Job Aid

Reporting Time – Time Worked, Leave Taken, or Holiday/Veteran's Day – Hourly Employees with Benefits

This Job Aid walks through the process of entering time worked on a time card for **Hourly Employees with Benefits**.

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

Audience: **Hourly Employees with Benefits**

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

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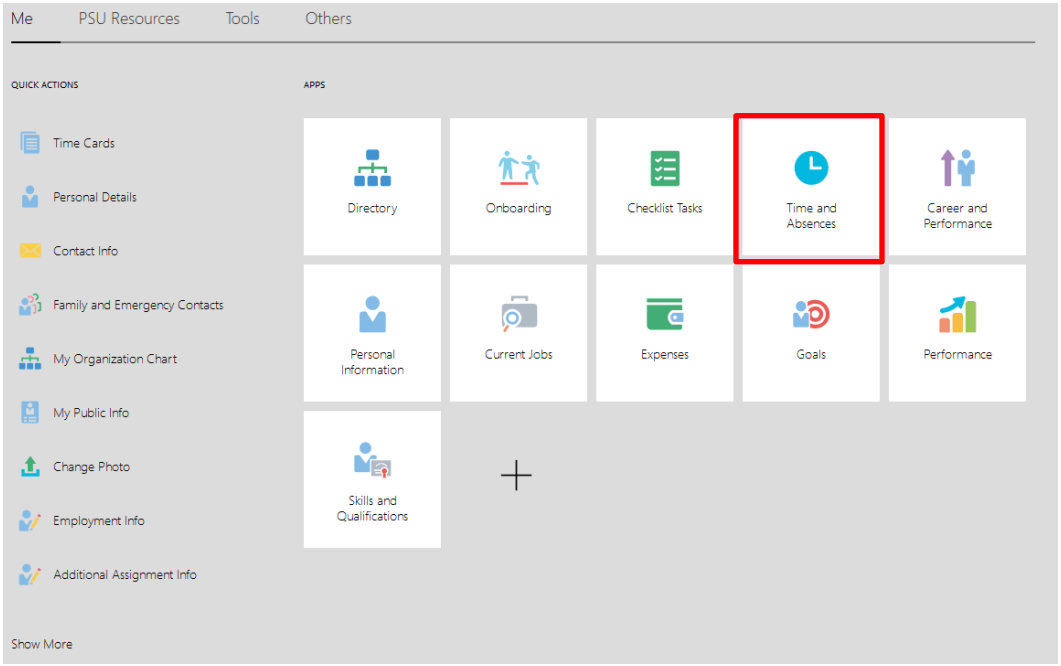
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How to Access Your Time Card

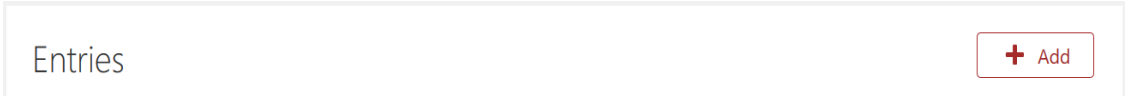
Navigation Path: Me > Time and Absences

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 an Hourly 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** and **Position**.
5.	Use the drop down to select the **Time Type** to report. If you do not see the time type in the drop down then start typing in the name of the time type and select when you see it. See the Time Types table on Page 4 for a complete list of available time types.
6.	Use the drop down to select either **Over Time** or **Comp Time**. Note: Make the same selection for every time type entry.
7.	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.
8.	In **Quantity**, type the number of hours to report.
9.	Enter any comments into the **Comments** section that may be necessary.
10.	Click the **OK** button. This will return you to the Add Time Card page and your current entries will be displayed.
11.	Repeat **Steps 3-10** to add additional time.
12.	**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.
13.	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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Time Types Available – Hourly Employees Benefits Eligible:

Time Types
Admin Leave
AFT Kansas Steward Time
AFT Kansas Training Time
Call Back
Compensatory Time Taken
Disaster Service Volunteer Leave
Discretionary Day
Donor Leave
Funeral
Furlough
Holiday Credit
Inclement Weather
Job Injury Leave
Jury Duty
Leave Without Pay
Military Leave
Parental Leave
Regular
Shared Leave
Shift Differential
Sick
Standby Pay
Vacation

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

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Entering Holidays/Veteran's Day

	Action
University Support Staff	1. If you **DO** work on a **Holiday/Veteran's Day**, you will report **Regular** time for hours worked on the Holiday/Veteran's Day. 2. If you **DO NOT** work on a **Holiday/Veteran's Day**, you will report **Holiday Credit** for your regular schedule on Holiday/Veteran's Day.
Unclassified	1. If you **DO** work on a **Holiday/Veteran's Day,** you will report **Regular** time for hours worked on the Holiday/Veteran's Day. 2. If you **DO NOT** work on a **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 report **Holiday Credit** for your regular schedule on the Holiday.

Entering Holiday Hours Examples
Example 1: This employee's regular schedule is Monday through Friday 8 hours a day. This employee is entering time for the pay period from 05/17/2020 – 05/30/2020 which includes a holiday on May 25th (Memorial Day). This employee **DID NOT WORK** on this holiday. This employee would report 8 hours of **Holiday Credit** time for the date 05/25/2020.
Example 2: This employee's regular schedule is Monday through Friday 8 hours a day. This employee is entering time for the pay period from 05/17/2020 – 05/30/2020 which includes a holiday on May 25th (Memorial Day). This employee **DID WORK** on this holiday. This employee would report 8 hours of **Regular** time for the date 05/25/2020.
Example 3: This employee's regular schedule is Monday through Friday 8 hours a day. This employee is entering time for the pay period from 05/17/2020 – 05/30/2020 which includes a holiday on May 25th (Memorial Day). This employee **WORKED PART** of the day on this holiday. This employee worked 4 hours on this holiday. This employee would report 4 hours of **Holiday Credit** and 4 hours of **Regular** time for the date 05/25/2020.