Job Aid

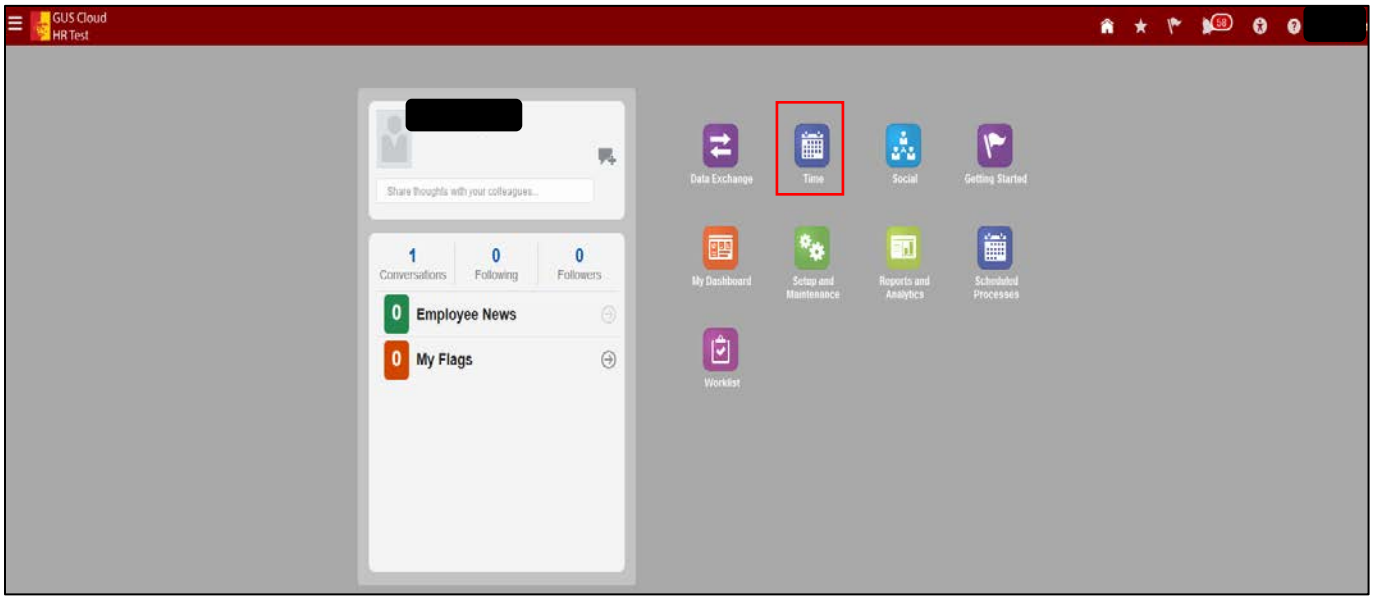
Reporting Time – Time Worked or Leave Taken

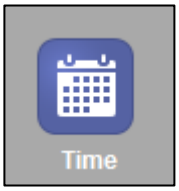
This Job Aid walks through the process of entering hours on a time card for **Exempt** Employees. Due to changes in the way GUS Cloud operates this Job Aid will allow employees to enter leave taken from a screen different than the calendar view.

