

Reporting Punch Time

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Purpose

Learn how to enter time and leave on your nonexempt Punch Timesheet. As a punch timesheet employee, you must enter all hours worked, leave taken, and holidays to be paid appropriately for the week. Regular hours worked and holidays do not require supervisor approval. All leave taken requires approval by a supervisor.

Audience

USPS Nonexempt Employees

Prerequisites

- Do not manipulate Date fields. Always use **Previous Week** and **Next Week** to move between the workweek of Friday-Thursday.
- 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.
- Military or Standard Time can be reported. Standard Time punches will default to A.M. if P.M. is not entered.
- Leave/Compensatory balances can be viewed at the bottom of the timesheet.
- Always hit **Submit** to save your entries before leaving the page.

Procedure – Punch 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.

Column	Purpose
In	Clock-in time (Initial)
Out	Clock-out time (Initial)
In	Second shift starts (Post lunch)
Out	Second shift end (Post lunch)
In	Third shift starts
Out	Third shift end
Quantity	Total hours for that day.
Comments	Notes/comments (optional)
Plus	Add a row for that day
Minus	Delete a row for that day

	Day Summary	In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details	Comments
03	Friday Planned 0:00 Scheduled 0:00 							▼	EI		
04	Saturday Planned 0:00 Scheduled 0:00 							▼	EI		
05	Sunday Planned 0:00 Scheduled 0:00 							▼	EI		
06	Monday Planned 0:00 Scheduled 0:00 							▼	EI		
07	Tuesday Planned 0:00 Scheduled 0:00 							▼	EI		
08	Wednesday Planned 0:00 Scheduled 0:00 							▼	EI		

- When accessing your timesheet for the first time, place the cursor in the open box for the first **In** column. Enter the exact time you arrived. For the **Out** column, you will enter the time you clocked out for a meal period or left for the day, if a meal period was not observed. Times may be entered using a 24-hour day or Military time, or by labeling any hours after noon as p.m. Otherwise, the system defaults to a.m. if not labeled. If you had more than three shifts in a day, you may use the plus sign to add a row. Meal periods or breaks between shifts must be 30 minutes or longer.
- All holidays must be entered on the timesheet to receive pay. Select the **Time Reporting Code Holiday – HOLHT** and enter 8 hours in **Quantity**. Select **Submit** to save the timesheet.

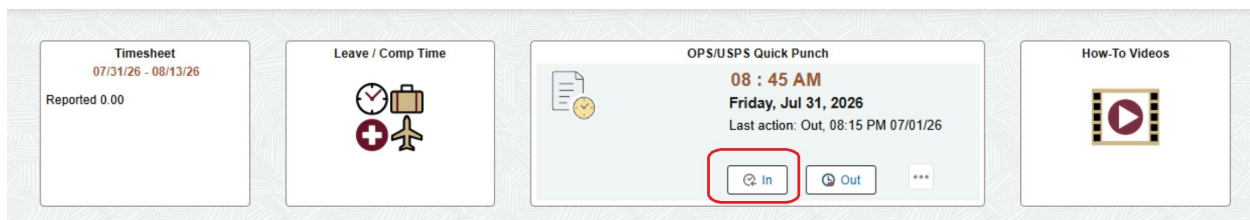
< > July 3, 2026 - July 9, 2026 Scheduled 0.00 Reported 0.00 Hours											
Day Summary		In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details	Comments
03	Friday										
	Reported 0.00 / Scheduled 0.00							Holiday - HOLHT	0.00	IE	
04	Saturday										
	Reported 0.00 / Scheduled OFF									IE	
05	Sunday										
	Reported 0.00 / Scheduled OFF									IE	
06	Monday										
	Reported 0.00 / Scheduled 0.00							Holiday - HOLHT	0.00	IE	

5. All Leave should be entered as a quantity in one fourth increments (0.25, 0.50, 0.75) rather than minutes. A separate line may be needed to record leave taken. Add a row with the plus sign, then select the correct **Time Reporting Code**, and enter the leave as a **Quantity**. After hitting **Submit**, reported status shows as Pending Approval by your supervisor.
6. Administrative Leave should be entered as a **Quantity** and requires an override reason code. Select **Time Details** to select the correct override reason code.
7. Click **Submit**. Submit Confirmation will appear at the top of the page. Generally, time should be submitted by the end of the day it is worked, unless you have received an email notification that time-entry deadlines have been accelerated.

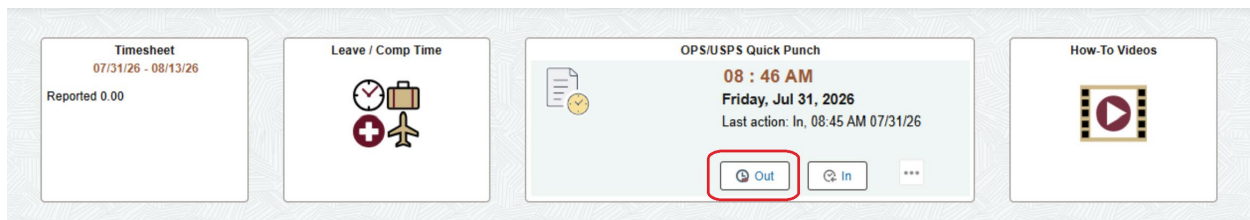
Procedure – OPS/USPS Quick Punch

The OPS/USPS Quick Punch can be used to quickly punch in and punch out for the day.

1. At the beginning of your day, select the **In** button on the OPS/USPS Quick Punch Tile. This will create an In punch on your timesheet.



2. When you are finished working for the day or taking a break lasting 30-minute or greater, select the **Out** button on the OPS/USPS Quick Punch Tile. If you are clocked In, the Out action will be the first action on the left



Support

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

Document Information

Job Aid Owner: Attendance & Leave

Last Updated: August 18, 2026

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