# Reporting Punch Time USPS

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Learn how to enter time and leave on your nonexempt Punch Timesheet. As a "punch" timesheet employee, you must enter all hours worked, leave taken, and holidays to be paid appropriately for the week. Regular hours worked and holidays do not require supervisor approval. All leave taken requires approval by a supervisor.

1. Sign in to the myFSU Portal with your FSUID and password.



 Select the Access Timesheet button or HR icon (Employee Self Service > Time > Timesheet).

myFSU Links	MY EMPLOYEE SNAPSHOT		
	Timesheet	Paycheck	Benefits
· · · · · · · · · · · · · · · · · · ·	Current leave as	of Oct 26, 20	18
🗞 🖂 C.	HUMAN RESOURCES HR SPECIALIST		
Admissions	Comp Leave		14.00
Advising	Sick Leave		103.16
Benefits & Resources			100.10
Career Development	Vacation Leave		104.69
Financials	ACCESS TIMESHEET		
Human Resources	v		
myFSU Identity Management			



## Punch Timesheet Overview

< Time				-		Ent	er Time				ŵ٩	A : (
				and the second s	1 April - 7 April 202 Weekby ed 0.00   Reported 40		•		i.	Clear Subm	2	
ay Summary		In	Out	in	Out		In Ou	Time Reporting Code	Quantity	Time Details	Comments	
Friday	•	8.00.00AM	1:00:00PM	2.00:00PM	5.00.00PM	_) [	] [	Regular Hours Worked - REGHP 👻	[		0	+ -
Saturday												
00 /Scheduled OFF	0						][]	(•	[	*	0	+ -
Sunday										a		
00 /Scheduled OFF	0							•		<b>P</b> _	0	+ -
Monday					10 Jul					4		
00 /Scheduled 0.00	9	8:00:00AM	12:00:00PM	1.00:00PM	5.00.00PM			Regular Hours Worked - REGHP ¥		<b>P</b> _	0	+ -
Tuesday												
00 /Scheduled 0.00	•	8.00.00AM	1.00:00PM	2.00.00PM	5.00.00PM			Regular Hours Worked - REGHP 🛩	[		0	+ -

#### Key Features to Note:

- Do not manipulate Date fields. Always use **Back Arrow** and **Forward Arrow** to move between the workweek of Friday-Thursday.
- Comment field should be used for any comments. Once saved, comments cannot be removed and are public record.
- Plus "+" and minus "-" buttons to the far right allow you to add and delete rows.
- Military or Standard Time can be reported. Standard Time punches will default to A.M. if P.M. is not entered.
- Leave/Compensatory balances can be viewed at the bottom of the timesheet.
- Always hit **Submit** to save your entries before leaving the page.
- 1. Enter time as it is worked each day. All regular time worked, 30-minute or greater lunch periods, leave events, and holidays must be reported. Punches in and out should be entered in exact time and the system will round by the day. Leave events and holidays should be entered as a quantity.

View Lege	nd									L	Clear	-
	Day Summary		In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details	Comme
01	Friday		272									
Apr	Reported 0.00 /Scheduled 0.00	0							•		10	0
02	Saturday											
Apr	Reported 0.00 /Scheduled OFF	0	) [					][	~		<b>F</b> .	0
03	Sunday											
Apr	Reported 0.00 /Scheduled OFF	0	][_						•		10	0
04	Monday											
Apr	Reported 0.00 /Scheduled 0.00	Θ							~		r.	0
05	Tuesday											
Apr	Reported 0.00 (Scheduled 0.00	0				][			•][		10	0

#### Reporting Punch Time - USPS | Last Update April 2022

 Begin punching In and Out for time worked. You can use Military or Standard Time. Enter a p.m. when using standard time for punches after noon. Select the Time Reporting Code for each entry and hit submit.

Time						Enter Time				G	A A	1
b Title Adr	d				4 Schedu	1 April - 7 April 20 Weekly uled 0.00   Reported	il com				Clear Subr	mit
	Day Summary		In	Out	In	Out	In	Out Time Re;	orting Code	Quantity	Time Details	
01	Friday											
Apr	Reported 8.00 /Scheduled 0.00	9	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		Regular Hours V	Vorked - REGHP V		<b>F</b> .	
02	Saturday											
Apr	Reported 0.00 /Scheduled OFF	۲							•		ar.	
03	Sunday											
Apr	Reported 0.00 /Scheduled OFF	۲							•		Ŧ	
04	Monday											
Apr	Reported 0.00 /Scheduled 0.00	0							•		Ŧ	
05	Tuesday							 				
Apr	Reported 0.00 /Scheduled 0.00	۲							¥ [		-	

3. Submit Confirmation appears at top of timesheet.

Enter Time
Timesheet is Submitted for the period 2022-03-11 - 2022-03-17

### **Reporting Holidays**

All holidays must be entered on the timesheet to receive pay. Select the **Time Reporting Code Holiday – HOLHT** and enter 8 hours in **Quantity**. Select **Submit** to save the timesheet.

