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**. This will also show you how to tell if you are a **Line Manager**.

Audience: **All Employees**

How to see if you are an Hourly or Salaried Employee

Step	Action
1.	Click the **Home** icon at the top right of the screen to access the Gus Cloud Springboard. 
2.	Click on the **Personal Information** tile located under the Me tab. This will open the Personal Info page.
3.	Click on **My Compensation**.
4.	You will see a number under Salary. If the number has **Hourly** to the right of USD then you are an **Hourly** employee. If the number has **Annually** to the right of USD then you are a **Salaried** employee.

How to see if you Have Benefits or Not

Step	Action
1.	Click the **Home** icon at the top right of the screen to access the Gus Cloud Springboard. 
2.	Click on the **Personal Information** tile located under the Me tab. This will open the Personal Info page.
3.	Click on **Employment Details** in the menu at the far left of the screen. This will load the Employment Info page.
4.	Next to **Assignment Category** if you see **No Benefits** anywhere in the name, then you have no benefits. If you see **Benefits Eligible** anywhere in the name, then you have benefits.

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How to tell if you are a Line Manager

Step	Action
1.	Click the **Home** icon at the top right of the screen to access the Gus Cloud Springboard. 
2.	If you see a **My Team** tab on the same line as the Me tab, then you are a **Line Manager.**