Reporting OPS Punch Time

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 is 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.

STEP 1: Log into OMNI HR with your FSUID and password.

STEP 2: Select the Access Timesheet button or HR icon (Employee Self Service > Time Reporting > Timesheet).
**Punch Timesheet Overview**

*Key Features to Note:*

- Do not manipulate View By/Date fields. Always use **Previous Week** and **Next Week** buttons 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.

- Always hit **Submit** to save your entries before leaving the page.

**STEP 3:** Enter time as it is worked each day. A break lasting 30-minute or greater (meal periods) should be reported. In and out punches should be entered in exact time, the system will round to the quarter of an hour at the conclusion of each day.

Begin punching in and out for time worked. You should either use a 24-hour day (Military Time) reporting method or label any hours after noon as p.m. OMNI will assume the hours are a.m. if not labeled.
STEP 4: Click **Submit**. Submit Confirmation appears, hit **OK**.

Timesheet
Submit Confirmation

- The Submit was successful.
- Time for the Week of 2019-01-11 to 2019-01-17 is submitted

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The time has been successfully entered and is awaiting approval by the employee’s supervisor.

**Congratulations!** You have successfully entered time on the punch timesheet.