Job Aid

Reporting Time – Time Worked - Hourly Student Employees, Graduate Administrative Assistants, and Graduate Research Assistants

This Job Aid walks through the process of entering time worked on a time card for **Hourly Student Employees, Graduate Administrative Assistants, and Graduate Research Assistants**.

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

Audience: **Hourly Student Employees, Graduate Administrative Assistants, and Graduate Research Assistants**.

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

Table of Contents

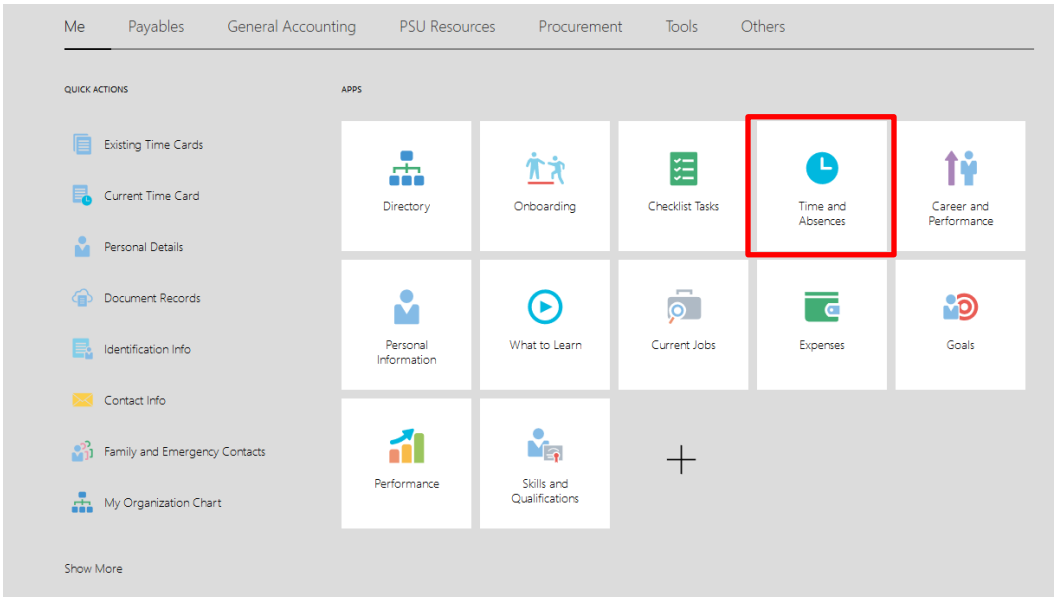
Page#	Section
1	Intro and Table of Contents
2	How To Access Your Time Card
3	How to Enter Time as a Student Employee, Graduate Administrative Assistant, or Graduate Research Assistant

Job Aid

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How to Access Your Time Card

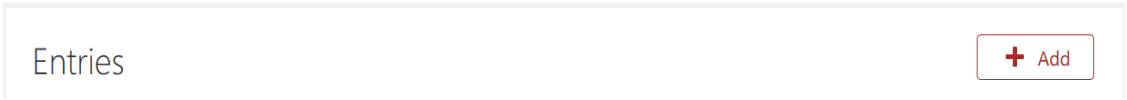
Navigation Path: Me > Time and Absences

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.

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How to Enter Time as a Hourly Student Employee, Graduate Administrative Assistant, or Graduate Research Assistant

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**. Pay special attention when selecting your **Assignment Number** to ensure that the **Position** you are selecting is the correct one for which you are wanting to report time.
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.