Reporting Punch Time

USPS

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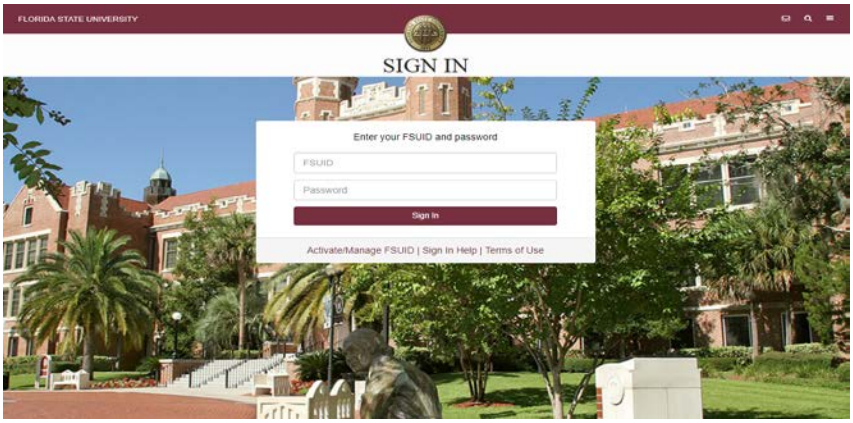
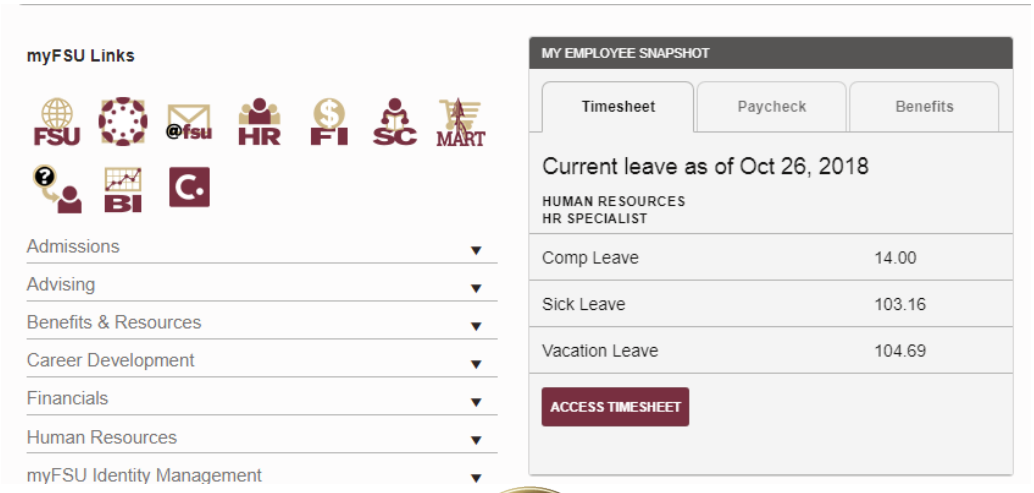
Learn how to enter time and leave on your nonexempt Punch Timesheet. As a "punch" timesheet employee, you must enter all hours worked, leave taken, and holidays to be paid appropriately for the week. Regular hours worked and holidays do not require supervisor approval. All leave taken requires approval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

