

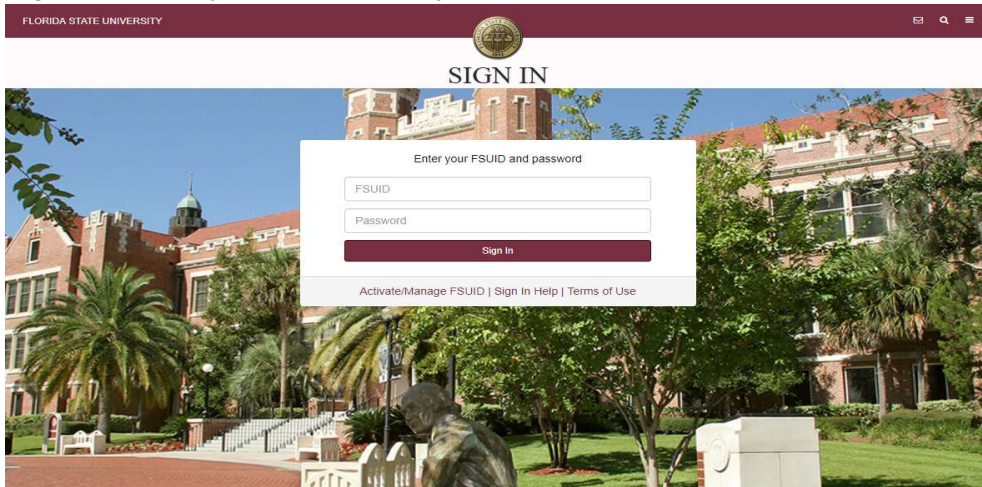
Reporting Overseas Time

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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.

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).

myFSU Links

- Admissions ▼
- Advising ▼
- Benefits & Resources ▼
- Career Development ▼
- 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



Reporting Overseas Overview

3. Enter the amounts of Regular Hours Worked on the days physically worked. Select Regular Hours Worked (REGHP) under Time Reporting Code.

22 April - 28 April 2022
Weekly
Scheduled 40.00 | Reported 40 Hours | Unapproved Time 0.00

View Legend Submit

Time Reporting Code / Time Details	22-Friday	23-Saturday	24-Sunday	25-Monday	26-Tuesday	27-Wednesday	28-Thursday
Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8
Regular Hours Worked - REGHP	8.00			8.00	8.00	8.00	8.00
Comments							

4. Select 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.

22 April - 28 April 2022
Weekly
Scheduled 40.00 | Reported 40 Hours | Unapproved Time 0.00

View Legend Submit

Time Reporting Code / Time Details	22-Friday	23-Saturday	24-Sunday	25-Monday	26-Tuesday	27-Wednesday	28-Thursday
Scheduled 8 Reported 16	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 16
Regular Hours Worked - REGHP	8.00			8.00	8.00	8.00	8.00
Overseas Hours Worked - OVSEA	8.00			8.00	8.00	8.00	8.00
Comments							

5. Click **Submit**. Submit confirmation appears at top of page.

Team Time

Timesheet is Submitted for the period 2022-04-22 - 2022-04-28

Reporting Leave for 12-month Faculty/Post-Doc Employees

Reporting 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 4/22 and 4/25 and worked Overseas on 4/26 through 4/28 with a partial day of sick leave being recorded on 4/27.

1. Follow above steps 1 through 4 to enter Regular Hours Worked and Overseas Hours Worked. Click the plus “+” sign to add a row.

22 April - 28 April 2022
Weekly
Scheduled 40.00 | Reported 40 Hours | Unapproved Time 0.00

View Legend Submit

Time Reporting Code / Time Details	22-Friday	23-Saturday	24-Sunday	25-Monday	26-Tuesday	27-Wednesday	28-Thursday	
Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 16	
Regular Hours Worked - REGHP	8.00			8.00	8.00	8.00	8.00	+ -
Overseas Hours Worked - OVSEA					8.00	8.00	8.00	+ -
Comments								

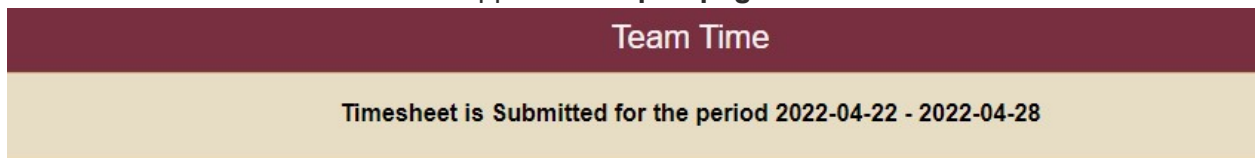
2. Select Sick Leave Taken (SCKHT).
 - a) Enter 4 hours on 4/27 on the bottom row Sick Leave Taken (SCKHT).
 - b) Change the Regular Hours Worked (REGHP) to 4 hours.
 - c) Keep the full 8-hour entry on the top row for Overseas Hours Worked (OVSEA) since the employee was sick while working overseas.

22 April - 28 April 2022
Weekly
Scheduled 40.00 | Reported 64 Hours | Unapproved Time 64.00

View Legend Submit

Time Reporting Code / Time Details	22-Friday	23-Saturday	24-Sunday	25-Monday	26-Tuesday	27-Wednesday	28-Thursday	
Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 16	
Overseas Hours Worked - OVSEA					8.00	c 8.00	8.00	+ -
Regular Hours Worked - REGHP	8.00			8.00	8.00	b 4.00	8.00	+ -
Sick Leave Taken - SCKHT						a 4.00		+ -
Comments								

3. Click **Submit**. Submit confirmation appears **at top of page**.



Reporting 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 4/25 before physically working outside of the US.

1. Add row using the plus “+” sign on the far right.
 - a) Enter 8 hours on the bottom row and select Vacation Leave Taken (VACHT) for 4/25.
 - b) Remove the 8-hour entry on the middle row for Regular Hours Worked on 4/25.
 - c) Leave the top row Overseas Hours Worked (OVSEA) blank for 4/25.

22 April - 28 April 2022
Weekly
Scheduled 40.00 | Reported 64 Hours | Unapproved Time 64.00

View Legend Submit

*Time Reporting Code / Time Details	22-Friday	23-Saturday	24-Sunday	25-Monday	26-Tuesday	27-Wednesday	28-Thursday		
Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 16		
Overseas Hours Worked - OVSEA				c	8.00	8.00	8.00	+	-
Regular Hours Worked - REGHP	8.00			b	8.00	8.00	8.00	+	-
Vacation Leave Taken - VACHT				a 8.00				+	-
Comments									

2. Click **Submit**. Submit confirmation appears at top of page.

Team Time

Timesheet is Submitted for the period 2022-04-22 - 2022-04-28

Congratulations! You have successfully entered Overseas time worked.