Job Aid

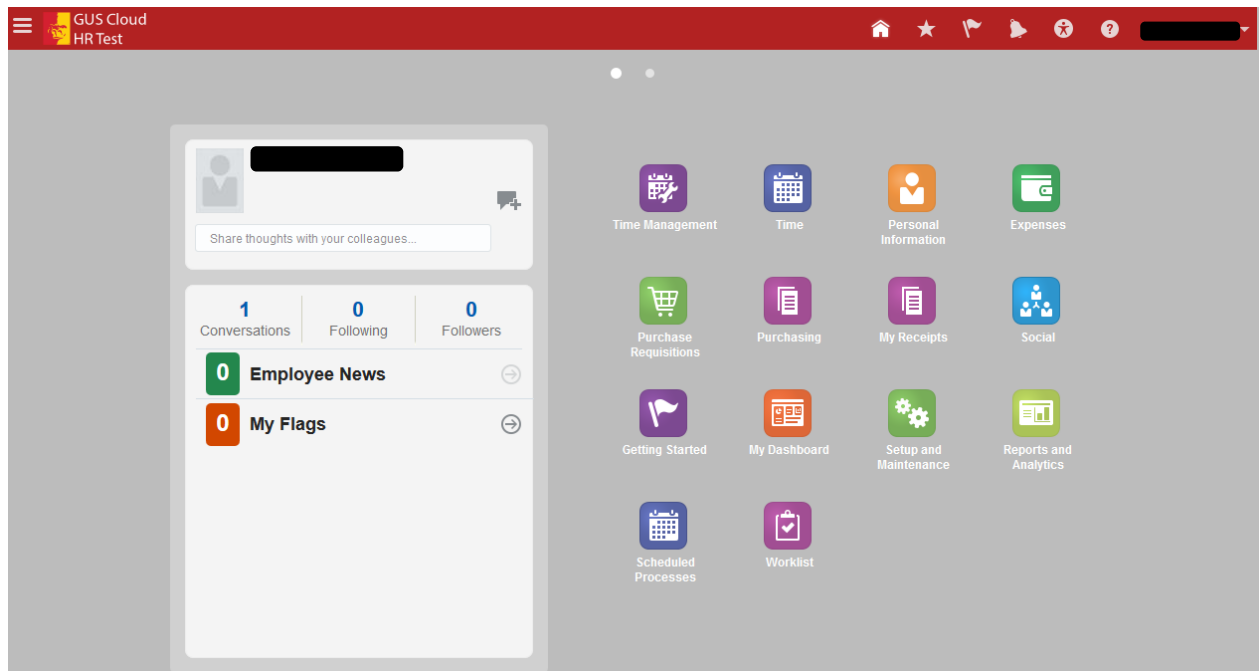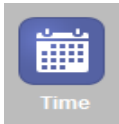## *Entering Time Worked and Absences*

This Job Aid walks through the process of reporting time worked or leave taken on a time card in GUS HR. This job aid can be used by benefits eligible University Support Staff and Unclassified hourly employees.
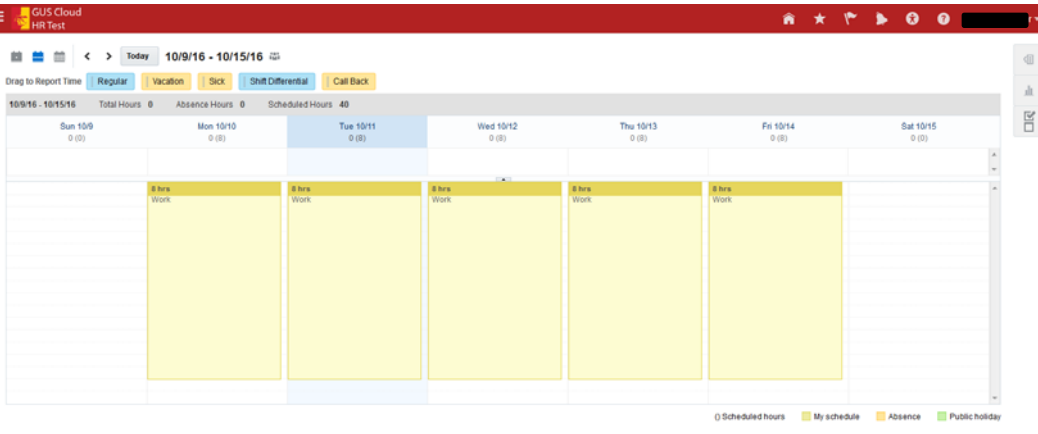

