

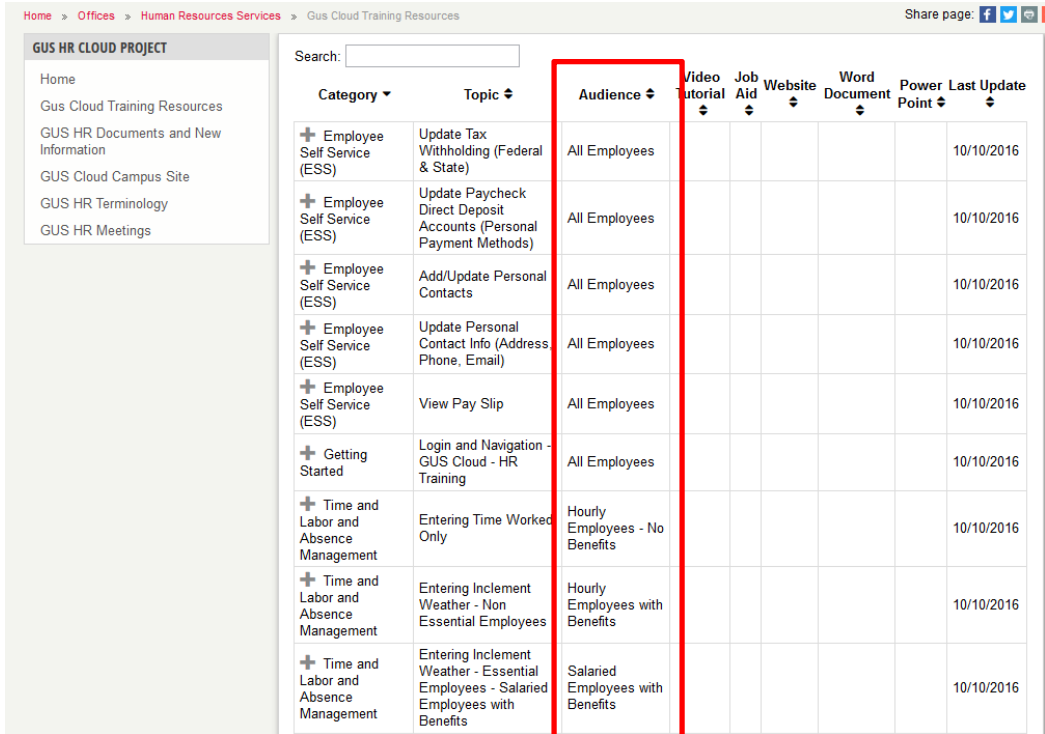
# Job Aid

## How To Know If You Are Paid Hourly or Salaried and If You Have Benefits – ALL EMPLOYEES



This Job Aid walks through the steps to determine if you are paid **hourly** or **salaried** and **if you have benefits**. Knowing if you are paid **hourly** or **salaried** and **if you have benefits** will help you determine which [GUS Cloud Training Resources](#) are important.

