

Reporting Disability & Workers' Compensation Leave – Punch Time

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Purpose

Learn how to enter Disability and Workers' Comp 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

You must be in an active USPS Nonexempt 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 timesheet.

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.

The screenshot displays the FSU Punch Timesheet interface. At the top, there is a header bar with a left arrow, a right arrow, and a 'Submit' button. Below the header, the interface shows a weekly view for April 1-7, 2022. The table below the header has columns for Day Summary, In, Out, In, Out, In, Out, Time Reporting Code, Quantity, Time Details, and Comments. The table shows entries for Friday, Saturday, Sunday, Monday, and Tuesday. Each day has input fields for In and Out times, a dropdown for Time Reporting Code, and a Quantity field. The 'Time Details' column contains icons for editing, deleting, and submitting. The 'Comments' column is empty.

Procedure – Reporting Disability Leave

1. The Disability leave code may be reported for a maximum of 40 hours per claim. Disability leave should only be reported to attended workers' comp appointments and/or when an employee becomes incapacitated by a workplace incident.
Example: The employee had a WC appointment on May 15th:

Day	Time	Code	Quantity
14 Tuesday May Reported 8.00 / Scheduled 0.00	8:00:00AM		
	11:00:00AM		
15 Wednesday May Reported 8.00 / Scheduled 0.00	8:00:00AM		
	11:00:00AM		
16 Thursday May Reported 8.00 / Scheduled 0.00	8:00:00AM		
	11:00:00AM		

- 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.

Procedure – Reporting Workers' Compensation Leave

- Once the 40 hours of disability leave is exhausted, the employee will enter workers' compensation leave. The worker's compensation leave code should only be reported when the employee is unable to be accommodated and/or incapacitated.
- The worker's compensation leave code should be reported as 5.25 hours of Workers Comp leave and 2.75 hours of 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. See below for an example:

Day	Time	Code	Quantity
22 Wednesday May Reported 8.00 / Scheduled 0.00	8:00:00AM		
	11:00:00AM		
23 Thursday May Reported 8.00 / Scheduled 0.00	8:00:00AM		
	11:00:00AM		

Procedure – Reporting Holidays with Workers' Compensation Leave

- All holidays must be entered on the timesheet to receive pay. The employee will not be required to use personal leave on holidays when in Workers' Comp leave (WKCHT) status. Select the Time Reporting Code Holiday – HOLHT and enter

2.75 hours in Quantity and 5.25 hours in Workers' Comp leave. See below for an example:

Day Summary	In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details
27 Monday May Reported 0.00 /Scheduled 0.00							Holiday - HOLHT	2.75	
							Worker's Comp Leave Tak	5.25	
28 Tuesday May Reported 0.00 /Scheduled 0.00							Sick Leave Taken - SCKH	2.75	
							Worker's Comp Leave Tak	5.25	

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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