

FMLA/Parental Leave Time Entry Instructions

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Purpose

This is a detailed guide on how to enter your FMLA and Parental Leave within your timesheet. FMLAT (Family Medical Leave Taken) time reporter code must be reported along with a corresponding leave code: (Sick for qualifying sick events, Vacation, Compensatory, Personal Holiday, Leave Without Pay). Never report FMLAT along with hours physically worked.

The appropriate FMLA override reason code is required for all FMLA time entries

1. FMADP - FMLA adoption of a child
2. FMBTH – FMLA birth of a child
3. FMFOS – FMLA foster care of a child
4. FMSIC – FMLA serious illness of a child

5. FMSIE – FMLA serious illness of the employee
6. FMSIP – FMLA serious illness of a parent
7. FMSIS – FMLA serious illness of a spouse
8. FMLQE – FMLA for a qualifying exigency

Audience

All Employees (AEX, A&P, USPS, OPS)

Prerequisites

You must have an active appointment in the HR system.

Procedure - Intermittent FMLA (Elapsed Timesheet)

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.
 - Plus “+” and minus “-” buttons to the left allow you to add and delete rows.
 - The **Submit** button allows you to submit your entry.
3. To add a leave event, click the plus “+” sign on the left to add a row.

August 14, 2026 - August 20, 2026

Scheduled 40.00 | Reported 40.00 Hours

Submit

*Time Reporting Code / Time Details	Row Totals	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue	19 Wed	20 Thu
	40.00	8 of 8	0 of 0	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8

The plus sign button (+) is highlighted with a red box in the Row Totals column.

In this example, an employee is reporting intermittent FMLA for 2/9/2026 and 2/10/2026

- Click in the column for the date you are modifying (2/9/2026 & 2/10/2026). Remove the 8 from the Regular Hours Worked row and enter 8 in the Family Medical Leave Taken row and the Sick Leave Taken row.
- Select the appropriate Time Reporting Code for each row. In this example, the top row will be Family Medical Leave Taken (FMLAT), the middle row will be Sick Leave Taken (SCKHT), and the bottom row will be Regular Hours Worked (REGHP).

February 6, 2026 - February 12, 2026

Scheduled 40.00 | Reported 56.00 Hours

Submit

*Time Reporting Code / Time Details	Row Totals	6 Fri	7 Sat	8 Sun	9 Mon	10 Tue	11 Wed	12 Thu
Family Medical Leave Taken - FMLAT	16.00	8 of 8	0 of 0	0 of 0	16 of 8	16 of 8	8 of 8	8 of 8
Sick Leave Taken - SCKHT	16.00				8.00	8.00		
Regular Hours Worked - REGHP	24.00	8.00					8.00	8.00

- Add the appropriate Override Reason Code as required for all FMLA time entries by clicking on Time Details (three bars located next to FMLAT row)

*Time Reporting Code / Time Details

Row Totals

Family Medical Leave Taken - FMLAT		16.00	+	-
Sick Leave Taken - SCKHT		16.00	+	-
Regular Hours Worked - REGHP		24.00	+	-

Cancel

Time Details

Done

*Taskgroup NOPROJECT No Reporting

Override Reason Code FMSIE

FMLA Serious Illness Employee

- Click **Submit**. Submit Confirmation appears at the top of the page.

Procedure - Continuous FMLA (Elapsed Timesheet)

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.
 - Plus “+” and minus “-” buttons to the left allow you to add and delete rows.
 - The **Submit** button allows you to submit your entry.
3. To add a leave event, click the plus “+” sign on the left to add a row.

August 14, 2026 - August 20, 2026

Scheduled 40.00 | Reported 40.00 Hours

Submit

*Time Reporting Code / Time Details	Row Totals	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue	19 Wed	20 Thu
	40.00	8 of 8	0 of 0	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8

Row controls: [Dropdown] [40.00] [Red Boxed +] [-] [8.00] [] [] [8.00] [8.00] [8.00] [8.00]

In this example, an employee is reporting continuous FMLA for the week of 1/23/2026-1/29/2026.

- a. Select the appropriate Time Reporting Code for each row. In this example, the top row will be Family Medical Leave Taken (FMLAT) and the bottom row will be Sick Leave Taken (SCKHT).
- b. Enter 8 hours of FMLAT for each day to correspond with the sick leave hours entered.

January 23, 2026 - January 29, 2026

Scheduled 40.00 | Reported 80.00 Hours

Submit

*Time Reporting Code / Time Details	Row Totals	23 Fri	24 Sat	25 Sun	26 Mon	27 Tue	28 Wed	29 Thu
Family Medical Leave Taken - FMLAT	40.00	16 of 8	0 of 0	0 of 0	16 of 8	16 of 8	16 of 8	16 of 8
Sick Leave Taken - SCKHT	40.00	16 of 8	0 of 0	0 of 0	16 of 8	16 of 8	16 of 8	16 of 8

Row controls: [Dropdown] [40.00] [+] [-] [8.00] [] [] [8.00] [8.00] [8.00] [8.00]

- c. Add the appropriate Override Reason Code as required for all FMLA time entries by clicking on Time Details (three bars located next to FMLAT row).