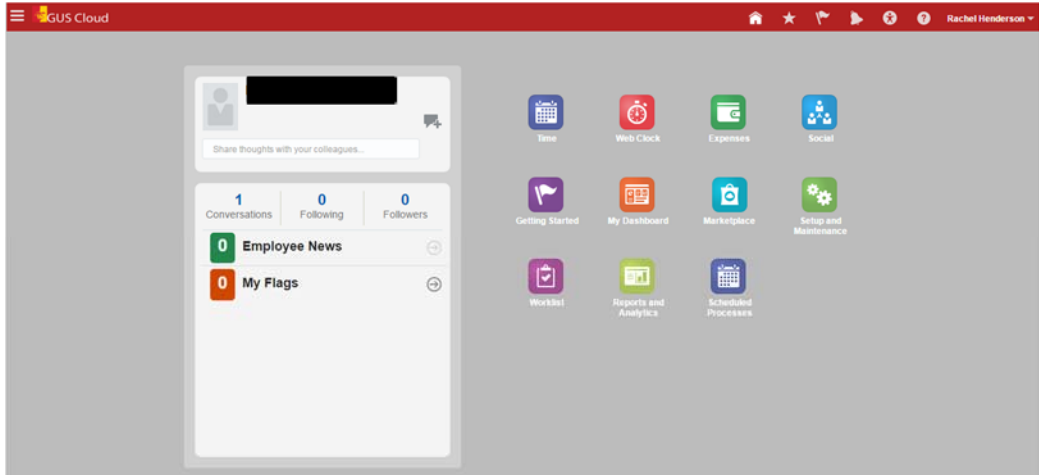

This Job Aid can be used by ALL employees.