Audience: **Exempt Employees**

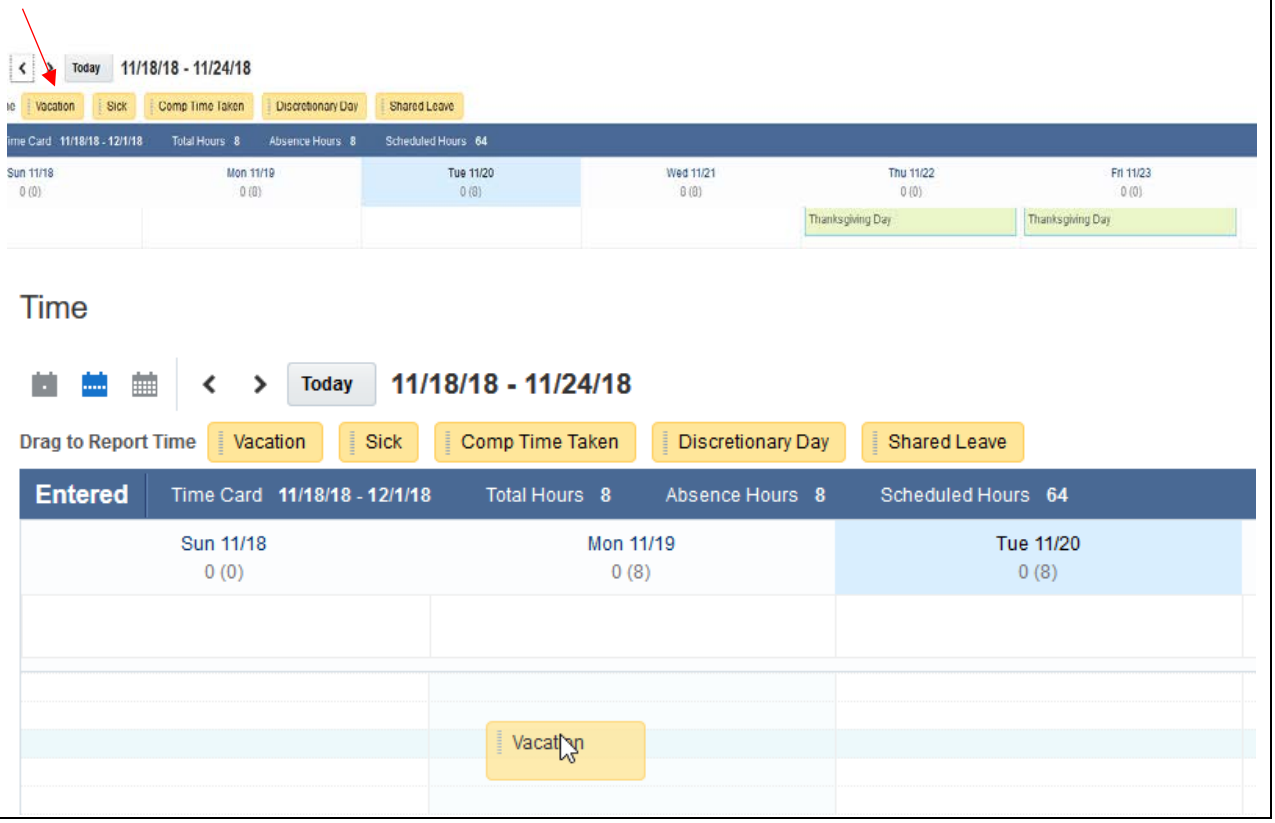
Important Changes:

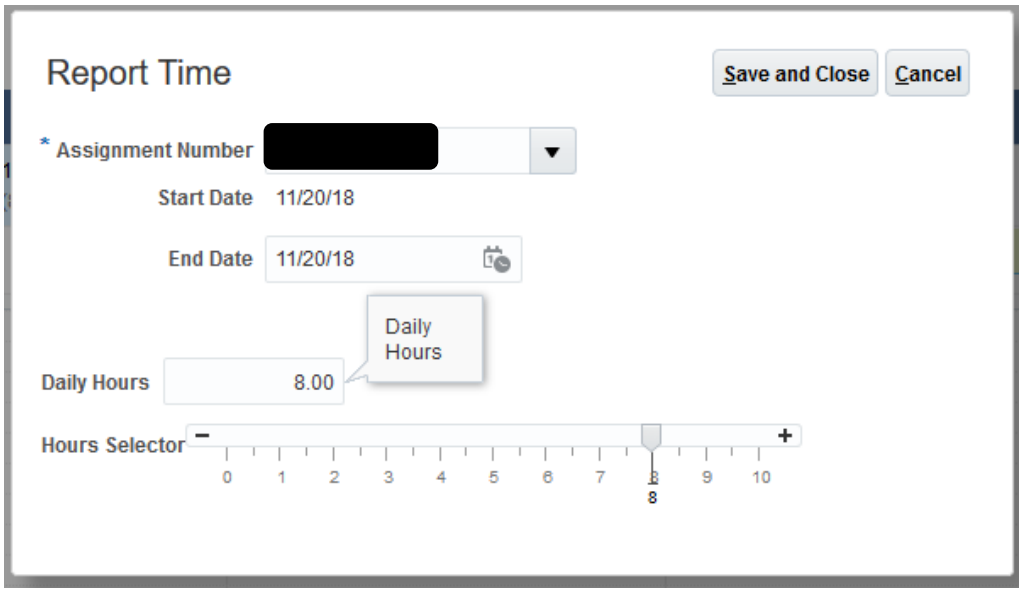
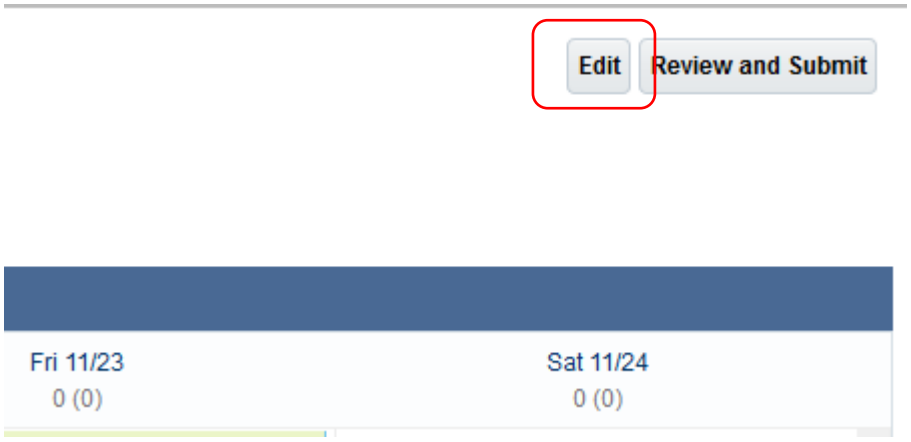
- Calendar view is no longer working when inputting time.
- Report 1 day of time from the calendar view.

