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 <u>GUS Cloud Training Resources</u> are important.

This Job Aid can be used by ALL employees.

Step	Action							
1.	Access the GUS Clo	oud Trainin	g Resources	s docume	nt on t	the PS	SU HF	RS website
	(http://pittstate.edu/	office/hr/gu	s-cloud-trai	ning-reso	ources	.dot).	Note	the
	"Audience" for each	n video. Th	is will indic	ate who	needs	to wa	tch th	e specific
	video							
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	Gus Cloud Training Resources	Category	Topic 🗸	Addience •	¢	÷ ÷	¢	Point 🗢 🗢
	GUS HR Documents and New Information	Employee Self Service	Update Tax Withholding (Federal	All Employees				10/10/2016
	GUS Cloud Campus Site	(ESS)	Update Paycheck					
	GUS HR Terminology GUS HR Meetings	Self Service (ESS)	Direct Deposit Accounts (Personal Payment Methode)	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
			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



2.	Many videos are intended to be watched by All Employees.
	Other videos are intended to be watched by employees in positions that fit specific criteria.
	The 5 categories for employee videos for Time & Labor and Absence Management are:
	 Hourly Employees with Benefits Hourly Employees – No Benefits Salaried Employees with Benefits (Note: Faculty earn sick leave only) Salaried Employees – No Benefits Line Manager
3.	To determine if you are paid hourly or salaried and if you have benefits , logon to Gus Cloud.
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	Share Boughts with your colesques
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	Employee News O My Flags O My Flags O
4.	On the GUS Cloud springboard, select the Navigator icon.



Navigator		
General Accounting General Accounting Dashboard Journals Period Close Budgetary Control Statements and Reconcili Bank Statements and Reconcili Intrastat Reporting Financial Reporting Center My Workforce Human Resources Dashboard Data Exchange Workforce Structures New Person	Payroll Payroll Dashboard Checklist Payroll Calculation Payment Distribution Regulatory and Tax Reporting Accounting Distribution Regulatory and Tax Reporting Administration Compensation My Team Workforce Compensation Manage Users About Me Personal Information Wy Pornan	Procurement Purchase Requisitions Purchasing My Receipts Directory Resource Directory Resource Directory Social Cetting Started My Dashboard Setup and Maintenance
My Details		enek the Compensation t



7. If th	e salary is "Hourly," you are an Hourly Employee).
2	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 th	e salary is "Annually," you are a Salaried Employ	/ee.
	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%	



8.	To determine if you are " with Benefits " or " No Benefits ," click on the Employment Details tab on the left side of the screen.
	My Details



Em				
and and	ployment Information			
Job Details	Legal Employer	Pittsburg State University	Manager	Line manager:Jaime Dalton
	Projected Termination	Thabbing state only clarky	Bargaining Unit	Life manager.same balon
	Date Worker Type	Employee	Department	Presidents Office
	Assignment Name	Coordinator	Work Location	Pittsburg Campus
	Assignment Category	Staff Unclassified-12 months-Benefits	Working Hours	40 Frequency Weekly
	Assignment Status	Active - Payroll Eligible	E-Mail	
	Position	Administrative Coordinator	Person Number	
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