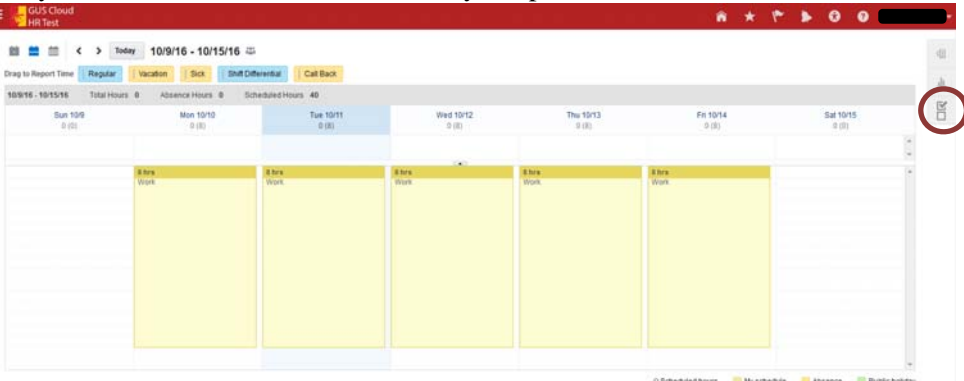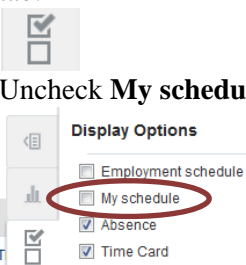| Step	Action
1.	Click the **Home** icon at the top right of the screen to access the **Gus Cloud Springboard**.
2.	Click the **Time** icon on the home page to access the **Time Calendar**.

Job Aid

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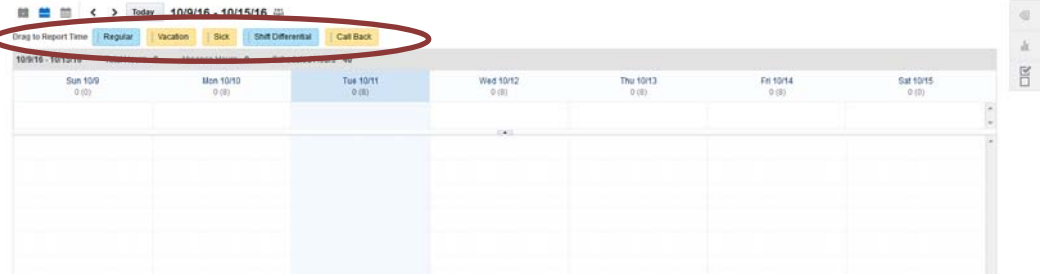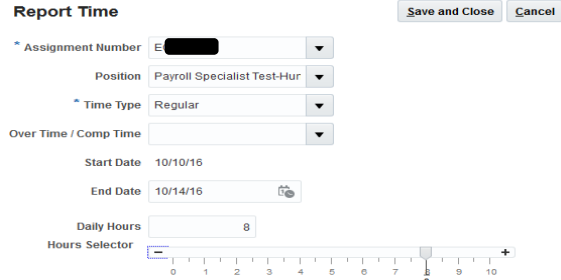
Step	Action
3.	On the Timecard window, the default screen shows the week currently being worked. Navigate forward or backward by using the arrows ‹ › next to the date range at the top of the timecard. The timecard also shows the week view 📅, but can also be changed to day 📅 or month 📅.
4.	By default, the timecard will open showing a schedule of 8 hours worked Monday through Friday. This is not time entered. It is only a representation of a standard work week. To turn off this view, go to the right side of the screen and select the **Display Options** tab. Uncheck **My schedule**.