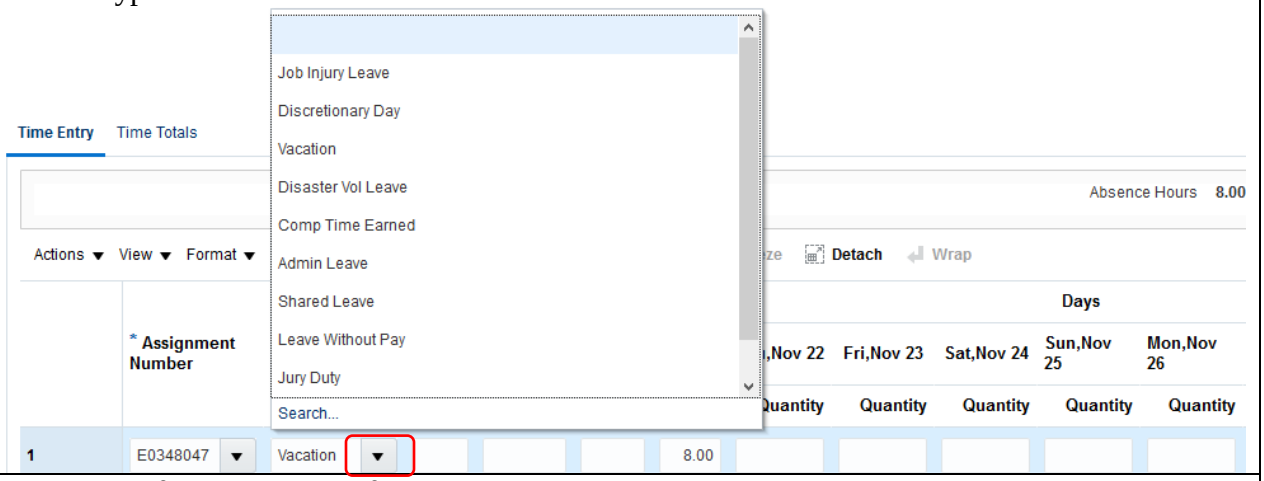
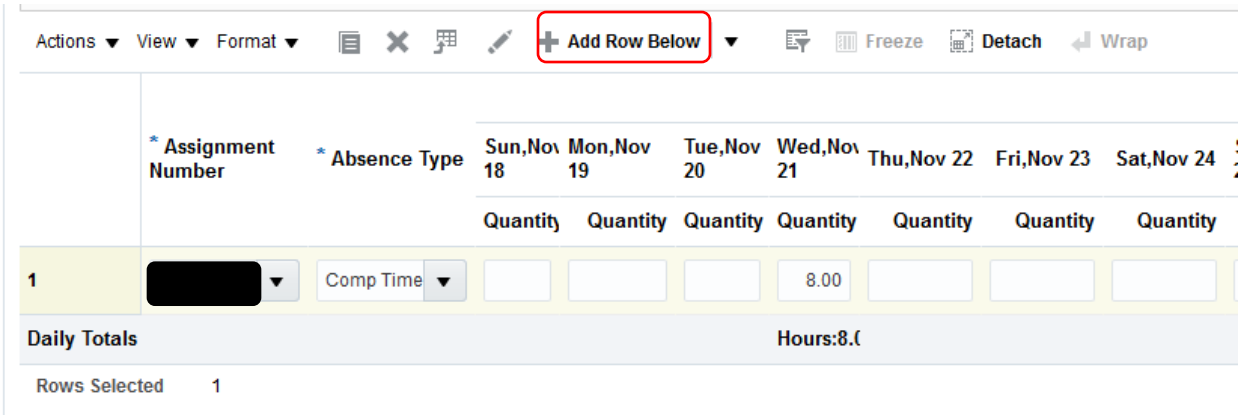
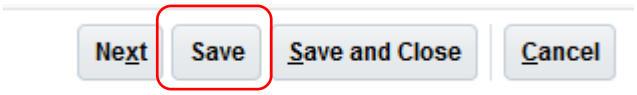