| Step                                    | Action   |                                  |                |          |                |               |             |               |             |             |                               |  |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |                              |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |               |               |  |  |  |  |  |            |                   |  |               |  |  |  |  |  |            |   |                           |                                |  |  |  |  |  |            |   |  |                                |  |  |  |  |  |            |   |   |                                  |  |  |  |  |  |            |
|---|--|----------------------------------|----------------|----------|----------------|---------------|-------------|---------------|-------------|-------------|-------------------------------|--|---------------|--|--|--|--|--|------------|-------------------------------|--|---------------|--|--|--|--|--|------------|-------------------------------|------------------------------|---------------|--|--|--|--|--|------------|-------------------------------|--|---------------|--|--|--|--|--|------------|-------------------------------|---------------|---------------|--|--|--|--|--|------------|-------------------|--|---------------|--|--|--|--|--|------------|---|---------------------------|--------------------------------|--|--|--|--|--|------------|---|--|--------------------------------|--|--|--|--|--|------------|---|---|----------------------------------|--|--|--|--|--|------------|
| 1.                                      | <p>Access the GUS Cloud Training Resources document on the PSU HRS website (<a href="http://pittstate.edu/office/hr/gus-cloud-training-resources.dot">http://pittstate.edu/office/hr/gus-cloud-training-resources.dot</a>). Note the “Audience” for each video. This will indicate who needs to watch the specific video.</p>  <p>The screenshot shows a web page titled 'GUS HR CLOUD PROJECT' with a navigation menu on the left and a main content area. The main content area contains a table with columns: Category, Topic, Audience, Video Tutorial, Job Aid, Website, Word Document, Power Point, and Last Update. The 'Audience' column is highlighted with a red box. The table lists various HR topics and their corresponding audiences.</p> <table border="1"><thead><tr><th>Category</th><th>Topic</th><th>Audience</th><th>Video Tutorial</th><th>Job Aid</th><th>Website</th><th>Word Document</th><th>Power Point</th><th>Last Update</th></tr></thead><tbody><tr><td>+ Employee Self Service (ESS)</td><td>Update Tax Withholding (Federal &amp; State)</td><td>All Employees</td><td></td><td></td><td></td><td></td><td></td><td>10/10/2016</td></tr><tr><td>+ Employee Self Service (ESS)</td><td>Update Paycheck Direct Deposit Accounts (Personal Payment Methods)</td><td>All Employees</td><td></td><td></td><td></td><td></td><td></td><td>10/10/2016</td></tr><tr><td>+ Employee Self Service (ESS)</td><td>Add/Update Personal Contacts</td><td>All Employees</td><td></td><td></td><td></td><td></td><td></td><td>10/10/2016</td></tr><tr><td>+ Employee Self Service (ESS)</td><td>Update Personal Contact Info (Address, Phone, Email)</td><td>All Employees</td><td></td><td></td><td></td><td></td><td></td><td>10/10/2016</td></tr><tr><td>+ Employee Self Service (ESS)</td><td>View Pay Slip</td><td>All Employees</td><td></td><td></td><td></td><td></td><td></td><td>10/10/2016</td></tr><tr><td>+ Getting Started</td><td>Login and Navigation - GUS Cloud - HR Training</td><td>All Employees</td><td></td><td></td><td></td><td></td><td></td><td>10/10/2016</td></tr><tr><td>+ Time and Labor and Absence Management</td><td>Entering Time Worked Only</td><td>Hourly Employees - No Benefits</td><td></td><td></td><td></td><td></td><td></td><td>10/10/2016</td></tr><tr><td>+ Time and Labor and Absence Management</td><td>Entering Inclement Weather - Non Essential Employees</td><td>Hourly Employees with Benefits</td><td></td><td></td><td></td><td></td><td></td><td>10/10/2016</td></tr><tr><td>+ Time and Labor and Absence Management</td><td>Entering Inclement Weather - Essential Employees - Salaried Employees with Benefits</td><td>Salaried Employees with Benefits</td><td></td><td></td><td></td><td></td><td></td><td>10/10/2016</td></tr></tbody></table> | Category                         | Topic          | Audience | Video Tutorial | Job Aid       | Website     | Word Document | Power Point | Last Update | + Employee Self Service (ESS) | Update Tax Withholding (Federal & State) | All Employees |  |  |  |  |  | 10/10/2016 | + Employee Self Service (ESS) | Update Paycheck Direct Deposit Accounts (Personal Payment Methods) | All Employees |  |  |  |  |  | 10/10/2016 | + Employee Self Service (ESS) | Add/Update Personal Contacts | All Employees |  |  |  |  |  | 10/10/2016 | + Employee Self Service (ESS) | Update Personal Contact Info (Address, Phone, Email) | All Employees |  |  |  |  |  | 10/10/2016 | + Employee Self Service (ESS) | View Pay Slip | All Employees |  |  |  |  |  | 10/10/2016 | + Getting Started | Login and Navigation - GUS Cloud - HR Training | All Employees |  |  |  |  |  | 10/10/2016 | + Time and Labor and Absence Management | Entering Time Worked Only | Hourly Employees - No Benefits |  |  |  |  |  | 10/10/2016 | + Time and Labor and Absence Management | Entering Inclement Weather - Non Essential Employees | Hourly Employees with Benefits |  |  |  |  |  | 10/10/2016 | + Time and Labor and Absence Management | Entering Inclement Weather - Essential Employees - Salaried Employees with Benefits | Salaried Employees with Benefits |  |  |  |  |  | 10/10/2016 |
| Category                                | Topic  | Audience                         | Video Tutorial | Job Aid  | Website        | Word Document | Power Point | Last Update   |             |             |                               |  |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |                              |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |               |               |  |  |  |  |  |            |                   |  |               |  |  |  |  |  |            |   |                           |                                |  |  |  |  |  |            |   |  |                                |  |  |  |  |  |            |   |   |                                  |  |  |  |  |  |            |
