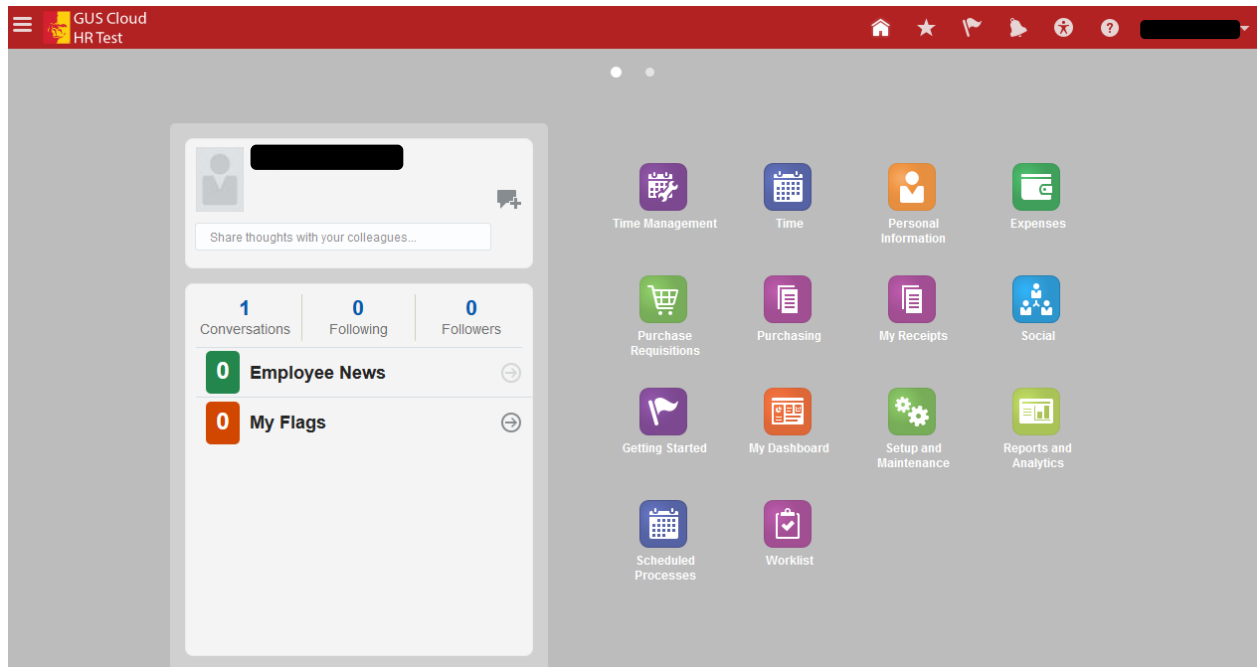



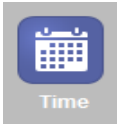
Job Aid

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.


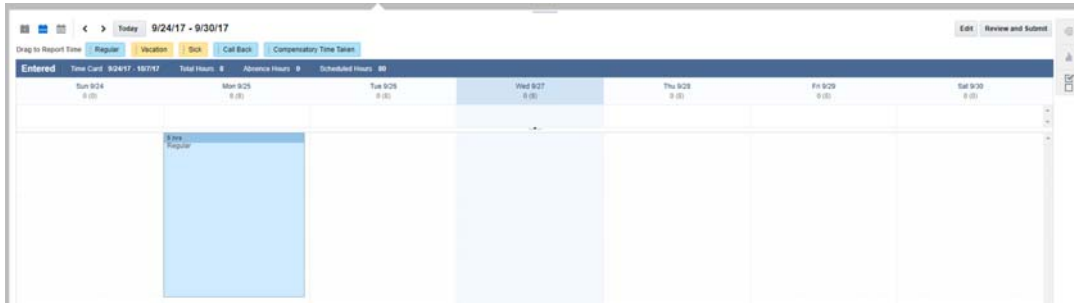
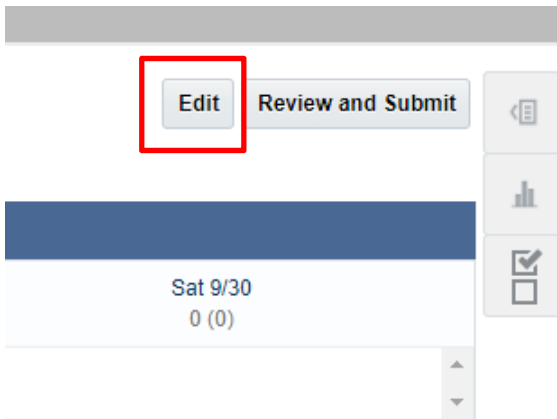


