

Punch Timesheet – Reporting Disability and Workers’ Compensation Leave

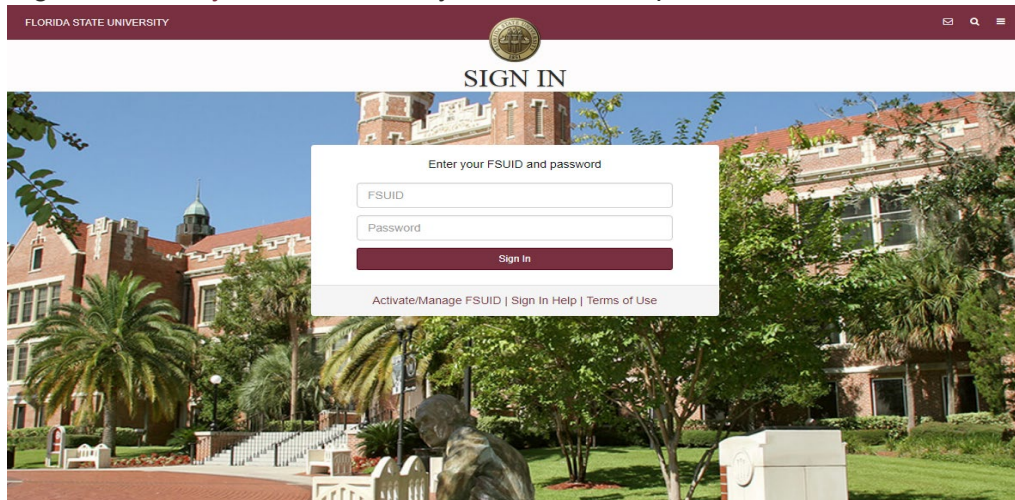
USPS

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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.

1. Sign in to the [myFSU Portal](#) with your FSUID and password.



- Select the **Access Timesheet** button or **HR** icon (Employee Self Service > Time > Timesheet).

The image shows two parts of the myFSU interface. On the left, under 'myFSU Links', there are icons for FSU, @fsu, HR, FI, SC, MART, a question mark, BI, and C. Below these are dropdown menus for Admissions, Advising, Benefits & Resources, Career Development, Financials, Human Resources, and myFSU Identity Management. On the right, the 'MY EMPLOYEE SNAPSHOT' section has tabs for Timesheet, Paycheck, and Benefits. It displays 'Current leave as of Oct 26, 2018' for a 'HUMAN RESOURCES HR SPECIALIST'. A table shows leave balances: Comp Leave (14.00), Sick Leave (103.16), and Vacation Leave (104.69). A prominent red 'ACCESS TIMESHEET' button is at the bottom.

Punch Timesheet Overview

The screenshot shows the 'Enter Time' interface for the week of April 1-7, 2022. At the top, there are navigation arrows and a 'Submit' button. The main area is a table with columns for Day Summary, In, Out, In, Out, In, Out, Time Reporting Code, Quantity, Time Details, and Comments. Rows are provided for Friday, Saturday, Sunday, Monday, and Tuesday. Each row has input fields for start and end times and a dropdown for 'Regular Hours Worked - REGHP'. To the right of each row are icons for saving, deleting, and adding rows. A 'Clear' button is also visible.

Key Features to Note:

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

Reporting Disability Leave (DISHT):

- Disability leave may be reported for a maximum of **40** hours per claim. Disability leave should be reported to attend workers' comp appointments, employee is unable to be accommodated *and/or* placed out of work. *Example: The employee had a WC appointment on May 15th:*

The screenshot shows a time reporting interface for three days in May: Tuesday (May 14), Wednesday (May 15), and Thursday (May 16). Each day has a header with the date and day, and a progress bar showing 'Reported 8.00 / Scheduled 0.00'. Below each day are time slots for reporting hours (8:00:00AM, 11:00:00AM, 12:00:00PM, 5:00:00PM) and a 'Regular Hours Worked - F' dropdown. On Wednesday, a red box highlights a dropdown menu labeled 'Disability LV Tkn (max 40)' with the value '3' selected.

- 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](#)

First 1-5 of 5 Last

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

Reporting Workers' Compensation Leave (WKCHT):

1. Once an employee exhausts the 40 hours of disability leave, workers' comp leave should be reported. Workers' comp leave should only be reported when an employee is unable to be accommodated *and/or* placed out of work.
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. See below for an example:

Day Summary		In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details
22 Wednesday May Reported 8.00 / Scheduled 0.00								Worker's Comp Leave Tak	5.25	
								Sick Leave Taken - SCKH	2.75	
23 Thursday May Reported 8.00 / Scheduled 0.00								Worker's Comp Leave Tak	5.25	
								Leave Without Pay (\$0) - L	2.75	

Reporting Holidays and Workers' Compensation Leave

1. 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 a 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. Example:

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

*** 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.