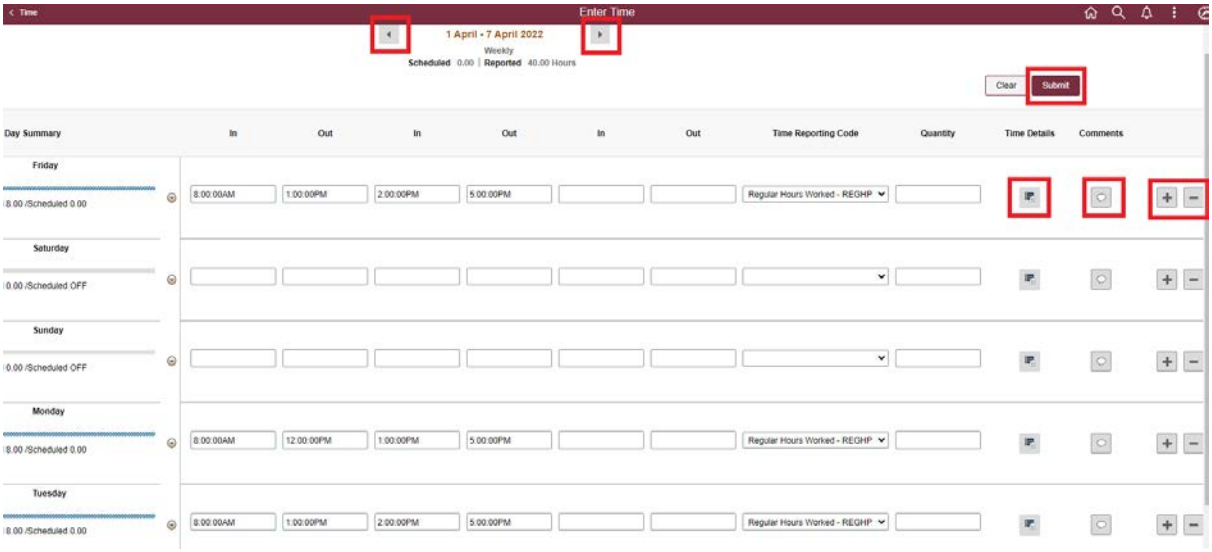
1. Sign in to the myFSU Portal with your FSUID and password.



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



Punch Timesheet Overview

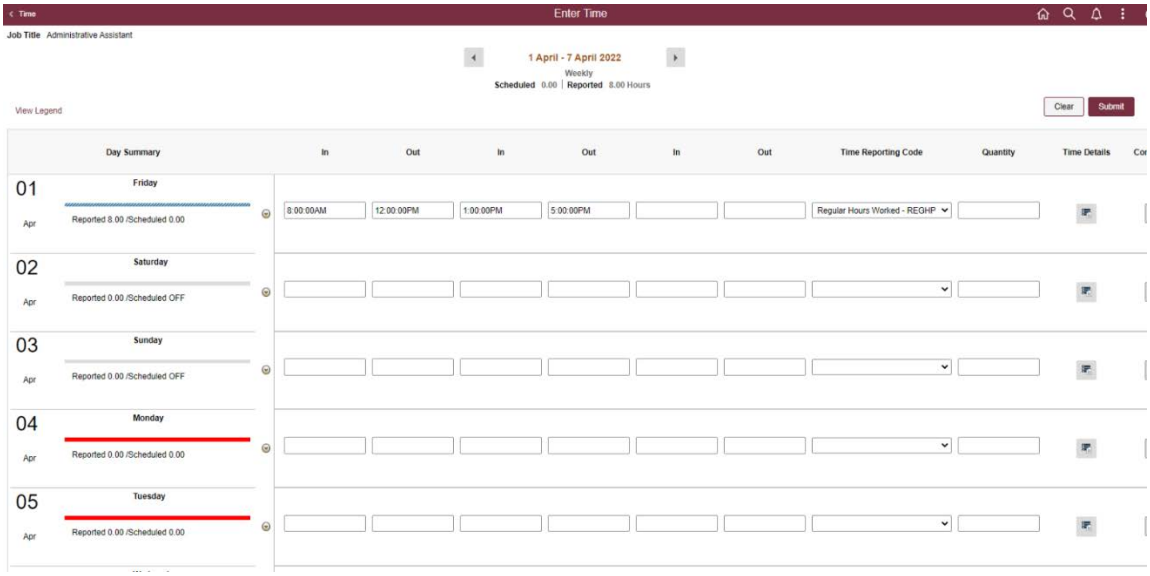


Key Features to Note:

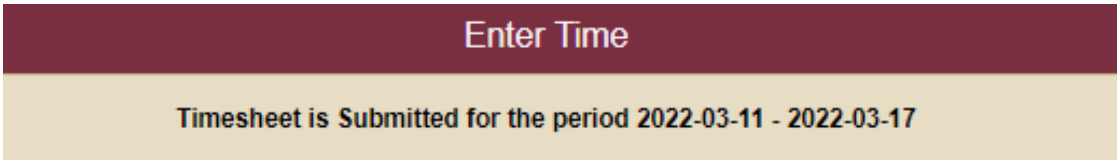
- Do not manipulate Date fields. Always use **Back Arrow** and **Forward Arrow** to move between the workweek of Friday-Thursday.
- Comment field should be used for any comments. Once saved, comments cannot be removed and are public record.
- Plus "+" and minus "-" buttons to the far right allow you 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.