Step	Action
1.	Click the Home icon at the top right of the screen to access the Gus Cloud Springboard . 
2.	Click the Time icon on the home page to access the Time Calendar . If you do not see the Time icon click on the About Me icon to find the Time icon. 

Job Aid

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Step	Action
3.	<p>This opens to your timecard calendar.</p> 
4.	<p>To get to the edit screen you will have to input time on at least one day in the timecard calendar view.</p> 
5.	<p>Click on Edit in the upper right hand corner.</p> 

Job Aid

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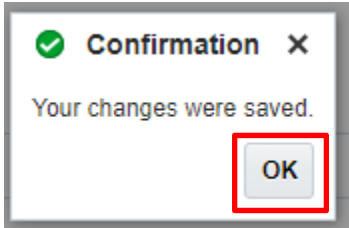
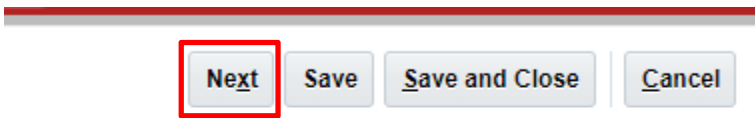
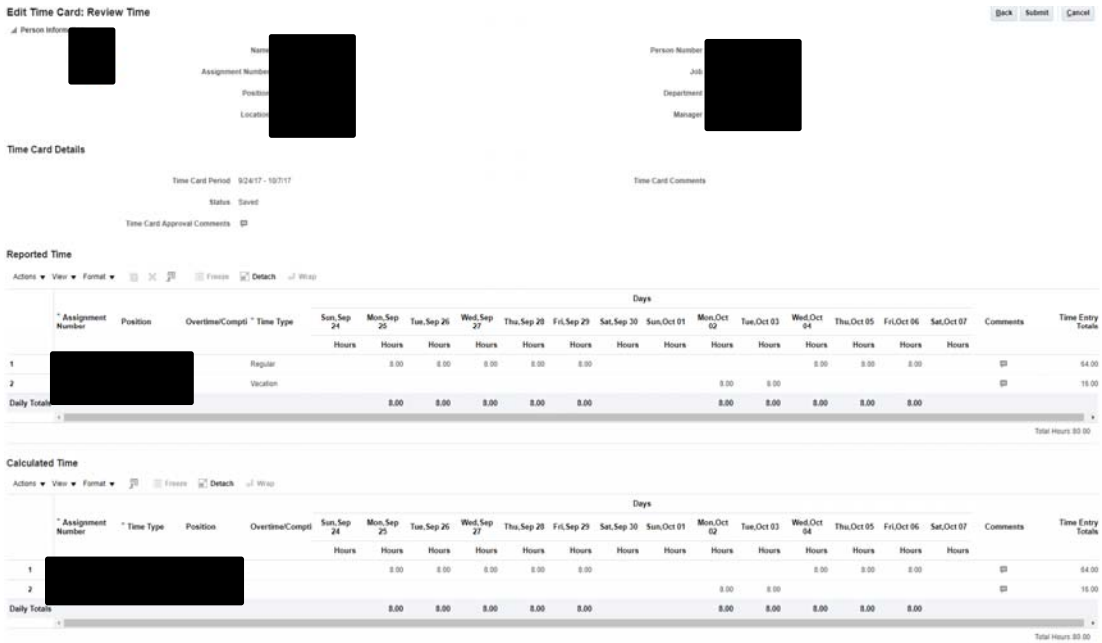


