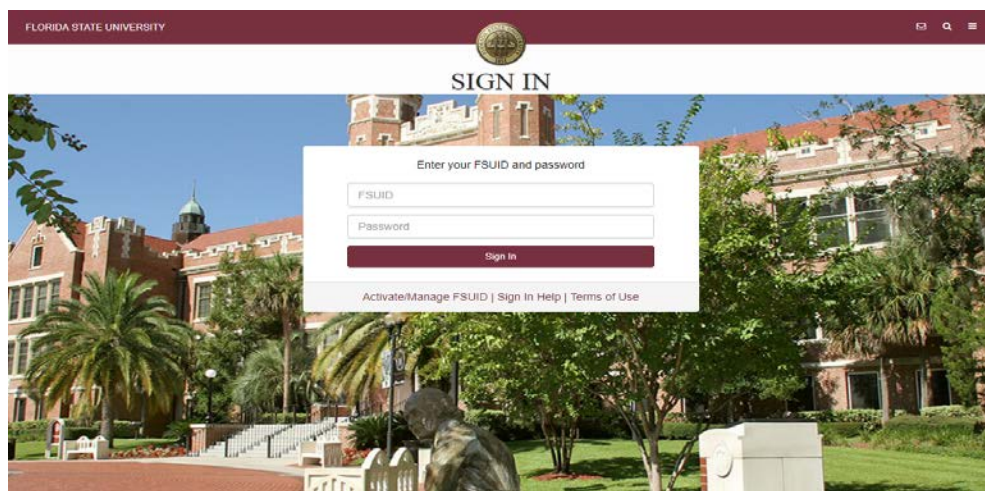




Reporting Elapsed Time

Learn how to report time and leave on an Elapsed timesheet. Faculty, A&P Exempt & Nonexempt, and USPS Exempt all 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 you are in a nonexempt classification and physically worked over 40 hours in the workweek and/or if a Holiday occurs in the workweek. All time and leave should be recorded using the "Week" view (rather than the "Pay Period" view) on your timesheet.

STEP 1: Log into [OMNI HR](#) with your FSUID and password.



STEP 2: Select the **Access Timesheet** button or **HR** icon (**Employee Self Service > Time Reporting > Timesheet**).

myFSU Links

Admissions

Advising

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Financials

Human Resources

myFSU Identity Management

MY EMPLOYEE SNAPSHOT

Timesheet

Paycheck

Benefits

Current leave as of Oct 26, 2018

HUMAN RESOURCES
HR SPECIALIST

Comp Leave	14.00
Sick Leave	103.16
Vacation Leave	104.69

ACCESS TIMESHEET



Elapsed Timesheet Overview

Timesheet

Print | New Window

Employee ID
Empl Record
Earliest Change Date 04/19/2019

Actions- Time Source Schedule

Select Another Timesheet

*View By Week
*Date 04/12/2019
Scheduled Hours 40.00 Reported Hours 0.00 Punch Timesheet

Previous Week Next Week

From Friday 04/12/2019 to Thursday 04/18/2019

Fri 4/12	Sat 4/13	Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Total	Time Reporting Code	Override Reason		
8.00			8.00	8.00	8.00	8.00				+	-

Submit

Reported Time Status Summary Leave / Compensatory Time

Reported Time Status

Date	Total	TRC	Description	Sched Hrs	Add Comments
	0.00			0.0000	

Self Service

Key features to Note:

- Do not manipulate View By/Date fields. Always use **Previous Week** and **Next Week** buttons to move between the workweek of Friday-Thursday.
- Never leave a scheduled day blank on the timesheet unless it is a Holiday. 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 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.
- Always hit **Submit** to save your entries before leaving the page.

STEP 3: To add a leave event, click the plus "+" sign on the far right to add a row.

Timesheet

Employee ID
Empl Record 0
Earliest Change Date 11/01/2019

Actions- Time Source Schedule

Select Another Timesheet

*View By Week
*Date 10/18/2019
Scheduled Hours 40.00 Reported Hours 0.00 Punch Timesheet

Previous Week Next Week

From Friday 10/18/2019 to Thursday 10/24/2019

Fri 10/18	Sat 10/19	Sun 10/20	Mon 10/21	Tue 10/22	Wed 10/23	Thu 10/24	Total	Time Reporting Code	Override Reason		
8.00			8.00	8.00	8.00	8.00				+	-

Submit



In this example, an employee worked their normal scheduled hours but was out sick on 10/21/19

- Click in the column for the date you are modifying (10/21/19). 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 Sick Leave Taken (SCKHT).

Timesheet

Employee ID
Empl Record
Earliest Change Date 10/18/2019

Actions Time Source Schedule

Select Another Timesheet

View By Week Previous Week Next Week
Date 10/18/2019 Next Job
Scheduled Hours 40.00 Reported Hours 40.00 Punch Timesheet

From Friday 10/18/2019 to Thursday 10/24/2019

Fri 10/18	Sat 10/19	Sun 10/20	Mon 10/21	Tue 10/22	Wed 10/23	Thu 10/24	Total	Time Reporting Code	Override Reason		
8.00				8.00	8.00	8.00	32.00	Regular Hours Worked - REGHP		+	-
			8.00				8.00	Sick Leave Taken - SCKHT		+	-

Submit

STEP 4: Click **Submit**. Submit Confirmation appears, hit **OK**.

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Week of 2019-10-18 to 2019-10-24 is submitted

OK

Your time has been successfully entered. The time changes now need approval by your Manager as indicated by the "Needs Approval" reported status.



Reported Time Status

Summary

Leave / Compensatory Time

▼ Reported Time Status

Q

1-5 of 5 ▼

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
10/18/2019	Submitted	8.00	REGHP	Regular Hours Worked	8.0000	
10/21/2019	Needs Approval	8.00	SCKHT	Sick Leave Taken	8.0000	
10/22/2019	Submitted	8.00	REGHP	Regular Hours Worked	8.0000	
10/23/2019	Submitted	8.00	REGHP	Regular Hours Worked	8.0000	
10/24/2019	Submitted	8.00	REGHP	Regular Hours Worked	8.0000	

Return to Select Job

Congratulations! You have successfully entered time in the elapsed time reporter timesheet.