2. 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**.

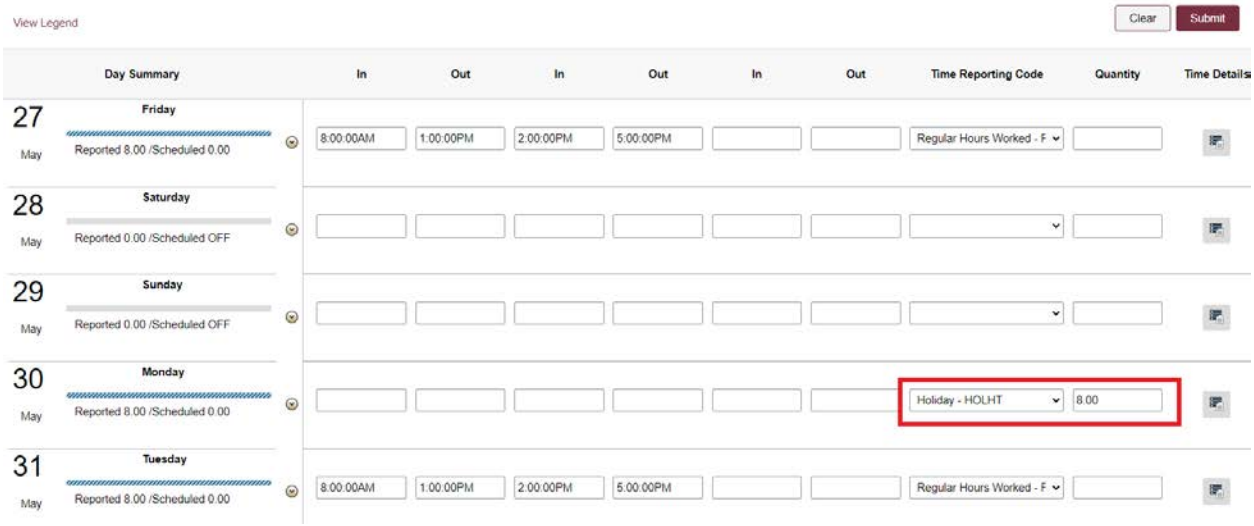


3. Submit Confirmation appears at top of timesheet.



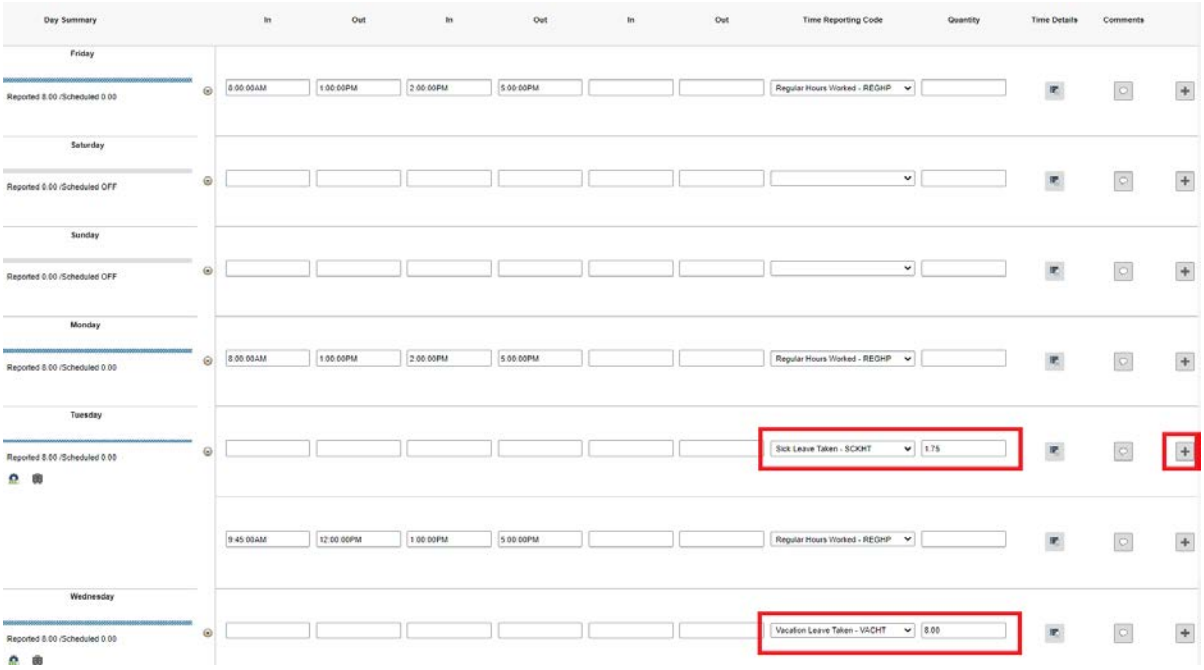
Reporting Holidays

