Pittsburg State University

GUS HR Job Aid Worksheet

(updated 1/20/2019)

Use this worksheet to know which videos and/or written job aids apply to you. ***You can find training videos and written job aids on the GUS HR project web site:***
https://www.pittstate.edu/hr/policies/gus-cloud-job-aids.html

1. **Are you paid hourly or salaried and do you have benefits?** *For help with question 1, review the following Job Aid:*
   - ***How to Know if You Are Paid Hourly or Salaried and if You Have Benefits***

   a. Are you paid hourly or salaried? (circle one): Hourly Salaried

   b. Do you have benefits? (circle one): Yes, I have benefits No, I do not have benefits

2. **Who is your line manager? If you are a line manager, who are your direct reports?** *For help with question 2, review the following Job Aid:*
   - ***Who is Your Line Manager and Direct Reports***

   a. Print the name of YOUR Line Manager: _____
   IMPORTANT: If you are paid hourly, your line manager must approve your GUS HR time card each pay period to ensure that a paycheck can be processed for you.

   b. Are YOU a Line Manager? (circle one): Yes No
   IMPORTANT: If you are a line manager, you must approve time cards for each of your direct reports each pay period to ensure that a paycheck can be processed for them.

3. ONLY ANSWER QUESTION 3a if **YOU ARE PAID HOURLY AND YOU DO NOT HAVE BENEFITS** (see question 1):
   - ✓ *For help with question 3a, review the following Job Aids or Videos:*
     - ***Entering Time Worked Only***

4. ONLY ANSWER QUESTIONS 6a – 6h if **YOU ARE A LINE MANAGER** (see question 2):
   - ✓ *For help with questions 6a – 6h, review the following Job Aids or Videos:*
     - ***Who is Your Line Manager and Direct Reports***
     - ***Approving or Rejecting Time Card***
     - ***Approving or Rejecting Future Absences***
     - ***View Absence Balance of Employees***
     - ***Delegation of Approvals***

   a. Do you know who your direct reports are? (circle one) Yes No

   b. How many direct reports do you have? _____

   c. Are your direct reports (circle one): Hourly Salaried Both

   d. Do your direct reports have benefits? (circle one) Yes No Both

   e. Do you know how to approve or reject time cards for your direct reports? (circle one) Yes No