Reporting Punch Time on a Timesheet - USPS

Overview:

In this topic, you will learn how to enter time and leave on your Nonexempt Punch Timesheet. As a "punch" timesheet employee, you need to enter all hours worked, leave taken and holidays to be properly paid for the week. Always use the "Week" view (rather than the "Pay Period" view) when entering your time. 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 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.
- Leave/Compensatory balances can be viewed at the bottom of the timesheet.
- Always hit **Submit** to save your entries before leaving the page.
STEP 3: 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, the system will round by the day. Leave events and holidays should be entered as a quantity.

STEP 4: 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. Select Time Reporting Code for each entry and hit submit.
STEP 5: 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

OK

Reporting Holidays

Add a row with “+” sign to the far right to enter a holiday. Eight (8) Holiday hours are granted for a full-time employee. Hours for part-time employees are granted according to FTE. Holiday hours should be entered as a quantity.
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 will 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 Needs Approval by your supervisor.

Administrative Leave requires an override reason code. The spyglass will give a listing of available options.

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