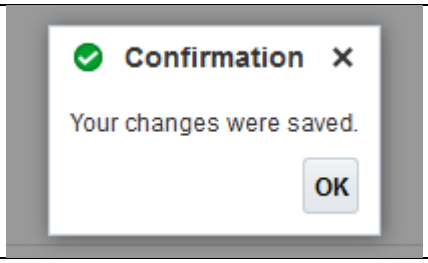
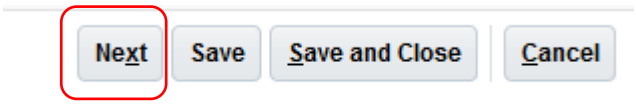
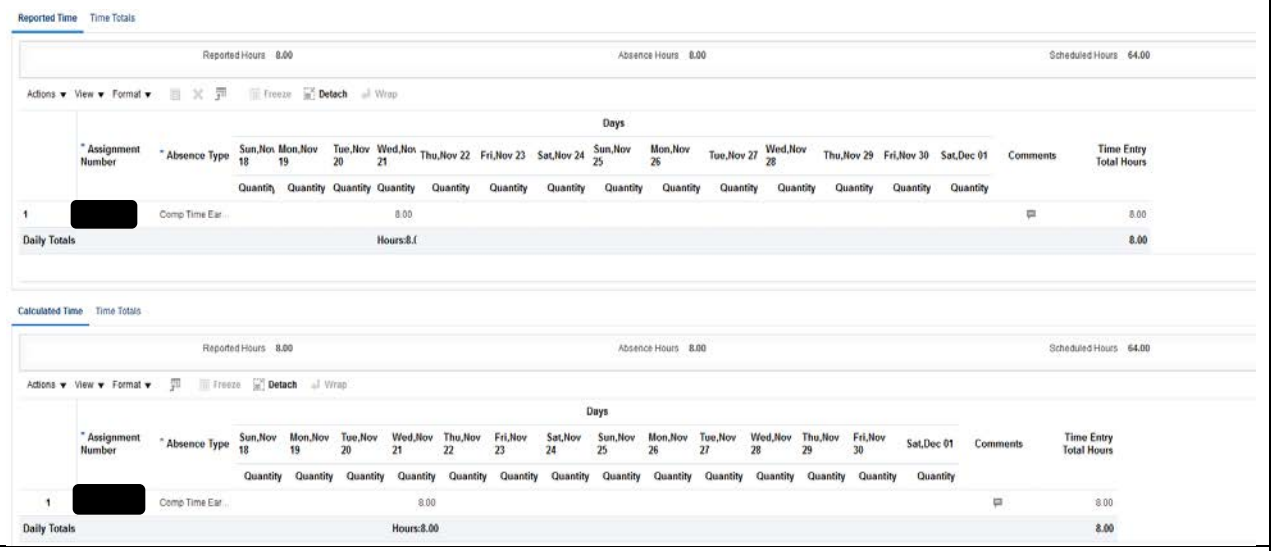
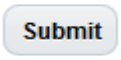
Step	Action
1.	Click **Time**. Note that the Time icon may also be found under the "About Me" icon on the springboard page. 

2.	Click on a time type and drag it to a day. (Ex: Click Vacation and drag and drop on 11/19)



3.	Complete the report time dialog box. Select the Assignment Number. Verify the Start Date and End Date are correct. Input the daily hours. Click **Save and Close**. ***Only enter 1 day of time from the calendar view. You will complete your time card from the reported time view.*** 
4.	Select **Edit**. 

5.	If you need to change the Absence Type click the down arrow and search for the appropriate absence type. 
6.	Continue to fill out the rest of the time card with leave taken adding rows as needed + **Add Row Below.** 
7.	Select **Save** 
8.	Select **OK**

	
9.	Select **Next** 
10.	Review Time Card Details. 
11.	If the information is correct, select **Submit**. 
12.	Select **OK**. 