

Reporting Overseas Time

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Purpose

In this guide, you will learn how to enter your time worked overseas for tax purposes. The Overseas Hours Worked (OVSEA) time reporting code (TRC) is a dual-reporting code to be used with Regular Hours Worked or Leave taken. Using the Overseas TRC requires approval from your supervisor and/or department representative.

Audience

Employees who are working overseas.

Prerequisites

The Overseas Hours Worked (OVSEA) time reporting code (TRC).

Procedure – Reporting Overseas Overview

Follow the steps below in order.

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).
3. Enter the amounts of Regular Hours Worked on the days physically worked. Select Regular Hours Worked (REGHP) under Time Reporting Code.
4. Select the plus “+” sign on the far right to add a row for Overseas Hours Worked. Enter hours for days that you physically worked outside of the US. Select

Overseas Hours Worked (OVSEA) under Time Reporting Code.

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July 31, 2026 - August 6, 2026

Scheduled 40.00

Reported 80.00 Hours

Submit

...

*Time Reporting Code / Time Details

Row Totals

31 Fri

1 Sat

2 Sun

3 Mon

4 Tue

5 Wed

6 Thu

16 of 8

0 of 0

0 of 0

16 of 8

16 of 8

16 of 8

16 of 8

Regular Hours Worked - REGHP

40.00

+

-

8.00

8.00

8.00

8.00

8.00

Overseas Hours Worked - OVSEA

40.00

+

-

8.00

8.00

8.00

8.00

8.00

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

Timesheet is Submitted for the period 2026-07-31 - 2026-08-06

Procedure – Reporting Leave for 12 Month Faculty/Post-Doc Employees

Reporting leave while physically working **OUTSIDE** of the US

If a leave-accruing employee is using Sick/Vacation while physically working overseas, the Overseas TRC should be used as you would for Regular Hours Worked. In this example, a 12-Month Faculty employee worked in the US on 8/5 and 8/6 and worked Overseas on 7/31 through 8/4 with a partial day of sick leave being recorded on 7/31.

Follow the steps below in order.

- Follow above steps 1 through 4 to enter Regular Hours Worked and Overseas Hours Worked.
- Click the plus “+” sign to add a row. Select Sick Leave Taken (SCKHT).
 - Enter 4 hours on 7/31 on the bottom row Sick Leave Taken (SCKHT).
 - Change the Regular Hours Worked (REGHP) to 4 hours.
 - Keep the full 8-hour entry on the top row for Overseas Hours Worked (OVSEA) since the employee was sick while working overseas.

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July 31, 2026 - August 6, 2026

Scheduled 40.00

Reported 80.00 Hours

Submit

...

*Time Reporting Code / Time Details

Row Totals

31 Fri

1 Sat

2 Sun

3 Mon

4 Tue

5 Wed

6 Thu

16 of 8

0 of 0

0 of 0

16 of 8

16 of 8

8 of 8

8 of 8

Overseas Hours Worked - OVSEA

24.00

+

-

8.00

8.00

8.00

Regular Hours Worked - REGHP

36.00

+

-

4.00

8.00

8.00

8.00

8.00

Sick Leave Taken - SCKHT

4.00

+

-

4.00

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

Timesheet is Submitted for the period 2026-07-31 - 2026-08-06

Reporting leave while physically working **IN** the US.

If the leave is taken while you are physically working in the US in the same work week as you are physically working overseas, the Overseas TRC code should NOT be used with the leave. The example below shows a 12-Month Faculty employee using Vacation Leave on 8/3 before physically working outside of the US.

- Add row using the plus "+" sign on the far right.
 - Enter 8 hours on the bottom row and select Vacation Leave Taken (VACHT) for 8/3.
 - Remove the 8-hour entry on the middle row for Regular Hours Worked on 8/3.
 - Leave the top row Overseas Hours Worked (OVSEA) blank for 8/3.

①

Submit ...

*Time Reporting Code / Time Details

Row Totals	31 Fri	1 Sat	2 Sun	3 Mon	4 Tue	5 Wed	6 Thu
	8 of 8	0 of 0	0 of 0	8 of 8	16 of 8	16 of 8	16 of 8
Overseas Hours Worked - OVSEA	24.00				8.00	8.00	8.00
Regular Hours Worked - REGHP	32.00	8.00			8.00	8.00	8.00
Vacation Leave Taken - VACHT	8.00			8.00			

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

Timesheet is Submitted for the period 2026-07-31 - 2026-08-06

Congratulations! You have successfully entered Overseas time worked.

Support

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

Document Information

Job Aid Owner: Attendance & Leave

Last Updated: August 12, 2026

Related Policy or Procedure (if applicable): [4-OP-C-7-H4 OPS Attendance and Leave](#)