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).
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.

![Regular Hours Worked](image1)

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.

![Overseas Hours Worked](image2)

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

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.

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.

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.

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

Congratulations! You have successfully entered Overseas time worked.