

Reporting OPS Punch Time

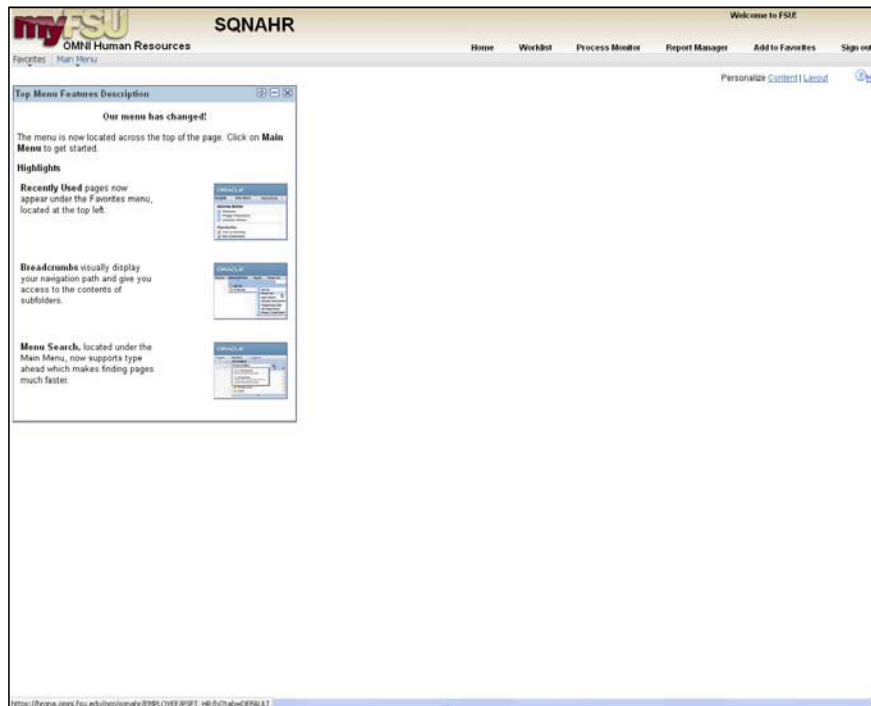
Overview:

Understanding the Reporting of OPS Punch Time Entry

In this topic you will learn how to enter your time on an OPS punch timesheet. OPS employees are paid for the hours they work and record on their timesheets. You are required to enter the time you start and end working each day. The total hours you will be paid are calculated based on these time entries. If you do not enter your time, you will not generate any payable hours. Your supervisor is responsible for approving the hours you record on your OMNI timesheet.

Log in to myFSU and choose the Human Resources link.