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.

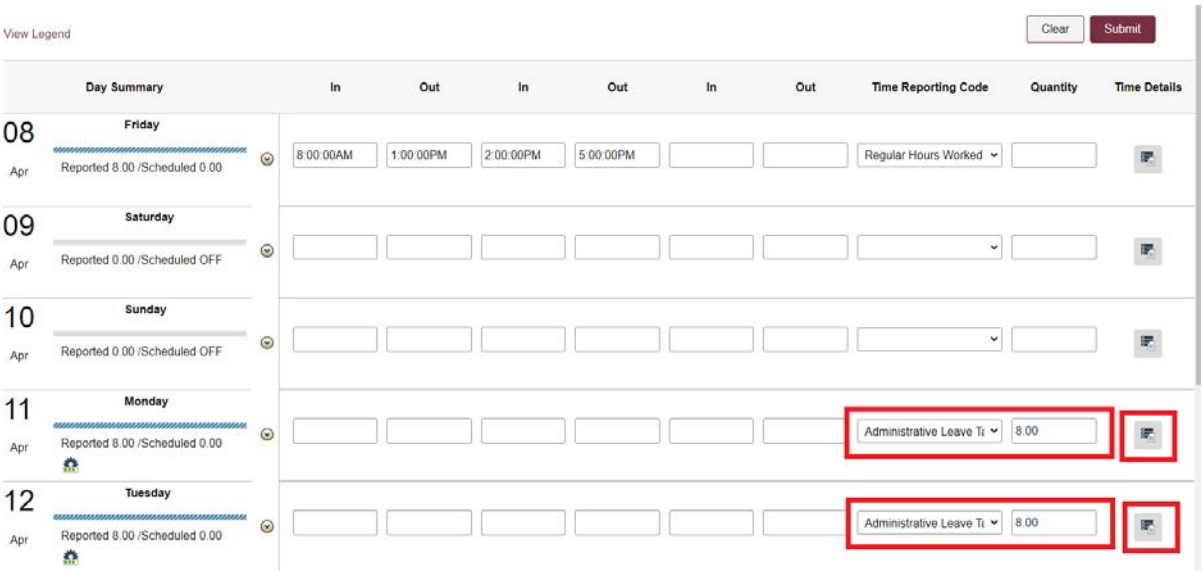


Reporting Leave

Leave events should be entered as a quantity in ¼ 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.

