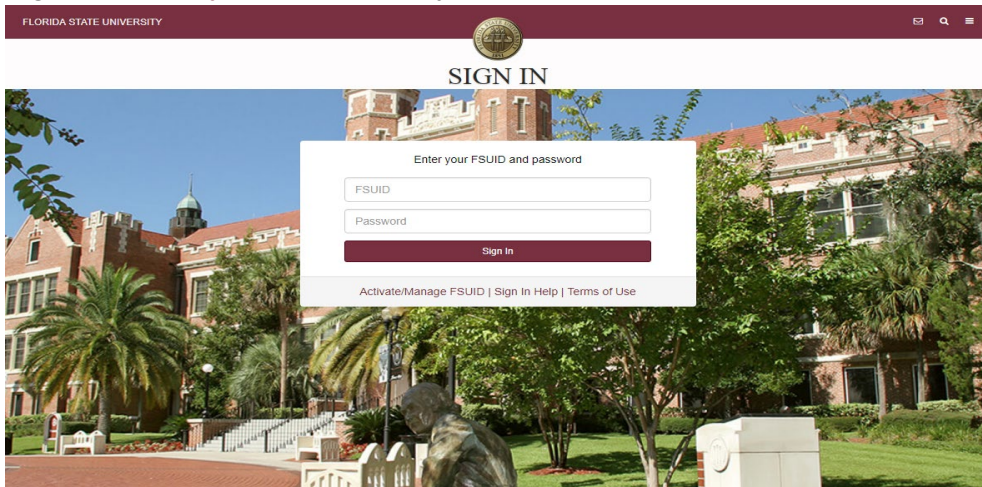


Postdoctoral Scholar Time & Leave Reporting

Learn how to report time and leave on an Elapsed timesheet. Elapsed timesheets have a pre-loaded number of scheduled hours each day, which total a weekly amount equal to your FTE. For full-time employees, these hours will equal 40 for the week. All time and leave should be recorded using the FSU workweek.

1. Sign in to the [myFSU Portal](#) with your FSUID and password.



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

myFSU Links



- Admissions ▼
- Advising ▼
- Benefits & Resources ▼
- Career Development ▼
- Financials ▼
- Human Resources ▼
- myFSU Identity Management ▼

MY EMPLOYEE SNAPSHOT

Timesheet

Paycheck

Benefits

Current leave as of Oct 26, 2018

HUMAN RESOURCES
HR SPECIALIST

Comp Leave	14.00
Sick Leave	103.16
Vacation Leave	104.69

ACCESS TIMESHEET



Elapsed Timesheet Overview

Postdoctoral Scholar

22 April - 28 April 2022
Weekly
Scheduled 40.00 | Reported 40 Hours

View Legend Submit

*Time Reporting Code / Time Details	22-Friday	23-Saturday	24-Sunday	25-Monday	26-Tuesday	27-Wednesday	28-Thursday
Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8
	8.00			8.00	8.00	8.00	8.00
Comments							

Paid Time Off

Plan Type **Paid Time Off**

Recorded Balance **53.20**

Key Features to Note:

- Do not manipulate Date fields. Always use **Back Arrow** and **Forward Arrow** to move between the workweek of Friday-Thursday.
 - Never leave a scheduled day blank on the timesheet. The Elapsed timesheet has a pre-loaded schedule so if you altered your work schedule and did not work on a scheduled day, a 0 (zero) must be placed on the timesheet.
 - The 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.
 - Always hit **Submit** to save your entries before leaving the page.
3. To add a leave event, click the plus “+” sign on the far right to add a row. Information on the postdoctoral paid time off policy can be found [here](#).

Postdoctoral Scholar

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Weekly
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View Legend Submit

*Time Reporting Code / Time Details	22-Friday	23-Saturday	24-Sunday	25-Monday	26-Tuesday	27-Wednesday	28-Thursday
Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8
	8.00			8.00	8.00	8.00	8.00
Comments							

In this example, an employee worked their normal scheduled hours but used Paid Time Off on 4/25/22.

- a) Click in the column for the date you are modifying (4/25/22). Remove the 8 from the top row and enter 8 on the bottom row.
- b) Select the appropriate Time Reporting Code for each row. In this example, the top row will be Regular Hours Worked (REGHP) and the bottom row Paid Time Off – PTO.

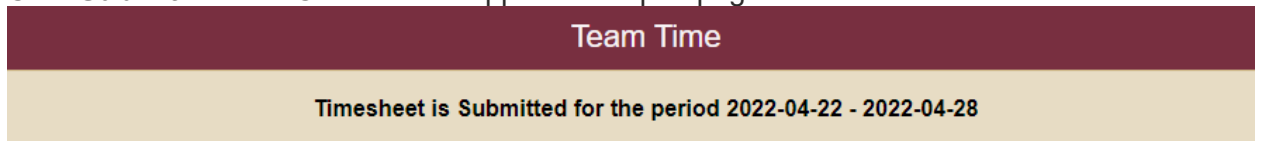
Postdoctoral Scholar

22 April - 28 April 2022
Weekly
Scheduled 40.00 | Reported 40 Hours

View Legend Submit

Time Reporting Code / Time Details	22-Friday	23-Saturday	24-Sunday	25-Monday	26-Tuesday	27-Wednesday	28-Thursday
b Regular Hours Worked - REGHP	Scheduled 8 Reported 8 8.00	Scheduled OFF Reported 0	Scheduled OFF Reported 0	a Scheduled 8 Reported 8	Scheduled 8 Reported 8 8.00	Scheduled 8 Reported 8 8.00	Scheduled 8 Reported 8 8.00
Paid Time Off - PTO				8.00			
Comments							

4. Click **Submit**. Submit Confirmation appears at top of page.



Congratulations! Your time has been successfully entered. The time changes now need approval by your manager, as indicated by the Pending Approvals icon.

*Time Reporting Code / Time Details

	22-Friday	23-Saturday	24-Sunday	25-Monday	26-Tuesday	27-Wednesday	28-Thursday
Paid Time Off - PTO	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8 8.00	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8
Regular Hours Worked - REGHP	8.00				8.00	8.00	8.00