Job Aid

Reporting Time – Entering Time Worked or Time Worked on a Holiday/Veteran's Day - Hourly Employees without Benefits

This Job Aid walks through the process of entering time worked on a time card for **Hourly Employees without Benefits**.

*Note that the procedures will be the same for both the desktop and mobile applications.

Audience: **Hourly Employees without Benefits**

*Important: Time cards are due every two weeks. Please reference the HR & Payroll Calendar to review deadlines.

Table of Contents

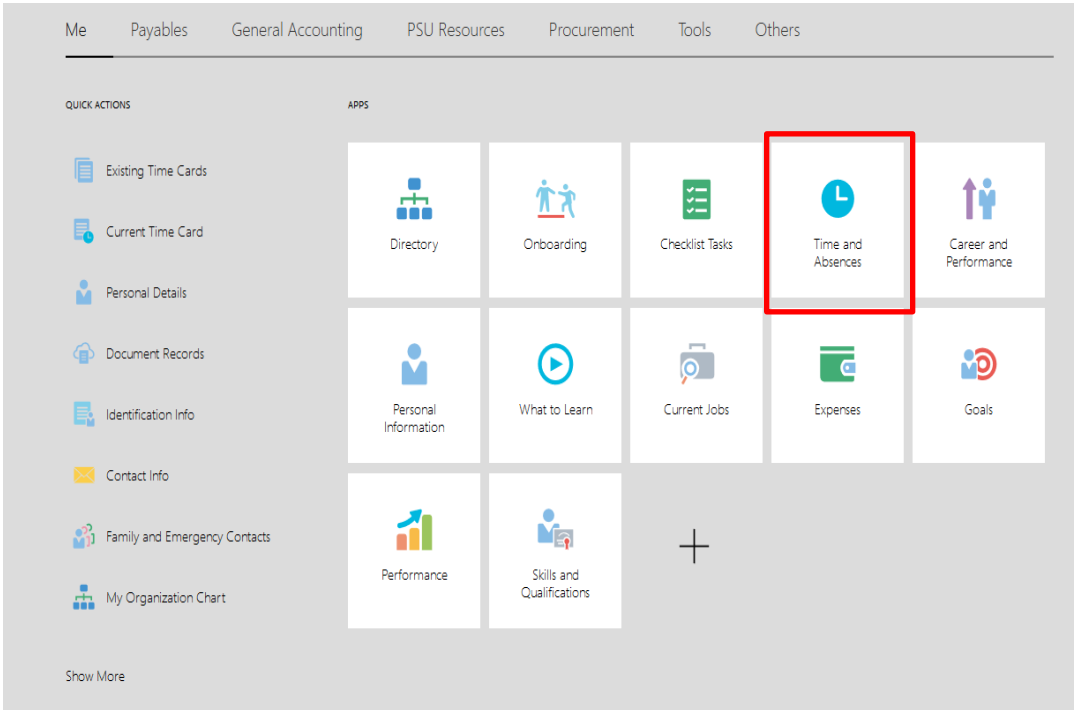
Page#	Section
1	Intro and Table of Contents
2	How To Access Your Time Card
3	How to Enter Time as an Hourly Employee Without Benefits
4	Entering Time Worked on a Holiday/Veteran's Day

Job Aid

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How to Access Your Time Card

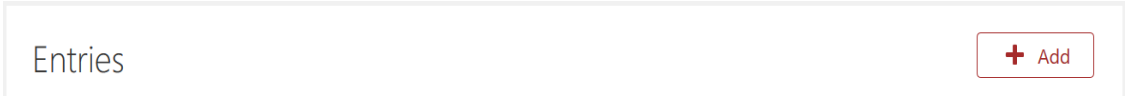
Navigation Path: Me > Time and Absences

Step	Action
1.	Click the **Home** icon at the top right of the screen to access the Gus Cloud Springboard. 
2.	Click on the **Time and Absences** tile located under the Me tab. This will open the Time and Absences page. 
3.	Select the **Time Cards** tile on the Time and Absences page. This will open the Existing Time Cards page.

Job Aid

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How to Enter Time as an Hourly Employee without Benefits

Step	Action
1.	From the Existing Time Cards page click on **+Add** button. This will open the Add Time Card page.
2.	Enter or click on the calendar icon to select a **Date** in the pay period. *Note the Time Card Period will reflect the entire pay period*.
3.	Click on **+Add** button. 
4.	Use the drop down arrows to select your **Assignment Number, Position**, and **Regular Time Type**.
5.	Enter or click on the calendar icon to **Select Dates** in the pay period. Note that you can enter the same number of hours for multiple dates.
6.	Enter or click on the calendar icon to select a **Start Time**.
7.	Enter or click on the calendar icon to select an **End Time**.
8.	Enter any comments into the **Comments** section that may be necessary.
9.	Click the **OK** button. This will return you to the Add Time Card page and your current entries will be displayed.
10.	Repeat **Steps 3-9** to add additional time.
11.	**IMPORTANT:** You must click the **Save and Close** button on the Add Time Card page once you've completed entries. This will return you to the Existing Time Cards page.
12.	Once your time card is complete for the pay period, click on the **Submit** button on the Time Card page. Note: Once you submit your time card an email will go to your Line Manager to approve the time card. Your time card **MUST** be approved by the time card deadline to process through payroll.

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Entering Time Worked on a Holiday/Veteran's Day

Generally, hourly employees without benefits **do not** work on a **holiday**. Hourly employees without benefits should only work on a holiday if scheduled by their line manager. Some hourly employees may work on **Veteran's Day** as classes are in session.

Hourly USS employees without benefits are paid 1.5 times for all hours worked on the holiday.

Hourly Unclassified employees without benefits who work on a Holiday/Veteran's Day do not receive any pay in addition to their normal hourly rate.

If you **DO WORK** on a Holiday enter Regular time for hours worked. Follow the procedures for **How to Enter Time as an Hourly Employee without Benefits** on **page 3**.