

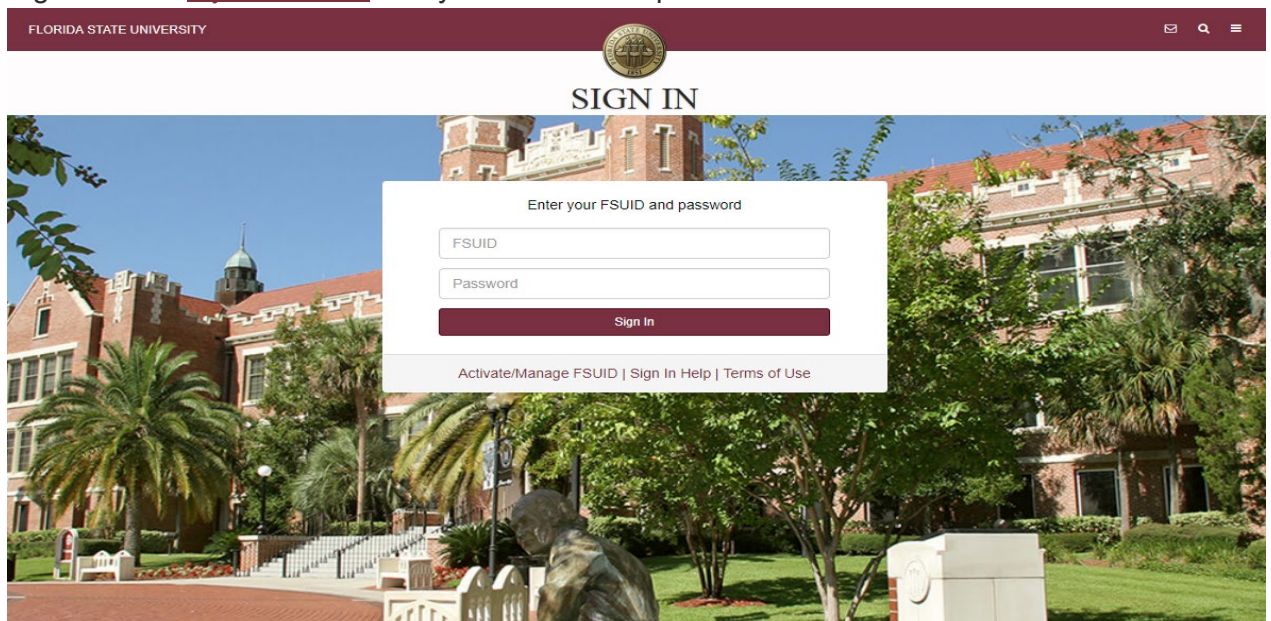
Elapsed Timesheet – Reporting Disability and Workers’ Compensation Leave

Table of Contents

- [Elapsed Time Overview](#)
 - [Reporting Disability Leave \(DISHT\)](#)
 - [Reporting Workers’ Compensation Leave \(WKCHT\)](#)

Learn how to report Disability (DISHT) and Workers’ Compensation (WKCHT) 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.

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 screenshot shows the myFSU Links menu on the left and the MY EMPLOYEE SNAPSHOT interface on the right. The menu includes Admissions, Advising, Benefits & Resources, Career Development, Financials, Human Resources, and myFSU Identity Management. The snapshot interface has tabs for Timesheet, Paycheck, and Benefits. It displays 'Current leave as of Oct 26, 2018' for a 'HUMAN RESOURCES HR SPECIALIST'. The leave balances are: Comp Leave (14.00), Sick Leave (103.16), and Vacation Leave (104.69). A prominent 'ACCESS TIMESHEET' button is visible at the bottom of the snapshot.

Elapsed Timesheet Overview

The screenshot displays the Elapsed Timesheet Overview interface. At the top, it shows the Job Title and a date range of '18 March - 24 March 2022' with navigation arrows. Below this, it indicates 'Weekly' and 'Scheduled 40.00 | Reported 40 Hours'. A 'View Legend' link and a 'Submit' button are also present. The main area is a table with columns for days from 18-Friday to 24-Thursday. Each day has a status (e.g., Scheduled 8, Scheduled OFF Reported 0) and a time reporting code field. A 'Comments' field is highlighted with a red box. At the bottom right, there are '+' and '-' buttons for adding or deleting rows. Below the table, there are three summary boxes for Sick, Vacation, and Sick Pool, each showing Plan Type, Recorded Balance, Minimum Allowed, and Maximum Allowed.

Key Features to Note:

- Do not manipulate Date fields. Always use **Back Arrow** and **Forward Arrow** 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.