Row Totals

Family Medical Leave Taken - FMLAT		40.00		
Sick Leave Taken - SCKHT		40.00		

Cancel

Time Details

Done

*Taskgroup

NOPROJECT

No Reporting

Override Reason Code

FMSIE

Q

FMLA Serious Illness Employee

4. Click **Submit**. Submit Confirmation appears at the top of the page.

Procedure - FMLA leave during a holiday week

During a holiday week, if the employee is on FMLA leave for the entire week, report FMLAT on the holiday according to their FTE (full-time equivalent rate). If an employee is on continuous FMLA, they MUST report FMLAT on the holiday. If the employee is on intermittent FMLA, do not report FMLAT for the holiday. The following is only an example of an elapsed timesheet. The corresponding leave code can be sick leave, vacation leave, straight-time compensatory leave, overtime compensatory leave, or leave without pay.

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January 16, 2026 - January 22, 2026

Scheduled 40.00

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Reported 72.00 Hours

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Submit

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*Time Reporting Code / Time Details	Row Totals	16 Fri	17 Sat	18 Sun	19 Mon	20 Tue	21 Wed	22 Thu
Family Medical Leave Taken - FMLAT	40.00	16 of 8 🟢 📄	0 of 0	0 of 0	8 of 8 🟢 📄 📄	16 of 8 🟢 📄	16 of 8 🟢 📄	16 of 8 🟢 📄
Sick Leave Taken - SCKHT	32.00					8.00	8.00	8.00

Procedure - FMLA (USPS Punch Timesheet)

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.
 - Plus “+” and minus “-” buttons to the far right allow you to add and delete rows.
 - The **Submit** button allows you to submit your entry.
3. Leave events should be entered as a quantity in $\frac{1}{4}$ 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. In this example, the top row will be Family Medical Leave Taken (FMLAT), the middle row will be Sick Leave Taken (SCKHT), and the bottom row will be Regular Hours Worked (REGHP).

Time Reporting Code	Quantity	Time Details	Comments	Reported Status	
Family Medical Leave Taken - v	1.00	≡	🗨	Approved	+ -
Sick Leave Taken - SCKHT v	1.00	≡	🗨	Approved	+ -
Regular Hours Worked - REGH v		≡	🗨	Submitted	+ -

In this example, the employee is reporting intermittent FMLA for 6/1/2026.

- Select the correct Time Reporting Code and enter the leave as a Quantity.

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Monday

Jun

Reported 9.00 / Scheduled 0.00

May

Reported 0.00 / Scheduled 0.00

Day Summary	In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details
Family Medical Leave Taken - v 1.00									
Sick Leave Taken - SCKHT v 1.00									
8:00.00AM 11:00.00AM 1:00.00PM 5:00.00PM Regular Hours Worked - REGH v									

Submit

- b. Add the appropriate Override Reason Code as required for all FMLA time entries by clicking on Time Details (three bars located next to FMLAT row)

Time Reporting Code	Quantity	Time Details	Comments
Family Medical Leave Taken - v	1.00		
Sick Leave Taken - SCKHT v	1.00		
Regular Hours Worked - REGt v			

Cancel

Time Details

Done

*Taskgroup

NOPROJECT

No Reporting

Override Reason Code

FMSIE

Q

FMLA Serious Illness Employee

- c. Click **Submit**. Submit Confirmation appears at the top of the page.

Procedure - Unpaid Parental Leave

Unpaid Parental Leave is reported by selecting a type of leave (Sick is permitted for the first 6-8 weeks following birth, Vacation, Compensatory, Personal Holiday, Leave Without Pay) and then pairing it with the override reason code PAREN.

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April 3, 2026 - April 9, 2026

Scheduled 40.00 | Reported 40.00 Hours

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Submit

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*Time Reporting Code / Time Details

Row Totals

3 Fri

4 Sat

5 Sun

6 Mon

7 Tue

8 Wed

9 Thu

8 of 8

0 of 0

0 of 0

8 of 8

8 of 8

8 of 8

8 of 8

Vacation Leave Taken - VACHT

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⌵

40.00

+

-

8.00

8.00

8.00

8.00

8.00

Cancel

Time Details

Done

*Taskgroup

NOPROJECT

No Reporting

Override Reason Code

PAREN

Parental Leave (Unpaid)

Procedure - Unpaid Parental Leave / FMLA

When an employee is approved for FMLA and Parental Leave (paid or unpaid) at the same time, both leave types must be entered on the timesheet. As with the previous examples, the appropriate override codes should be paired with FMLA and the type of leave selected.

March 27, 2026 - April 2, 2026

Scheduled 40.00 | Reported 48.00 Hours

***Time Reporting Code / Time Details**

Row Totals	27 Fri	28 Sat	29 Sun	30 Mon	31 Tue	1 Wed	2 Thu
	16 of 8	0 of 0	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8
Family Medical Leave Taken - FMLAT	8.00			0.00	0.00	0.00	0.00
Vacation Leave Taken - VACHT	40.00	8.00		8.00	8.00	8.00	8.00

Time Details

*Taskgroup: NOPROJECT No Reporting

Override Reason Code: FMBTH FMLA Birth of Child

Support

For questions or assistance, email [FSU Human Resources-FMLA](mailto:FSU_Human_Resources-FMLA).



Document Information

Job Aid Owner: Attendance & Leave

Last Updated: August 14, 2026