Postdoctoral Scholar Time & Leave Reporting

Learn how to report time and leave on an Elapsed timesheet. Elapsed timesheets have a pre-loaded number of scheduled hours each day, which total a weekly amount equal to your FTE. For full-time employees these hours will equal 40 for the week. All time and leave should be recorded using the "Week" view (rather than the "Pay Period" view) on your 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).
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. Information on the postdoctoral paid time off policy can be found [here](#).
In this example, an employee worked their normal scheduled hours but used Paid Time Off on 12/11/19

a) Click in the column for the date you are modifying (12/11/19). Remove the 8 from the top row and enter 8 on the bottom row.

b) Select the appropriate Time Reporting Code for each row. In this example, the top row will be Regular Hours Worked (REGHP) and the bottom row Paid Time Off – PTO.

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

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

Congratulations! You have successfully entered time in the elapsed time reporter timesheet.