Reporting Disability & Workers’ Comp Leave - Elapsed Timesheet | Last Update May 2024

Reporting Disability Leave (DISHT):

- To add a leave event, click the plus “+” sign towards the left to add a row.

*Time Reporting Code / Time Details

Row Totals

7 Fri 8 of 8 8 Sat 0 of 0 9 Sun 0 of 0 10 Mon 8 of 8 11 Tue 8 of 8 12 Wed 8 of 8 13 Thu 8 of 8

40.00 **+** - 8.00 8.00 8.00 8.00 8.00

In this example, an employee used 3 hours of leave to attend a workers’ comp appointment on 06/21/24. Please note that a maximum of 40 hours of disability leave can be reported per claim.

- Click on the plus “+” sign to add a leave event for the modifying date (06/21/24). Modify the ‘8’ to ‘5’ from the top row and enter ‘3’ on the bottom row.
- Select the appropriate Time Reporting Code for each row. In this example, the top row will be Disability Leave (DISHT) and the bottom row Regular Hours Worked (REGHP):

Fri 6/21	Sat 6/22	Sun 6/23	Mon 6/24	Tue 6/25	Wed 6/26	Thu 6/27	Total	Time Reporting Code	Override Reason
3.00							3.00	Disability LV Tkn (max 40 hrs) - DISHT	
5.00			8.00	8.00	8.00	8.00	37.00	Regular Hours Worked - REGHP	

Submit

- The Department and Workers’ Compensation manager must track the usage of disability leave to ensure the employee reports the allowable 40 hours by running the [FSU_TL_DISABILITY_USED_BY_EE](#) query that is prompted by Employee ID to review how many Disability hours have been used. Below is a view of the query:

FSU_TL_DISABILITY_USED_BY_EE - Disability leave used by EE

ID 000103185

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All

Row	ID	Empl Record	Name	Rpt Dt	TRC	Quantity	Reported Status	User
1		2		10/19/2023	DISHT	8.000000	P	FSU_BATCH
2		2		10/18/2023	DISHT	8.000000	P	FSU_BATCH
3		2		10/17/2023	DISHT	8.000000	P	FSU_BATCH
4		2		10/16/2023	DISHT	8.000000	P	FSU_BATCH
5		2		10/13/2023	DISHT	8.000000	P	FSU_BATCH

First 1-5 of 5 Last

3. Click **Submit**. Submit Confirmation appears directly under the timesheet.

Your time has been successfully entered. The time changes now need approval by your manager, as indicated by the Pending Approvals icon.

Reporting Workers' Compensation Leave (WKCHT):

1. Workers' comp leave should only be reported when an employee is unable to be accommodated *and/or* placed out of work by the WC physician *and* have exhausted the maximum 40 hours of disability leave.
2. Workers' Comp leave should be reported as 5.25 hours Workers' Comp and 2.75 hours or 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.

In this example, an employee is out of work on Workers' Comp Leave (WKCHT)

3. Click on the plus "+" sign to add a leave event for the modifying week.
4. Select the appropriate Time Reporting Code for each row. In this example, the top row will be Sick or Vacation leave and the bottom row Workers' Comp Leave (WKCHT).

Fri 6/21	Sat 6/22	Sun 6/23	Mon 6/24	Tue 6/25	Wed 6/26	Thu 6/27	Total	Time Reporting Code	Override Reason	
2.75			2.75	2.75	2.75	2.75	13.75	Sick Leave Taken - SCKHT	Q	+
5.25			5.25	5.25	5.25	5.25	26.25	Worker's Comp Leave Taken - WKCHT	Q	+

Reporting Holidays and Workers' Compensation Leave

1. Elapsed timesheets have the pre-loaded Holiday Leave (HOLHT) when a holiday occurs during the workweek. When an employee is out on Workers' Comp, this leave must be revised as -5.25 Hours of Holiday Leave (HOLHT) and 5.25 hours of Workers Comp leave. Please see example with 06/19/24 being a scheduled holiday:

Fri 6/14	Sat 6/15	Sun 6/16	Mon 6/17	Tue 6/18	Wed 6/19	Thu 6/20	Total	Time Reporting Code	Override Reason	
					-5.25		-5.25	Holiday - HOLHT	Q	+
2.75			2.75	2.75		2.75	11.00	Sick Leave Taken - SCKHT	Q	+
5.25			5.25	5.25	5.25	5.25	26.25	Worker's Comp Leave Taken - WKCHT	Q	+

Submit

Make sure you click **Submit!**

***** If you have any questions regarding Time Reporting as it relates to Disability and/or Workers' Compensation leave, please call Briana Geleta-Francis at 850-645-2731 or email at HR-WorkersComp@FSU.edu.**