screen will be displayed.
	Edit Time Card: Report Time
	Native Person Number
	Assignment Number Jub
	Location Location
	Time Card Details
	Time Card Period 8/24/7 - 19/11/7 Time Card Comments
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	Time Entry
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	1 Report 1 800 800 800 800 800 8 8 8 8 9
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	Leng totals 2.00 2.00 2.00 2.00 2.00 2.00 2.00 2.0
8.	VERY IMPORTANT - Click Save in the upper right hand corner. This step has to be done
	or the hours will disappear after you've submitted the timecard.
	Next Save Save and Close Cancel



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Step	Action
9.	Click OK. Confirmation × Your changes were saved. OK
10.	Click Next.

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Step	Action
12.	If everything is correct select Submit. Submit A confirmation box stating your time card has been submitted for approval will appear. Select OK. Confirmation × Your time card was submitted for approval. OK
13.	To review the timecard to verify that the hours did not disappear click the Actions box. Edit Review and Submit Sat 9/30 0 (0)
14.	Click Manage Time Cards. Related Links Manage Time Cards Maintain Absence Records

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Step	Action								
15.	Click on the Glas	ses icon und	er View	Summar	ry for the	pay per	iod you ju	st submitte	d.
	Manage Time Cards								
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	9/24/17 - 10/7/17	Submitted	80	64	16	9/27/17		60	×
	8/27/17 - 9/9/17	Approved	80	77.5	2.5	9/18/17		68	×
	8/13/17 - 8/26/17	Approved	80	73	7	9/18/17		66	×
	7/2/17 - 7/15/17	Approved	10	10		7/14/17		66	×
	6/18/17 - 7/1/17	Approved	10	10		6/30/17		60	×
	Column	s Hidden 5							
16.	Review the Repor	ted Time and	d make s	sure all h	nours are	still liste	ed.		
	1								
	View Time Card: Dana Blubaugh								Dgew
	d Person Informa	Name			Person	Number			
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