| + Employee Self Service (ESS)           | Update Tax Withholding (Federal & State)   | All Employees                    |                |          |                |               |             | 10/10/2016    |             |             |                               |  |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |                              |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |               |               |  |  |  |  |  |            |                   |  |               |  |  |  |  |  |            |   |                           |                                |  |  |  |  |  |            |   |  |                                |  |  |  |  |  |            |   |   |                                  |  |  |  |  |  |            |
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| + Employee Self Service (ESS)           | Add/Update Personal Contacts   | All Employees                    |                |          |                |               |             | 10/10/2016    |             |             |                               |  |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |                              |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |               |               |  |  |  |  |  |            |                   |  |               |  |  |  |  |  |            |   |                           |                                |  |  |  |  |  |            |   |  |                                |  |  |  |  |  |            |   |   |                                  |  |  |  |  |  |            |
| + Employee Self Service (ESS)           | Update Personal Contact Info (Address, Phone, Email)   | All Employees                    |                |          |                |               |             | 10/10/2016    |             |             |                               |  |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |                              |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |               |               |  |  |  |  |  |            |                   |  |               |  |  |  |  |  |            |   |                           |                                |  |  |  |  |  |            |   |  |                                |  |  |  |  |  |            |   |   |                                  |  |  |  |  |  |            |
| + Employee Self Service (ESS)           | View Pay Slip  | All Employees                    |                |          |                |               |             | 10/10/2016    |             |             |                               |  |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |                              |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |               |               |  |  |  |  |  |            |                   |  |               |  |  |  |  |  |            |   |                           |                                |  |  |  |  |  |            |   |  |                                |  |  |  |  |  |            |   |   |                                  |  |  |  |  |  |            |
| + Getting Started                       | Login and Navigation - GUS Cloud - HR Training   | All Employees                    |                |          |                |               |             | 10/10/2016    |             |             |                               |  |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |                              |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |               |               |  |  |  |  |  |            |                   |  |               |  |  |  |  |  |            |   |                           |                                |  |  |  |  |  |            |   |  |                                |  |  |  |  |  |            |   |   |                                  |  |  |  |  |  |            |
| + Time and Labor and Absence Management | Entering Time Worked Only  | Hourly Employees - No Benefits   |                |          |                |               |             | 10/10/2016    |             |             |                               |  |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |                              |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |               |               |  |  |  |  |  |            |                   |  |               |  |  |  |  |  |            |   |                           |                                |  |  |  |  |  |            |   |  |                                |  |  |  |  |  |            |   |   |                                  |  |  |  |  |  |            |
| + Time and Labor and Absence Management | Entering Inclement Weather - Non Essential Employees   | Hourly Employees with Benefits   |                |          |                |               |             | 10/10/2016    |             |             |                               |  |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |                              |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |               |               |  |  |  |  |  |            |                   |  |               |  |  |  |  |  |            |   |                           |                                |  |  |  |  |  |            |   |  |                                |  |  |  |  |  |            |   |   |                                  |  |  |  |  |  |            |
| + Time and Labor and Absence Management | Entering Inclement Weather - Essential Employees - Salaried Employees with Benefits  | Salaried Employees with Benefits |                |          |                |               |             | 10/10/2016    |             |             |                               |  |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |                              |               |  |  |  |  |  |            |                               |  |               |  |  |  |  |  |            |                               |               |               |  |  |  |  |  |            |                   |  |               |  |  |  |  |  |            |   |                           |                                |  |  |  |  |  |            |   |  |                                |  |  |  |  |  |            |   |   |                                  |  |  |  |  |  |            |