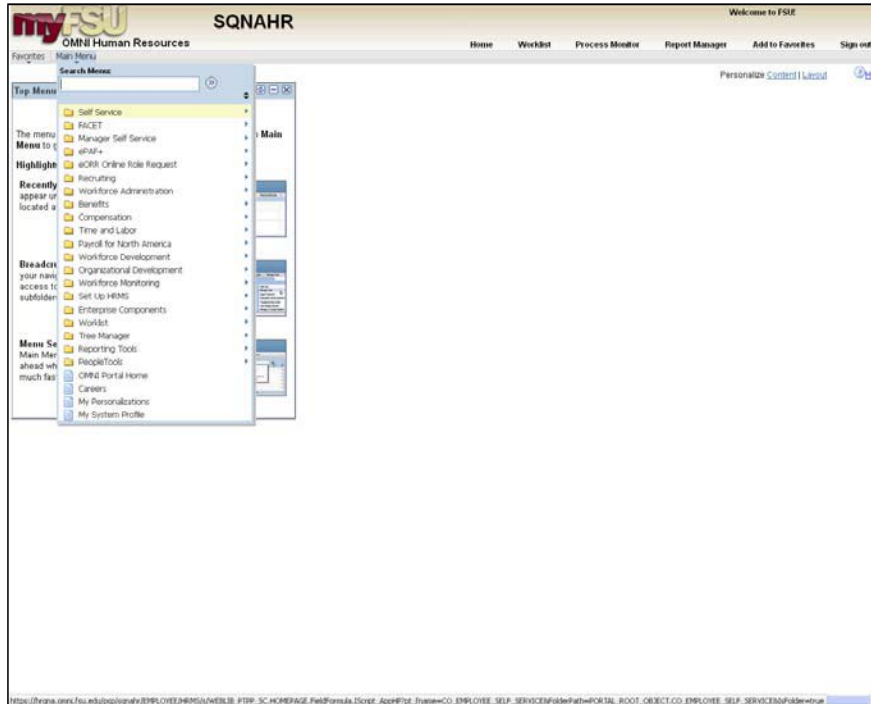
Procedure



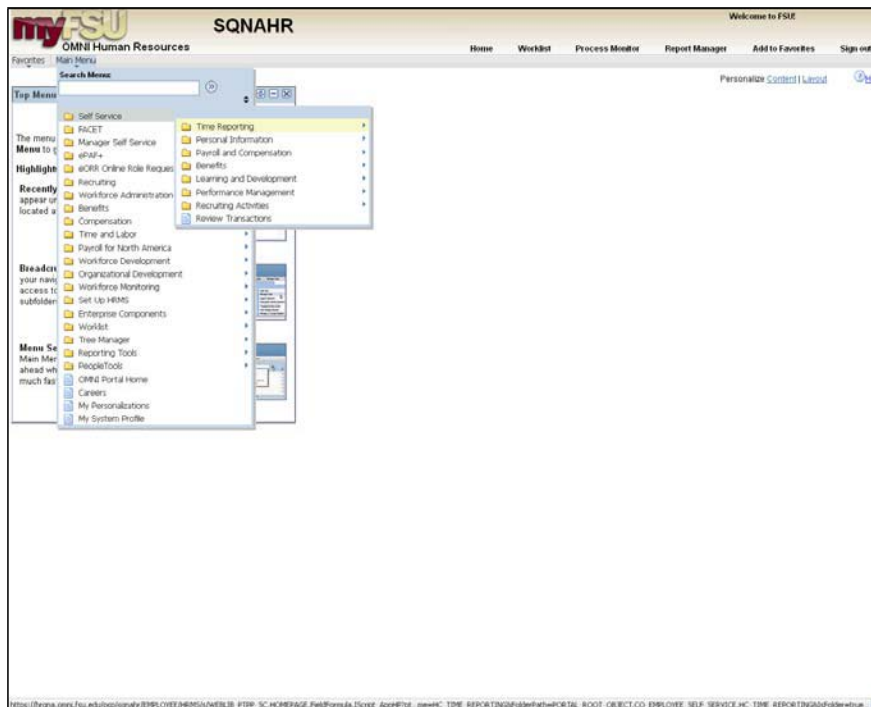
Step	Action
1.	Click in the Main Menu field. <input type="text" value="Main Menu"/>

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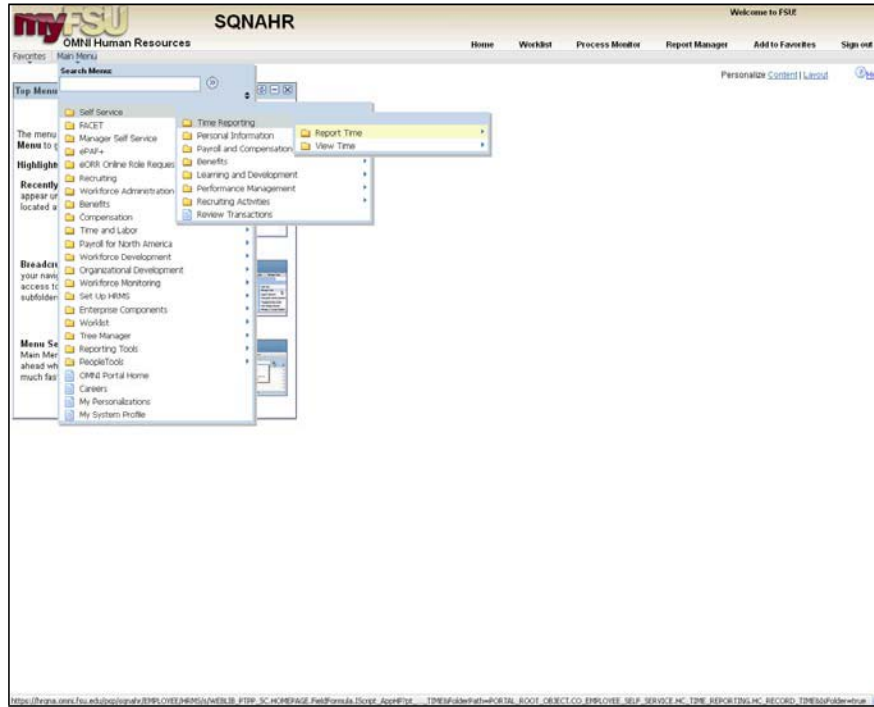
Step	Action
2.	Click in the Self Service field. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Self Service</div>



