

Reporting Elapsed Time

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Purpose

Learn how to report time and 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. All time and leave should be recorded using the FSU workweek.

Audience

Faculty, A&P, USPS Exempt, and Postdoctoral employees.

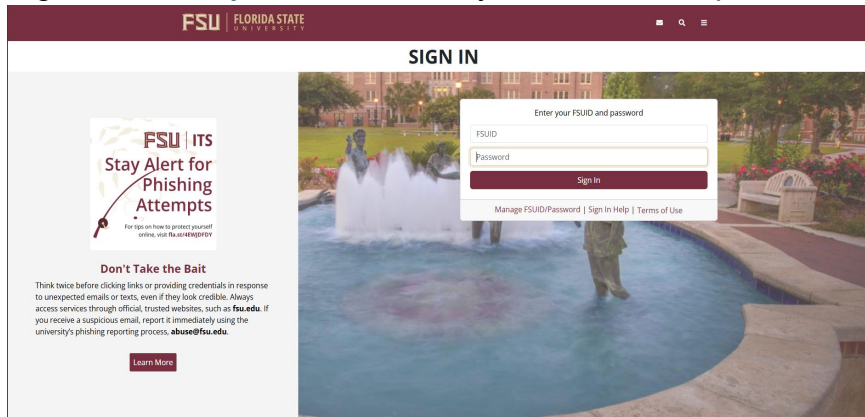
Prerequisites

You must have an actively funded appointment in the HR system. If the funding for your appointment has not been processed, has temporarily lapsed, or has ended, you will not be able to access your timesheet.

Procedure – Elapsed Timesheet

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:

- Do not manipulate Date fields. Always use the **Back Arrow** and **Forward Arrow** 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 plus “+” and minus “-” buttons on the left side of the timesheet allow you to **Add and Delete Rows**.
- Always select **Submit** to save your entries before leaving the page.

- To add a leave event, use the drop-down menu found under **Time Reporting Code** and choose which type of leave was used.

In this example, an employee worked their normal scheduled hours but was out sick on 8/7/26.

Click in the column for the date you are modifying (8/7/26). Remove the 8 from the top row and enter 8 on the bottom row.

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 will be Sick Leave Taken (SCKHT).

- Click **Submit**. Confirmation of your submission will appear at the top of the page.
- Congratulations! Your time has been successfully entered. The time changes now need approval by your manager, as indicated by the **Pending Approvals** icon

Support

For questions or assistance, email [FSU Human Resources, Attendance & Leave](#)

Document Information

Job Aid Owner: Attendance & Leave

Last Updated: July 30, 2026

Related Policy or Procedure: [4-OP-C-7-E Attendance and Leave](#)