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, 2 HUMAN RESOURCES HR SPECIALIST	2018
Admissions 🔹	Comp Leave	14.00
Advising	Sick Leave	103.16
Benefits & Resources 🔹		
Career Development	Vacation Leave	104.69
Financials 🗸	ACCESS TIMESHEET	
Human Resources 🔹		
myFSU Identity Management		
	ATE UA	



Punch Timesheet Overview

< Time						Enter Time					<u>ଲ</u> ସ୍	∆ : @
					April - 7 April 2022 Weekly 0.00 Reported 40.00	Hours				Clear	t	ĺ
Day Summary		In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details	Comments	
Friday 8.00 /Scheduled 0.00	۲	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM			Regular Hours Worked - REGHP 🗸		R.	\bigcirc	+ -
Saturday 0.00 /Scheduled OFF] [] []]			R.	\bigcirc	+ -
Sunday 0.00 /Scheduled OFF								· · · · ·		W .	0	+ -
Monday 8.00 /Scheduled 0.00	9	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			Regular Hours Worked - REGHP V		R.	Ç	+ -
Tuesday 8.00 /Scheduled 0.00	9	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM			Regular Hours Worked - REGHP 🗸		17.	\bigcirc	+ -

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										Ciear	-
	Day Summary		In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details	Comme
01	Friday											
Apr	Reported 0.00 /Scheduled 0.00	0							•		10	0
02	Saturday											
Apr	Reported 0.00 /Scheduled OFF	9							~			0
03	Sunday											
Apr	Reported 0.00 /Scheduled OFF	9							•		10. 10.	0
04	Monday											
Apr	Reported 0.00 /Scheduled 0.00	•							~		10	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	<u> </u>			,		Enter Time	i	 		ඛ	QΔ	:
b Title Adi	ninistrative Assistant				4 Schedu	1 April - 7 April 2 Weekly Jed 0.00 Reported				[Clear Subr	mit
	Day Summary		In	Out	In	Out	In	Out Time Rep	orting Code G	uantity	Time Details	
01	Friday											
Apr	Reported 8.00 /Scheduled 0.00	•	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		Regular Hours W	forked - REGHP ¥			
02	Saturday											
Apr	Reported 0.00 /Scheduled OFF	۲							~		10	
03	Sunday											
Apr	Reported 0.00 /Scheduled OFF	۲							•		IF.	
04	Monday											
Apr	Reported 0.00 /Scheduled 0.00	۲							~		F .	
05	Tuesday											
Apr	Reported 0.00 /Scheduled 0.00	Θ							~		100	

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.

View Leg	lend									Clear	Submit
	Day Summary		In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details
27 _{May}	Friday Reported 8.00 /Scheduled 0.00	۲	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM			Regular Hours Worked - F 🗸		
28 _{May}	Saturday Reported 0.00 /Scheduled OFF	۲							· · ·		
29 _{May}	Sunday Reported 0.00 /Scheduled OFF	8							· · ·		
30 _{May}	Monday Reported 8.00 /Scheduled 0.00	8							Holiday - HOLHT 🗸	8.00	
31 _{May}	Tuesday Reported 8.00 /Scheduled 0.00	8	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM			Regular Hours Worked - F 🗸		

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.

Day Summary		In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details	Comments	
Friday												
Reported 8.00 /Scheduled 0.00	۲	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM			Regular Hours Worked - REGHP V		18 <u>8</u>	\bigcirc	+
Saturday												
Reported 0.00 /Scheduled OFF	۲							· · ·		18°.	\bigcirc	+
Sunday	-											
Reported 0.00 /Scheduled OFF	۲							· · ·		H.,	Q	+
Monday	-											
Reported 8.00 /Scheduled 0.00	۲	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM			Regular Hours Worked - REGHP 🗸		18 <u>8</u>	\bigcirc	+
Tuesday										_		
Reported 8.00 /Scheduled 0.00	۲							Sick Leave Taken - SCKHT 🗸	1.75	18 ⁶ .	0	+
A 00												
		9:45:00AM	12:00:00PM	1:00:00PM	5.00.00PM			Regular Hours Worked - REGHP 🗸		18 <u>7</u>	0	+
Wednesday								Vacation Leave Taken - VACHT 🗸	2.00	1 -		
Reported 8.00 /Scheduled 0.00	۲							And an angle Frankell - Archil	0.00	18 <u>8</u>	\bigcirc	+
52 UU												

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

View Le	gend									Clear	Submit
	Day Summary		In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details
08	Friday Reported 8.00 /Scheduled 0.00	۲	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM			Regular Hours Worked 🗸		
09 Apr	Saturday Reported 0.00 /Scheduled OFF										
10 Apr	Sunday Reported 0.00 /Scheduled OFF	()									
11 Apr	Monday Reported 8.00 /Scheduled 0.00	9							Administrative Leave T _t	8.00	E
12 Apr	Tuesday Reported 8.00 /Scheduled 0.00	9							Administrative Leave T _E	8.00	

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

OPS/USPS Quick Punch

	Time	
Timesheet 04/01/22 - 04/14/22 Reported 0.00	OPS/USPS Quick Punch Thursday, Apr 7, 2022 O9:29 AM Last action: Out, 05:00 PM 02/23/22	Leave / Comp Time 0.00 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.

Timesheet	OPS/USPS Quick Punch	Leave / Comp Time
04/01/22 - 04/14/22	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

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

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