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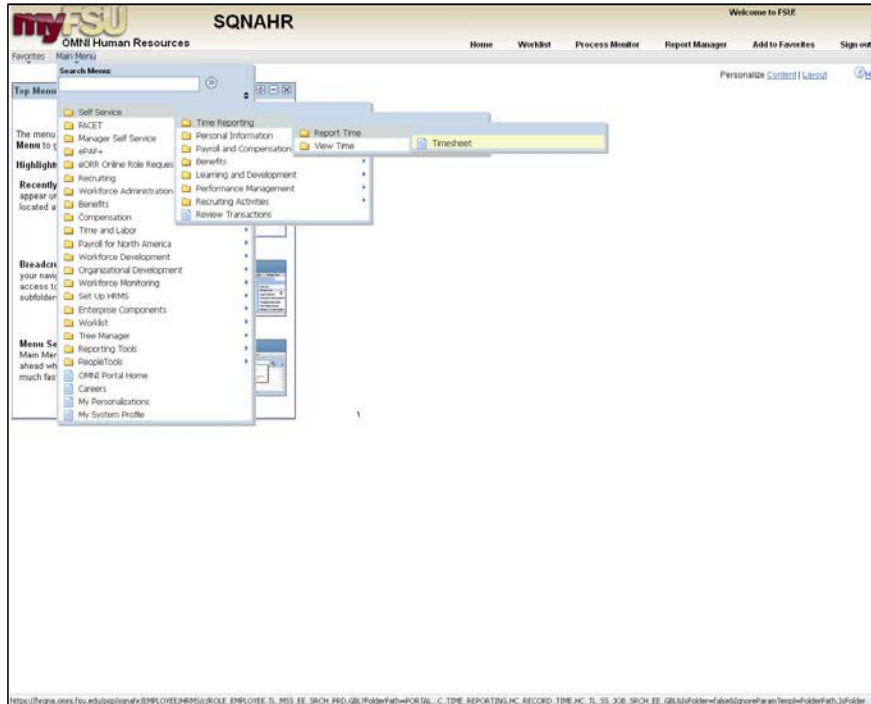
Step	Action
3.	Click in the Time Reporting field. Time Reporting



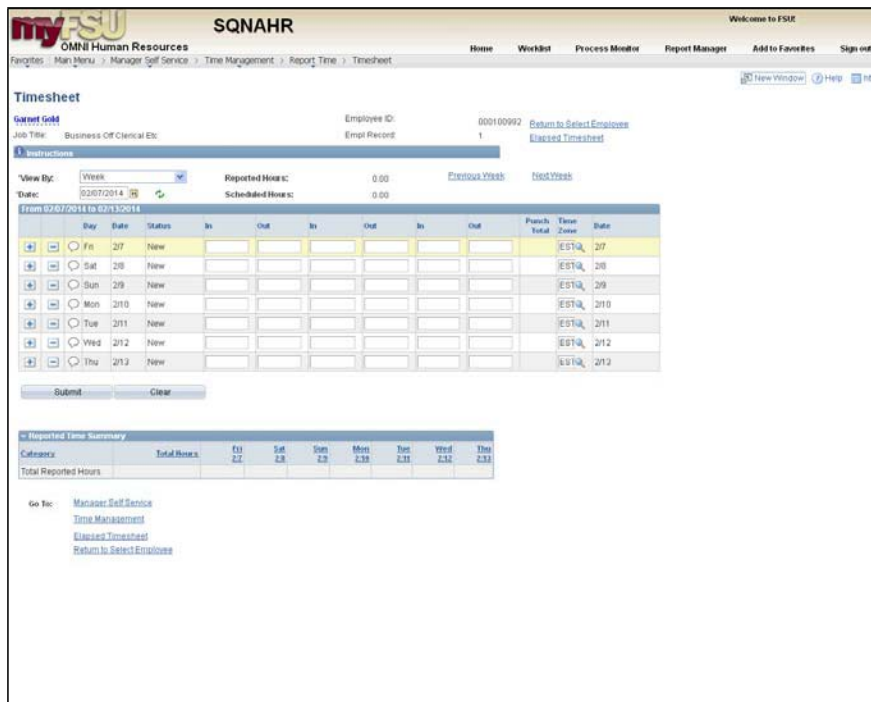
Step	Action
4.	Click in the Report Time field. Report Time

