Paid Emergency Sick Leave – Full

Under the Families First Coronavirus Response Act (FFCRA) employees who are unable to report to work or perform job duties remotely may be granted paid sick leave. This job aid is for fulltime employees and provides information on how to report Paid Emergency Sick Leave Full.

**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).
Elapsed 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.
- Never leave a scheduled day blank on the timesheet. The Elapsed timesheet has a pre-loaded schedule so if you altered your work schedule and did not work on a scheduled day, a 0 (zero) must be placed on the timesheet.
- The 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: To add a leave event, click the plus “+” sign on the far right to add a row
In the example below the employee is adding Paid Emergency Sick Leave Full to the timesheet for 4/1 and 4/2:

Timesheet

<table>
<thead>
<tr>
<th>From Friday 03/27/2020 to Thursday 04/02/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>---------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>8:00</td>
</tr>
<tr>
<td>8:00</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

a) Click on the date that needs to be modified and remove the 8 from Regular Hours Worked.
b) Enter 8 on the new row for the selected date and select the Time Reporting Code, Paid Emergency Sick Leave Full.

STEP 4 Click Submit. Submit Confirmation appears, hit OK.

Timesheet

Submit Confirmation

- The Submit was successful.
  Time for the Week of 2020-03-27 to 2020-04-02 is submitted

Your time has been successfully entered. The time changes now need approval by your Manager as indicated by the “Needs Approval” reported status.