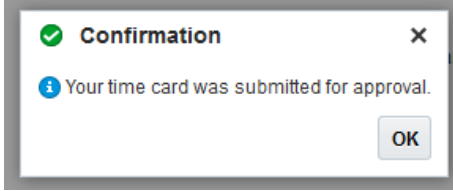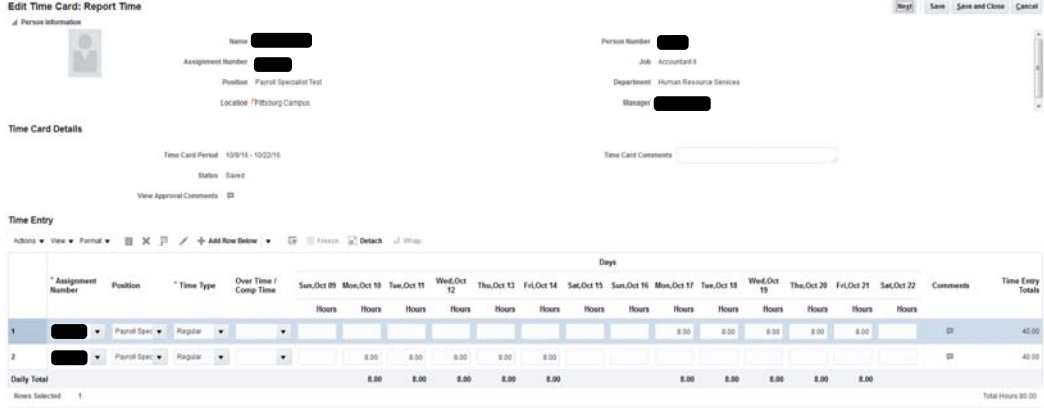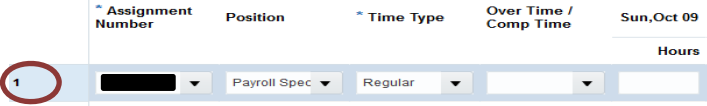| Step	Action
5.	To begin entering time worked or leave taken, click and drag the appropriate time button to the desired date.
6.	The Report time dialog box will open. Select the correct assignment number. To verify that you have the correct assignment number, select the Position drop down arrow and make sure the position information and department name listed is the area that you need to report time for. If not select a different assignment number and verify the Position information again. Make sure the correct Time Type is chosen. If not, select the drop down arrow for more choices. To see a complete list of all Time Types select Search when you have selected the drop down arrow. Select Search again. Select the appropriate Time Type and select OK. Select Over Time to receive overtime pay, if applicable, or select Comp Time to receive Compensatory Time, if applicable. If it is left blank it will default to Compensatory Time. Check your start and end dates. If you have a regular schedule for your days each week, you can enter the start date as the first day of the week and the end date as the last day of the week and it will fill that time in all days between the start and end date. Enter the number of Daily Hours for this time type. This must be entered in quarter hour increments. Once you have the information entered, select Save and Close.

Step	Action
7.	Continue to add time as needed to the two week pay period.
8.	When time worked and leave taken has been entered and it won't change, select **Review and Submit**.
9.	The review time screen will open with Time Card Details including, Reported Time and Calculated Time.
10.	Review the information.

Job Aid

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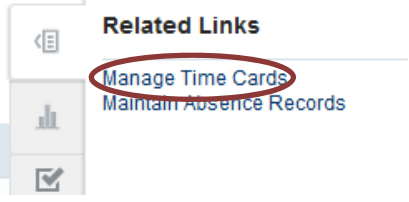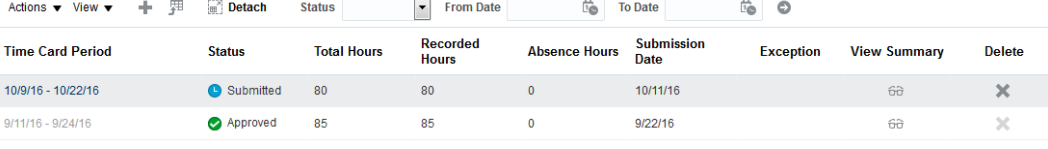| Step	Action
11.	If everything is correct select **Submit**. **Submit** A confirmation box stating your time card has been submitted for approval will appear. Select **OK**. ✅ Confirmation ✕ ℹ️ Your time card was submitted for approval. **OK**
12.	If anything is incorrect select **Edit Time Card**. **Edit Time Card**
13.	This will open the Edit Time Card screen and time entry changes or additions can be done at the bottom of the screen.
14.	If you have multiple entries, rows must be added to log that time. Click the space that has the number 1 in it. This will highlight the row.
15.	Select + **Add Row Below**. ➕ **Add Row Below**

Step	Action
16.	Make sure that the Assignment Number, Position, Over Time/Comp Time, if applicable, and Time Type have been selected as well as entering the time. Time must be entered in quarter hour increments. **Assignment Number / Position / Time Type / Over Time/Comp Time / Sun, Oct 09 Hours / Mon, Oct 10 Hours / Tue, Oct 11 Hours** Row 1: Payroll Spec / Regular Row 2: Payroll Spec / Regular — Tue, Oct 11: 8.00 Row 3: Payroll Spec / Funeral — Mon, Oct 10: 8 Daily Total: Mon, Oct 10: 8.00, Tue, Oct 11: 8.00
17.	When time corrections and entries are complete, select **Next**. Next
18.	If time entry is correct, select **Submit**. Submit
19.	A confirmation box stating your time card has been submitted for approval will appear. Select **OK**. Confirmation ✕ Your time card was submitted for approval. OK
20.	The submitted time card will go to the line manager. After, the line manager approves the time card, you will not be able to make changes to the time card. The line manager will have to work with HRS.
21.	On the right side of the time card is the **Absence Details** tab. Employees can view future absence details and absence balances.
22.	Above the Absence Details tab is the **Related Links** tab.

Step	Action
23.	Opening this tab provides the **Manage Time Cards** link where you can view time cards.
24.	The Manage Time Cards screen will show the time cards you have saved, submitted or have been approved by your line manager.
25.	You can view a summary of your time card by selecting the glasses icon under **View Summary**.