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Step	Action
5.	Click the Timesheet menu. Timesheet



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Step	Action
6.	We will be entering the time the employee started work for the day. Click in the box. <div style="border: 1px solid black; width: 80px; height: 20px; margin: 5px auto;"></div>

Step	Action
7.	This employee clocked "in" at 8:00a.m, for the purpose of this example enter " 0800 ". Since the time is a.m., no additional label is needed. For any time recorded after noon, you will need to label the line as "p.m.", or use a 24 hour standard Military time.

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OMNI Human Resources Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites: [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Report Time](#) > [Timesheet](#) [New Window](#) [Help](#) [Help](#)

Timesheet

Garrett Gold Employee ID: 000100992 [Return to Select Employee](#)
 Job Title: Business Off Clerical Etc. Emp# Record: 1 [Elapsed Timesheet](#)

Instructions

View By: Week Reported Hours: 0.00 [Previous Week](#) [Next Week](#)
Date: 02/07/2014 Scheduled Hours: 0.00

From 02/07/2014 to 02/13/2014

	Day	Date	Status	In	Out	In	Out	In	Out	Punch Total	Time Zone	Date
+	Fr	2/7	New	0800							EST	2/7
+	Sat	2/8	New								EST	2/8
+	Sun	2/9	New								EST	2/9
+	Mon	2/10	New								EST	2/10
+	Tue	2/11	New								EST	2/11
+	Wed	2/12	New								EST	2/12
+	Thu	2/13	New								EST	2/13

Reported Time Summary

Category	Total Hours	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Total Reported Hours		2.7	2.8	2.9	2.9	2.11	2.32	2.32

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Step	Action
8.	To record the time this employee left work, click in the next box. <input style="width: 80px; height: 20px;" type="text"/>

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Step	Action
9.	Enter the time the employee clocked "out". For the purpose of this example enter " 1000 ".

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OMNI Human Resources Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Garrett Gold Employee ID: 000100992 Return to Select Employee
 Job Title: Business Off Clinical Etc. Empl Record: 1 Access Timesheet

View By: Week Reported Hours: 0.00 Previous Week Next Week
 Date: 02/07/2014 Scheduled Hours: 0.00

From 02/07/2014 to 02/13/2014

Day	Date	Status	In	Out	In	Out	In	Out	Punch Total	Time Zone	Date
+	Fri 2/7	New	0800	1000						EST	2/7
+	Sat 2/8	New								EST	2/8
+	Sun 2/9	New								EST	2/9
+	Mon 2/10	New								EST	2/10
+	Tue 2/11	New								EST	2/11
+	Wed 2/12	New								EST	2/12
+	Thu 2/13	New								EST	2/13

Submit Clear

Reported Time Summary

Category	Total Hours	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Total Reported Hours	0.00	2.0	0.0	0.0	2.00	0.00	2.00	0.00

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Step	Action
10.	Continue by adding time for the next day. Click in the box to record the start time for the next working day. Click in the box. <div style="border: 1px solid black; width: 80px; height: 20px; margin: 5px 0;"></div>

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Step	Action
11.	For the purpose of this example enter "0800".

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Step	Action
12.	Continue by entering the ending time for this date. Click in the box. <div style="border: 1px solid black; width: 80px; height: 25px; margin: 5px auto;"></div>

Step	Action
13.	For the purpose of this example, enter "1000".