Step	Action
6.	<p>The edit timecard screen will be displayed.</p>
7.	<p>Fill in the rest of the hours for the pay period.</p>
8.	<p>VERY IMPORTANT - Click Save in the upper right hand corner. This step has to be done or the hours will disappear after you've submitted the timecard.</p>

Job Aid

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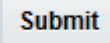
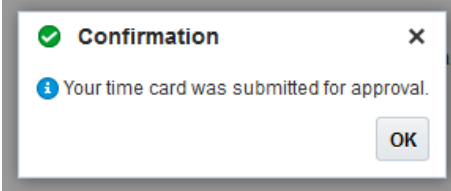
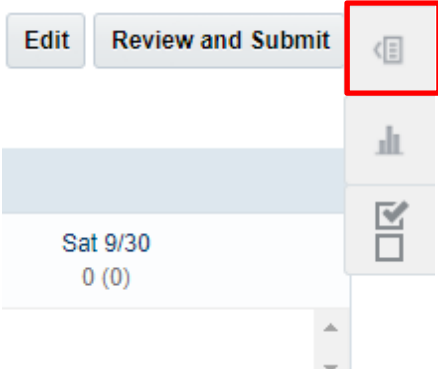
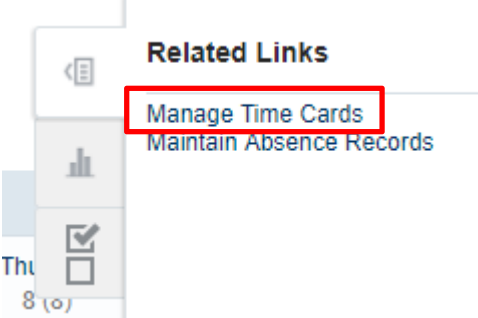


Step	Action
9.	<p>Click OK.</p> 
10.	<p>Click Next.</p> 
11.	<p>Review the Reported Time and Calculated Time information.</p> 

Job Aid

R12 Bug – Hours Disappearing in Time Card Edit Screen



Step	Action
12.	<p>If everything is correct select Submit.</p> <p></p> <p>A confirmation box stating your time card has been submitted for approval will appear. Select OK.</p> <p></p>
13.	<p>To review the timecard to verify that the hours did not disappear click the Actions box.</p> <p></p>
14.	<p>Click Manage Time Cards.</p> <p></p>

Job Aid

R12 Bug – Hours Disappearing in Time Card Edit Screen



Step	Action																																																																																																																																																																																												
15.	<p>Click on the Glasses icon under View Summary for the pay period you just submitted.</p> <p>Manage Time Cards</p> <p>Actions View + [Icons] Detach Status [Dropdown] From Date [Calendar] To Date [Calendar] [Arrow]</p> <table border="1"> <thead> <tr> <th>Time Card Period</th> <th>Status</th> <th>Total Hours</th> <th>Recorded Hours</th> <th>Absence Hours</th> <th>Submission Date</th> <th>Exception</th> <th>View Summary</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>9/24/17 - 10/7/17</td> <td>Submitted</td> <td>80</td> <td>64</td> <td>16</td> <td>9/27/17</td> <td></td> <td></td> <td></td> </tr> <tr> <td>9/27/17 - 9/9/17</td> <td>Approved</td> <td>80</td> <td>77.5</td> <td>2.5</td> <td>9/18/17</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8/13/17 - 8/26/17</td> <td>Approved</td> <td>80</td> <td>73</td> <td>7</td> <td>9/18/17</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7/2/17 - 7/15/17</td> <td>Approved</td> <td>10</td> <td>10</td> <td></td> <td>7/14/17</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6/18/17 - 7/1/17</td> <td>Approved</td> <td>10</td> <td>10</td> <td></td> <td>6/30/17</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Columns Hidden 5</p>	Time Card Period	Status	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete	9/24/17 - 10/7/17	Submitted	80	64	16	9/27/17				9/27/17 - 9/9/17	Approved	80	77.5	2.5	9/18/17				8/13/17 - 8/26/17	Approved	80	73	7	9/18/17				7/2/17 - 7/15/17	Approved	10	10		7/14/17				6/18/17 - 7/1/17	Approved	10	10		6/30/17																																																																																																																																									
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