

Reporting Disability & Worker's Compensation Leave – Elapsed

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Purpose

Learn how to report Disability and Workers' Compensation leave on an Elapsed timesheet. Faculty, A&P, USPS Exempt, and Postdocs use the 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 unless a holiday occurs during the workweek.

Audience

Elapsed Timesheet Employees

Prerequisites

You must be in an active Faculty, A&P, USPS Exempt, or Postdocs appointment in the HR system. If your appointment has not been processed, has temporarily lapsed, or has ended, you will not be able to access your Elapsed timesheet.

Procedure – Elapsed Timesheet Overview

Follow the steps below in order. Use Word's numbered list feature.

1. Sign in to the myFSU Portal with your FSUID and password.
2. Select the **Access Timesheet** button or **HR** icon (Employee Self Service > Time > Timesheet).

The timesheet includes the following:

- **Left Arrow** to move to the previous week.
- **Right arrow** to move to a future week.
- Reported hours show the total number of hours submitted.
- The **Submit** button allows you to submit your entry.

Job Title

◀ 18 March - 24 March 2022 ▶
Weekly
Scheduled 40.00 | Reported 40 Hours

View Legend Submit

*Time Reporting Code / Time Details	18-Friday	19-Saturday	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday
Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8
	8.00			8.00	8.00	8.00	8.00
Comments							

Sick

Plan Type: Sick

Recorded Balance: 184.60

Minimum Allowed: 0

Maximum Allowed: 1000

Vacation

Plan Type: Vacation

Recorded Balance: 194.77

Minimum Allowed: 0

Maximum Allowed: 1000

Sick Pool

Plan Type: Sick Pool

Recorded Balance: 0.00

Minimum Allowed: 0

Maximum Allowed: 1000

Procedure – Reporting Disability Leave

1. To add a leave event, select the plus “+” sign towards the left to add a row. Select the Disability Leave Code.

In this example, an employee used three hours of leave to attend a workers’ comp appointment on 06/21/24. *Please note that a maximum of 40 hours of disability leave can be reported per claim.*

- a) Click on the plus “+” sign to add a leave event for the modifying date (06/21/24). Modify the 8 to 5 from the top row and enter 3 on the bottom row.

- b) Select the appropriate Time Reporting Code for each row. In this example, the top row will be Disability Leave and the bottom row Regular Hours Worked:

Fri 6/21	Sat 6/22	Sun 6/23	Mon 6/24	Tue 6/25	Wed 6/26	Thu 6/27	Total	Time Reporting Code	Override Reason	
3.00							3.00	Disability LV Tkn (max 40 hrs) - DISHT	Q	+
5.00			8.00	8.00	8.00	8.00	37.00	Regular Hours Worked - REGHP	Q	+

Submit

- The Department and Workers' Comp manager can track the usage of Disability leave by running the FSU_TL_DISABILITY_USED_BY_EE query that is prompted by the Employee ID.
- Click **Submit**. Submit Confirmation appears directly under the timesheet.

Procedure – Reporting Worker's Compensation Leave

- Workers' comp leave should only be reported when an employee is unable to be accommodated *and/or* placed out of work by the WC physician *and* have exhausted the maximum 40 hours of disability leave.
- The worker's comp leave code should be reported as 5.25 hours of Workers' Comp and 2.75 hours or sick or vacation leave. If the employee does not have the available personal leave, the 2.75 hours should be reported as Leave Without Pay.

In this example, an employee is out of work on Workers' Comp Leave (WKCHT)

- Click on the plus "+" sign to add a leave event for the modifying week.
- Select the appropriate Time Reporting Code for each row. In this example, the top row will be Sick or Vacation leave and the bottom row Workers' Comp Leave.

Fri 6/21	Sat 6/22	Sun 6/23	Mon 6/24	Tue 6/25	Wed 6/26	Thu 6/27	Total	Time Reporting Code	Override Reason	
2.75			2.75	2.75	2.75	2.75	13.75	Sick Leave Taken - SCKHT	Q	+
5.25			5.25	5.25	5.25	5.25	26.25	Worker's Comp Leave Taken - WKCHT	Q	+

Submit

Procedure – Reporting Holidays with Worker’s Compensation Leave

1. Elapsed timesheets have the pre-loaded Holiday Leave when a holiday occurs during the workweek. When an employee is out on Workers’ Comp, this leave must be revised as -5.25 Hours of Holiday Leave (HOLHT) and 5.25 hours of Workers Comp leave. *Faculty and A&P on Workers’ Comp will need to reach out to HR-WorkersComp@fsu.edu to have the timesheet updated.* See example below:

Fri 6/14	Sat 6/15	Sun 6/16	Mon 6/17	Tue 6/18	Wed 6/19	Thu 6/20	Total	Time Reporting Code	Override Reason	
					-5.25		-5.25	Holiday - HOLHT	Q	+
2.75			2.75	2.75		2.75	11.00	Sick Leave Taken - SCKHT	Q	+
5.25			5.25	5.25	5.25	5.25	26.25	Worker's Comp Leave Taken - WKCHT	Q	+

[Submit](#)

Make sure you click **Submit!**

Support

For questions or assistance, email [FSU Human Resources, Worker's Compensation](#) or call 850-645-2731.

Document Information

Job Aid Owner: Attendance & Leave, Worker’s Compensation

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