# Job Aid

## How To Know If You Are Paid Hourly or Salaried and If You Have Benefits – ALL EMPLOYEES



|    |   |
|----|---|
| 2. | <p>Many videos are intended to be watched by <b>All Employees</b>.</p> <p>Other videos are intended to be watched by employees in positions that fit specific criteria.</p> <p>The 5 categories for employee videos for Time &amp; Labor and Absence Management are:</p> <ol style="list-style-type: none"><li>1. Hourly Employees with Benefits</li><li>2. Hourly Employees – No Benefits</li><li>3. Salaried Employees with Benefits (Note: Faculty earn sick leave only)</li><li>4. Salaried Employees – No Benefits</li><li>5. Line Manager</li></ol> |
| 3. | <p>To determine if you are paid <b>hourly</b> or <b>salaried</b> and <b>if you have benefits</b>, logon to Gus Cloud.</p>   |
| 4. | <p>On the GUS Cloud springboard, select the Navigator icon.</p>    |

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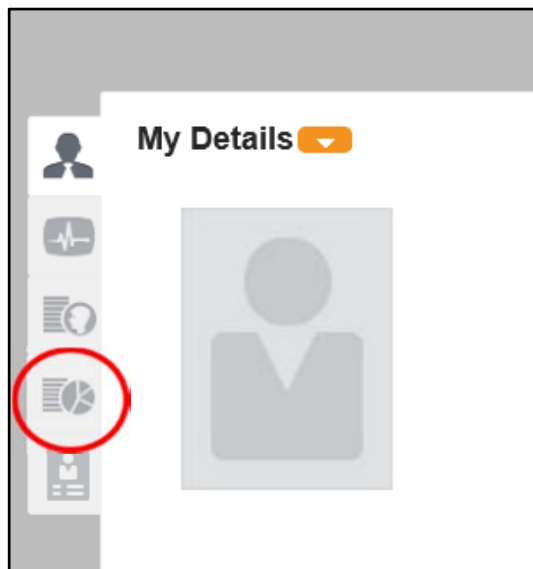
## How To Know If You Are Paid Hourly or Salaried and If You Have Benefits – ALL EMPLOYEES



5. Select “Personal Information” under “About Me.”



36 To determine if you are “Hourly” or “Salaried,” click the “Compensation” tab on the left side of the screen.



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## How To Know If You Are Paid Hourly or Salaried and If You Have Benefits – ALL EMPLOYEES



7. If the salary is “Hourly,” you are an **Hourly Employee**.

**Compensation**

**Salary**

|                  |                  |
|------------------|------------------|
| Salary           | 12.60 USD Hourly |
| Annual Salary    | 2.52 USD         |
| Salary Range     | 0.00 - 0.00 USD  |
| Last Change      | 0.0% (8/8/16)    |
| YTD Change       | 0.0%             |
| Last Year Change | 0.0%             |

If the salary is “Annually,” you are a **Salaried Employee**.

**Compensation**

**Salary**

|                  |                        |
|------------------|------------------------|
| Salary           | 43,000.10 USD Annually |
| Salary Range     | 0.00 - 0.00 USD        |
| Last Change      | 0.0% (6/5/16)          |
| YTD Change       | 0.0%                   |
| Last Year Change | 0.0%                   |

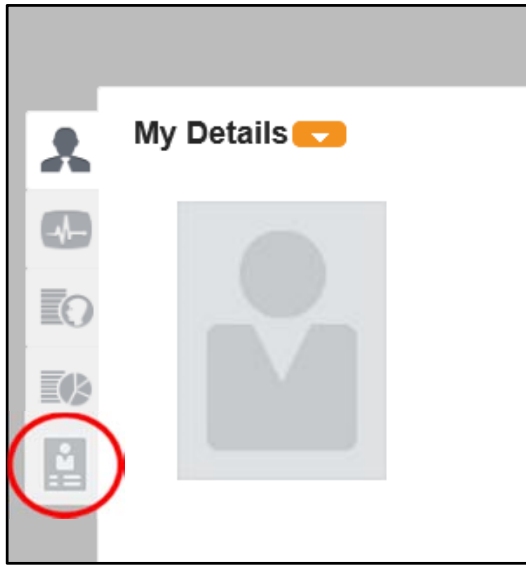
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## ***How To Know If You Are Paid Hourly or Salaried and If You Have Benefits – ALL EMPLOYEES***



8.

To determine if you are “**with Benefits**” or “**No Benefits**,” click on the Employment Details tab on the left side of the screen.



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## How To Know If You Are Paid Hourly or Salaried and If You Have Benefits – ALL EMPLOYEES



9. Look at the Assignment Category.

If the Assignment Category includes the words “**Benefits-Eligible**,” you have benefits.

| Employment Information     |  |                  |                           |
|----------------------------|--|------------------|---------------------------|
| Legal Employer             | Pittsburg State University                                   | Manager          | Line manager:Jaime Dalton |
| Projected Termination Date |  | Bargaining Unit  |                           |
| Worker Type                | Employee   | Department       | Presidents Office         |
| Assignment Name            | Coordinator  | Work Location    | Pittsburg Campus          |
| <b>Assignment Category</b> | <b>Staff Unclassified-12 months-Benefits Eligible-Exempt</b> | Working Hours    | 40 Frequency Weekly       |
| Assignment Status          | Active - Payroll Eligible                                    | E-Mail           | [REDACTED]                |
| Position                   | Administrative Coordinator                                   | Person Number    | [REDACTED]                |
| Job                        | Coordinator  | Extension Number |                           |