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Timesheet

Current Grid Employee ID: 000100992 [Return to Select Employees](#)
 Job Title: Business-Off Clerical Etc. Emp# Record: 1 [Elapsed Timesheet](#)

Instructions

View By: Week Reported Hours: 0.00 Previous Week Next Week
 Date: 02/07/2014

From 02/07/2014 to 02/13/2014

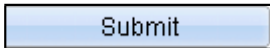
	Day	Date	Status	In	Out	In	Out	In	Out	Punch Total	Time Zone	Date
<input type="checkbox"/>	Fr	2/7	New	0800	1000						EST	2/7
<input type="checkbox"/>	Sat	2/8	New								EST	2/8
<input type="checkbox"/>	Sun	2/9	New								EST	2/9
<input type="checkbox"/>	Mon	2/10	New	0800	1000						EST	2/10
<input type="checkbox"/>	Tue	2/11	New								EST	2/11
<input type="checkbox"/>	Wed	2/12	New								EST	2/12
<input type="checkbox"/>	Thu	2/13	New								EST	2/13

Reported Time Summary

Calendar	Total Hours	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Total Reported Hours		2.7	2.8	2.9	2.9	2.9	2.9	2.9

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Step	Action
14.	To submit the time entered, Click the Submit button.



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Timesheet

Submit Confirmation

The Submit was successful.
 Time for the Week of 2014-02-07 to 2014-02-13 is submitted

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Step	Action
15.	Click the OK button.

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OMNI Human Resources

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Favorites | Main Menu | Manager Self Service | Time Management | Report Time | Timesheet

Timesheet

Garrett Gold Employee ID: 000100992
 Job Title: Business OR Clerical Etc. Empl Record: 1

Reported Hours: 4.00 Scheduled Hours: 0.00

Select	Day	Date	Status	Approval	Monitor	In	Out	In	Out	In	Out	Hours	Time Zone	Date
<input type="checkbox"/>	Fri	2/7	Needs Approval	Approval	Monitor	8:00:00AM	10:00:00AM					2.00	EST	2/7
<input type="checkbox"/>	Sat	2/8	New	Approval	Monitor								EST	2/8
<input type="checkbox"/>	Sun	2/9	New	Approval	Monitor								EST	2/9
<input type="checkbox"/>	Mon	2/10	Needs Approval	Approval	Monitor	8:00:00AM	10:00:00AM					2.00	EST	2/10
<input type="checkbox"/>	Tue	2/11	New	Approval	Monitor								EST	2/11
<input type="checkbox"/>	Wed	2/12	New	Approval	Monitor								EST	2/12
<input type="checkbox"/>	Thu	2/13	New	Approval	Monitor								EST	2/13

Reported Time Summary

Category	Total Hours	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Total Reported Hours	4.00	2.00			2.00			

Step	Action
16.	The time has been successfully entered, and is awaiting approval by the employee's supervisor.

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Favorites: Main Menu > Manager Self Service > Time Management > Report Time > Timesheet New Window Help Help

Timesheet

Curtis Gold Employee ID: 00100992 [Return to Select Employees](#)
 Job Title: Business Of Clerical Etc. Emp# Record: 1 [Classed Timesheet](#)

Instructions

View By: Reported Hours: 4.00 [Previous Week](#) [Next Week](#)
 Date: 02/07/2014 Scheduled Hours: 0.00

	Select	Day	Date	Status	Approval Monitor	In	Out	In	Out	In	Out	Punch Total	Time Zone	Date
	<input type="checkbox"/>	Fri	2/7	Needs Approval	Approval Monitor	8:00:00AM	10:00:00AM					2.00	EST	2/7
	<input type="checkbox"/>	Sat	2/8	New	Approval Monitor								EST	2/8
	<input type="checkbox"/>	Sun	2/9	New	Approval Monitor								EST	2/9
	<input type="checkbox"/>	Mon	2/10	Needs Approval	Approval Monitor	8:00:00AM	10:00:00AM					2.00	EST	2/10
	<input type="checkbox"/>	Tue	2/11	New	Approval Monitor								EST	2/11
	<input type="checkbox"/>	Wed	2/12	New	Approval Monitor								EST	2/12
	<input type="checkbox"/>	Thu	2/13	New	Approval Monitor								EST	2/13

Select All

Reported Time Summary

	Total Hours	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Curtis Gold	2.7	2.9	2.9		2.88	2.81	2.82	2.82
Total Reported Hours	4.00	2.00			2.00			

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https://hrna.ses.fsu.edu/sqnahr/HRPL/WEB/HRMS/Trak-DEFAULT

Step	Action
17.	Click the Home link. Home

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Favorites: Main Menu Personalize Content | Layout Help

Top Menu Features Description

Our menu has changed!
 The menu is now located across the top of the page. Click on **Main Menu** to get started.

Highlights

Recently Used pages now appear under the Favorites menu, located at the top left.

Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.

Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.

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Step	Action
18.	End of Procedure.