	Day Summary		In	Out	In	Out	 n	Out	Time Reporting Code	Quantity	Time Detail:
27 May	Friday Reported 8.00 /Scheduled 0.00	0	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM			Regular Hours Worked - F 👻		17.
28 May	Saturday Reported 0.00 /Scheduled OFF	۲		] [					× (		F
29 May	Sunday Reported 0.00 /Scheduled OFF	۲						_	· · · ·		P.
30 May	Monday Reported 8.00 /Scheduled 0.00	۲							Holiday - HOLHT	8.00	R
31 <sub>May</sub>	Tuesday Reported 8.00 /Scheduled 0.00	9	8.00.00AM	1.00.00PM	2.00.00PM	5:00:00PM			Regular Hours Worked - F 🗸		I.

### **Reporting Leave**

Leave events should be entered as a quantity in 1/4 hour increments (0.25, 0.50, 0.75) rather than minutes. A separate line may be needed to record leave taken. Add a row with the "+" sign, select the correct Time Reporting Code, and enter the leave as a Quantity. After hitting Submit, reported status shows as Pending Approval by your supervisor.

Day Summary		In	Out	In	Out	In	Ou	t Time Reporting Code	Quantity	Time Details	Comments	
Friday Reported 8.00 /Scheduled 0.00	•	8.00.00AM	1.00.00PM	2 00 00PM	5 00-00PM			Regular Hours Worked - REGHP	•	×		+
Saturday												
Reported 0.00 /Scheduled OFF									•	×	0	+
Sunday												
Reported 0.00 /Scheduled OFF	۲								•	r	0	+
Monday												
Reported 8:00 /Scheduled 0:00	0	MA00.00.8	1.00.00PM	2 00 00PM	5.00 DOPM			Regular Hours Worked - RECHP	•		0	+
Tuesday												
Reported 8.00 /Scheduled 0.00	0							Sick Leave Taken - SCXHT	125		0	
		9.45.00AM	12:00.00PM	1 00 00PM	5 00 COPM			Regular Hours Worked - RECHP	•	×	0	+
Wednesday								10				
Reported 8.00 /Scheduled 0.00	•				)[			Vacation Leave Taken - VACHT	. 8.00		O	+

Administrative Leave should be entered as a **Quantity** and requires an override reason code. Select **Time Details** to select the correct override reason code.

	Day Summary		In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details
08	Friday						 				
Apr	Reported 8.00 /Scheduled 0.00	0	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM			Regular Hours Worked 🐱		
9	Saturday		-				 			-	
Apr	Reported 0.00 /Scheduled OFF	0							~		IF.
0	Sunday										
Apr	Reported 0 00 /Scheduled OFF	۲	-						~		1
1	Monday						 			· · · ·	
Apr	Reported 8.00 /Scheduled 0.00	0							Administrative Leave Tr 🗸	8.00	
2	Tuesday										
Apr	Reported 8.00 /Scheduled 0.00	0							Administrative Leave Tr 🗸	8.00	

Congratulations! You are now ready to enter your time and leave on the punch timesheet.

# OPS/USPS Quick Punch

	Time	
<b>Timesheet</b> 04/01/22 - 04/14/22 Reported 0.00	OPS/USPS Quick Punch Thursday, Apr 7, 2022	Leave / Comp Time
	09:29 AM Last action: Out, 05:00 PM 02/23/22	Balance Hours

The OPS/USPS Quick Punch can be used to quickly punch in and punch out for the day.

1. At the beginning of your day select the **In** button on the OPS/USPS Quick Punch Tile. This will create a In punch on your timesheet.

<b>T</b>	ODC//USDC Outste Durist	1
Timesheet 04/01/22 - 04/14/22	OPS/USPS Quick Punch	Leave / Comp Time
	Thursday, Apr 7, 2022	0.00
Reported 0.00	10:07 AM	0.00
	Last action: Out, 05:00 PM 02/23/22	Balance Hours
	e in	

2. When you are finished working for the day or taking a break lasting 30-minute or greater select the **Out** button on the OPS/USPS Quick Punch Tile.

	Time	
Timesheet	OPS/USPS Quick Punch	Leave / Comp Time
04/01/22 - 04/14/22 Reported 0.00	Thursday, Apr 7, 2022 <b>10 : 14 AM</b>	0.00
	Last action: In, 10:08 AM 04/07/22	Balance Hours

**Congratulations!** You have successfully punched In and Out using the OPS/USPS Quick Punch. This time can be viewed by selecting Timesheet.