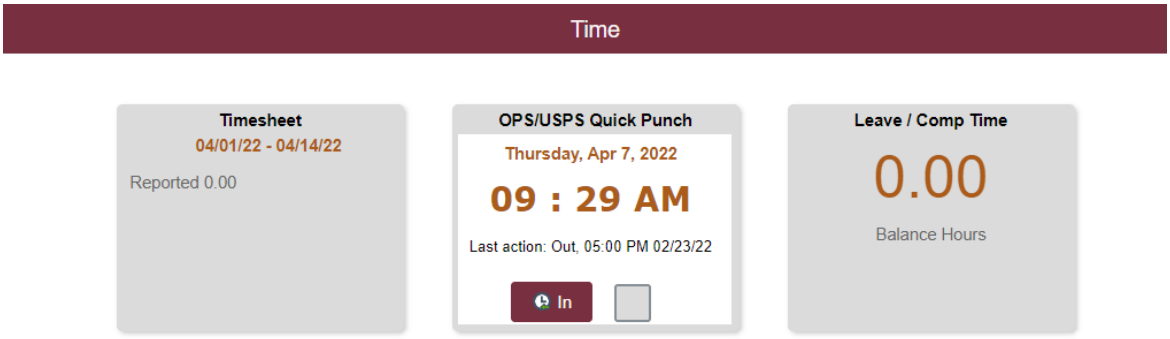


Administrative Leave should be entered as a **Quantity** and requires an override reason code. Select **Time Details** to select the correct override reason code.



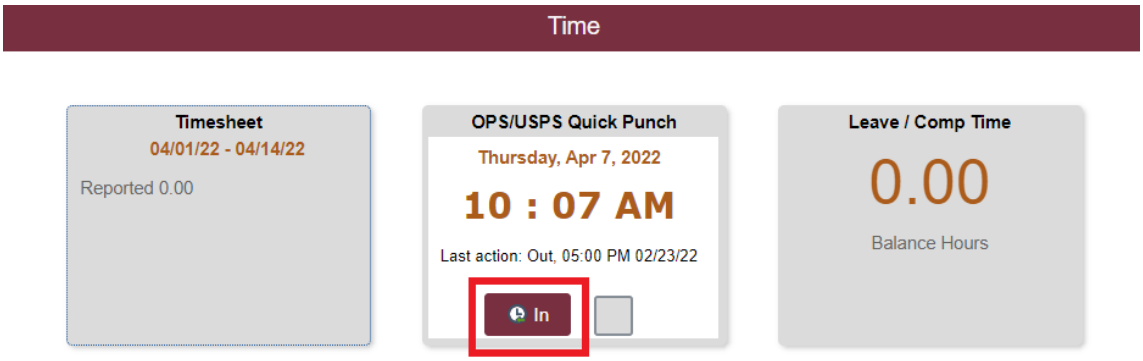
Congratulations! You are now ready to enter your time and leave on the punch timesheet.

OPS/USPS Quick Punch

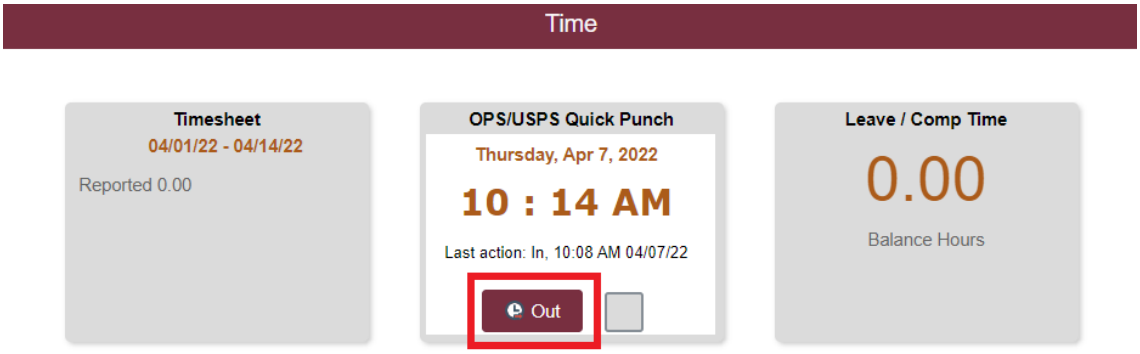


The OPS/USPS Quick Punch can be used to quickly punch in and punch out for the day.

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.



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.



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