Job Aid

Reporting Time – Leave Taken or Comp Time Earned on a Holiday/Veteran's Day – Salaried Employees with Benefits

This Job Aid walks through the process of reporting Leave Taken or Comp Time Earned on a Holiday/Veteran's Day for **Salaried Employees with Benefits**.

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

Audience: **Salaried Employees with Benefits**

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

Table of Contents

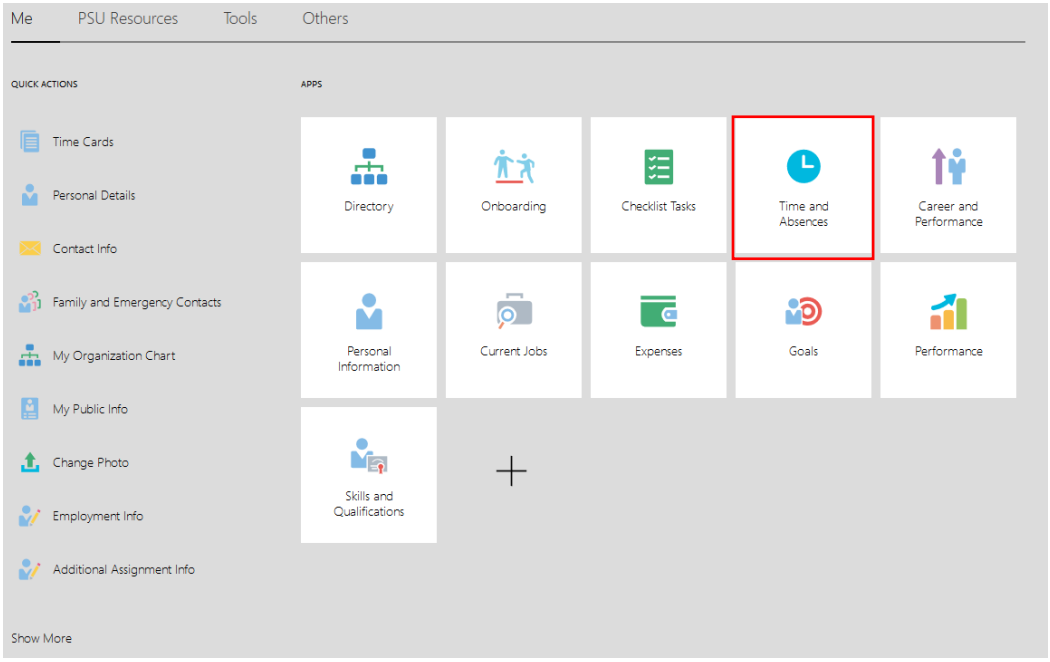
Page#	Section
1	Intro and Table of Contents
2	How To Access Your Time Card
3-4	How to Enter Leave Taken as a Salaried Employee With Benefits
5	Absence Types Available Salaried Employees
6	Reporting Comp Time Earned on a Holiday/Veteran's Day

Job Aid

Reporting Time – Leave Taken or Comp Time Earned on a Holiday/Veteran's Day – Salaried Employees with Benefits

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

Reporting Time – Leave Taken or Comp Time Earned on a Holiday/Veteran's Day – Salaried Employees with Benefits

How to Enter Leave Taken as a Salaried Employee with 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 arrow to select your **Assignment Number**.
5.	Use the drop down to select the **Absence Type** to report. If you do not see the absence type in the drop down then start typing in the name of the absence and select when you see it. See the Absence Types table on Page 4 for a complete list of available time types.
6.	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.
7.	In **Quantity**, type the number of hours to report.
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 absences.
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.

Job Aid

Reporting Time – Leave Taken or Comp Time Earned on a Holiday/Veteran's Day – Salaried Employees with Benefits

Absence Types Available – Salaried Employees Benefits Eligible

Absence Types
Admin Leave
Comp Time Earned
Comp Time Taken
Disaster Service Volunteer Leave
Discretionary Day
Donor Leave
Funeral Leave
Furlough Leave
Job Injury Leave
Jury Duty
Leave Without Pay
Military Leave
Parental Leave
Shared Leave
Sick
Vacation

Please refer to information found on the Pittsburg State University Human Resources Webpage about reporting the type of leave and the time types.

Job Aid

Reporting Time – Leave Taken or Comp Time Earned on a Holiday/Veteran's Day – Salaried Employees with Benefits

Reporting Comp Time Earned on a Holiday/Veteran's Day

	Action
USS	1. If you **DO** work on a **Holiday/Veteran's Day**. Report **Comp Time Earned** on your time card for **one and one-half times the hours worked.** For example if you worked 8 hours then you would report Comp Time Earned as 12 hours. 2. If you **DO NOT** work on a **Holiday/Veteran's Day** then you will not report anything.
UNCLASSIFIED	1. If you **DO** work on a **Holiday/Veteran's Day.** Report **Comp Time Earned** for the number of hours that you worked. For example, if you worked 8 hours on Veteran's Day, you will report 8 hours of comp time earned on Veteran's Day. 2. If you **DO NOT** work on **Veteran's Day**, you will have to report accrued leave (e.g. sick, vacation, comp time taken, discretionary day) as appropriate for the day. 3. If you **DO NOT** work on a **Holiday**, you will not report anything.