Reporting Overseas Time

In this guide, you will learn how to enter your time worked overseas for tax purposes. The Overseas Hours Worked (OVSEA) time reporting code (TRC) is a dual-reporting code to be used with Regular Hours Worked or Leave taken. Using the Overseas TRC requires approval from your supervisor and/or department representative.

**STEP 1:** Log into https://www.my.fsu.edu with your FSUID and password.

**STEP 2:** Select the Access Timesheet button or HR Human Resources application (Employee Self Service > Time Reporting > Timesheet)

**Reporting Overseas Overview**

*OPS Nonexempt Employees* will need to report Overseas time by switching to the Elapsed timesheet.
STEP 3: Enter the amounts of Regular Hours Worked on the days physically worked. Select “Regular Hours Worked (REGHP)” under Time Reporting Code.

**Timesheet**

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Override Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hours Worked - REGHP</td>
<td></td>
</tr>
</tbody>
</table>

**Timesheet**

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<tr>
<th>Time Reporting Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Overseas Hours Worked - OVSEA</td>
<td></td>
</tr>
</tbody>
</table>

STEP 4: Click the plus “+” sign on the far right to add a row for Overseas Hours Worked. Enter hours for days that you physically worked outside of the US. Select “Overseas Hours Worked (OVSEA)” under Time Reporting Code.

**Timesheet**

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STEP 5: Click Submit. When the Submit Confirmation appears, click OK.
12 Month Faculty/Post-Doc Employees

Follow Steps 1 through 5 to report time for hours physically worked overseas for 12 Month Faculty and Post-Doc Employees.

Using Leave

Leave while physically working OUTSIDE of the US

If a leave-accruing employee is using Sick/Vacation while physically working overseas, the Overseas TRC should be used as you would for Regular Hours Worked. In this example, a 12 Month Faculty employee worked in the US on 11/15 & 11/18 and worked Overseas on 11/19 through 11/21 with a partial day of sick leave being recorded on 11/20.

STEP 6: Follow Steps 1 through 4 to enter Regular Hours Worked and Overseas Hours Worked. Click the plus “+” sign to add a row.

Timesheet

Select Another Timesheet

From Friday 11/15/2019 to Thursday 11/21/2019
**STEP 7:** Select “Sick Leave Taken (SCKHT)”.  
   a) Enter 4 hours on 11/20 on the bottom row Sick Leave Taken (SCKHT).  
   b) Change the Regular Hours Worked (REGHP) to 4 hours.  
   c) Keep the full 8-hour entry on the top row for Overseas Hours Worked (OVSEA) since the employee was sick while working overseas.

![Timesheet](image)

**STEP 8:** Click **Submit**. When the Submit Confirmation appears, click **OK**.

![Submit Confirmation](image)

*Leave while physically working IN the US*

If the leave is taken while you are physically working in the US in the same work week as you are physically working overseas, the Overseas TRC code should NOT be used with the leave. The example below shows a 12 Month Faculty employee using Vacation Leave on 11/18 before physically working outside of the US.

**STEP 9:** Add row using the plus “+” sign on the far right.
**STEP 10:** Select “Vacation Leave Taken (VACHT)”.
   a) Enter 8 hours on the bottom row Vacation Leave Taken (VACHT) for 11/18.
   b) Remove the 8-hour entry on the middle row Regular Hours Worked for 11/18.
   c) Leave the top row Overseas Hours Worked (OVSEA) blank for 11/18.

<table>
<thead>
<tr>
<th>From Friday 11/15/2019 to Thursday 11/21/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>---------</td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>C</td>
</tr>
</tbody>
</table>

**STEP 11:** Click **Submit**. When the Submit Confirmation appears, click **OK**.

**Timesheet**

**Submit Confirmation**

- The Submit was successful.
- Time for the Week of 2019-11-15 to 2019-11-21 is submitted

**Congratulations!** You have successfully entered Overseas time worked.