If the Assignment Category includes the words “**No Benefits**,” you do not have benefits.

| Employment Information     |  |                  |                            |
|----------------------------|--|------------------|----------------------------|
| Legal Employer             | Pittsburg State University                       | Manager          | Line manager:David Hurford |
| Projected Termination Date |  | Bargaining Unit  |                            |
| Worker Type                | Employee   | Department       | Psychology and Counseling  |
| Assignment Name            | Administrative Assistant                         | Work Location    | Pittsburg Campus           |
| <b>Assignment Category</b> | <b>Staff USS-Temporary-No Benefits-NonExempt</b> | Working Hours    | 20 Frequency Weekly        |
| Assignment Status          | Active - Payroll Eligible                        | E-Mail           | [REDACTED]                 |
| Position                   | Administrative Assistant                         | Person Number    | [REDACTED]                 |
| Job                        | Administrative Assistant                         | Extension Number |                            |

Note that student employees may have more than one assignment. Student employees with multiple assignments will only see employment details for his/her **primary** assignment.

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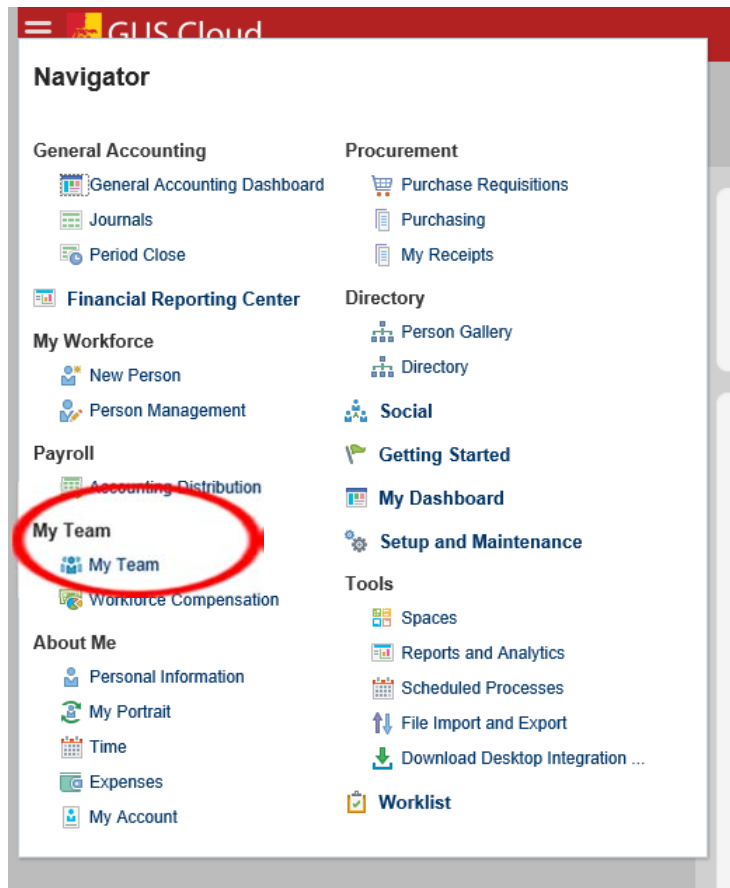
## How To Know If You Are Paid Hourly or Salaried and If You Have Benefits – ALL EMPLOYEES



10. To determine if you are a **Line Manager**, click on the Navigator icon



If you see “My Team,” you are a Line Manager.



Click on “My Team” to see your direct reports.

Note that student employees may have more than one assignment. Student employees with multiple assignments will only appear on the My Team page for the Line Manager of their **primary** assignment.