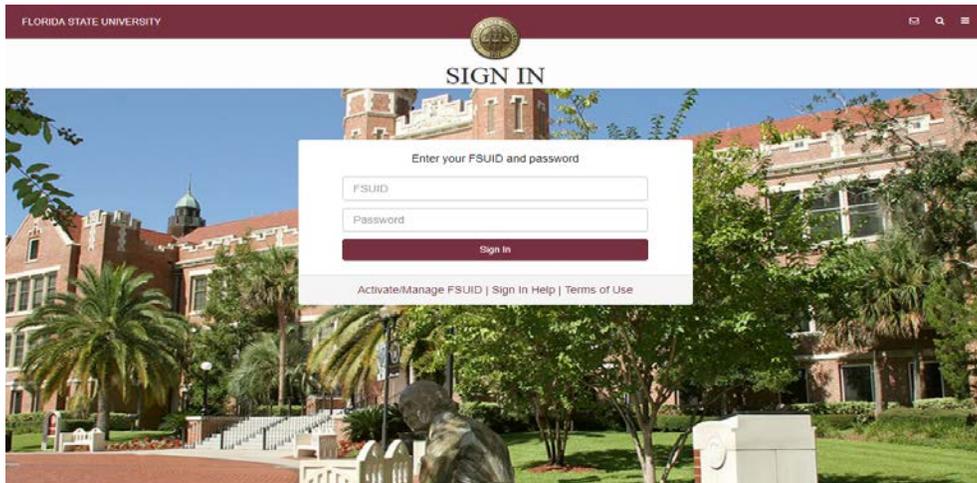




Paid Emergency Sick Leave 2/3

Under the Families First Coronavirus Response Act (FFCRA) employees who are unable to report to work or perform job duties remotely may be granted paid sick leave at two-thirds of their compensation rate for a max of \$200 per day. This job aid is for fulltime employees making \$52,200 (\$25 per hour) or less and provides information on how their personal leave can be used for the remaining one-third of compensation.

STEP 1: Log into [OMNI HR](#) with your FSUID and password.



STEP 2: Select the **Access Timesheet** button or **HR** icon ([Employee Self Service](#) > [Time Reporting](#) > [Timesheet](#)).

MYFSU LINKS

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

MY EMPLOYEE SNAPSHOT

[Timesheet](#)
[Paycheck](#)
[Benefits](#)

Current leave as of Mar 27, 2020 ▲

HUMAN RESOURCES
HR SPECIALIST

Sick Leave	38.85
Vacation Leave	69.32

ACCESS TIMESHEET



Elapsed Timesheet Overview

Timesheet

Employee ID
Empl Record
Earliest Change Date 04/03/2020

Actions -

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 04/03/2020 Previous Employee
Scheduled Hours 40.00 Reported Hours 0.00 Punch Timesheet

From Friday 04/03/2020 to Thursday 04/09/2020

Fri 4/3	Sat 4/4	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Total	Time Reporting Code	Override Reason
8.00			8.00	8.00	8.00	8.00			

Submit

Key features to Note:

- Do not manipulate View By/Date fields. Always use **Previous Week** and **Next Week** buttons to move between the workweek of Friday-Thursday.
- Never leave a scheduled day blank on the timesheet. 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.

STEP 3: To add a leave event, **click** the plus “+” sign on the far right to add a row

Timesheet

Employee ID
Empl Record
Earliest Change Date 04/03/2020

Actions -

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 04/03/2020 Previous Employee
Scheduled Hours 40.00 Reported Hours 0.00 Punch Timesheet

From Friday 04/03/2020 to Thursday 04/09/2020

Fri 4/3	Sat 4/4	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Total	Time Reporting Code	Override Reason
8.00			8.00	8.00	8.00	8.00			

Submit



In the example below the employee is adding Paid Emergency Sick Leave 2/3 to the timesheet on 4/1 and 4/2 and will be supplementing the remaining 1/3 of compensation with their own Sick Leave:

Timesheet

Employee ID
Empl Record
Earliest Change Date 03/27/2020

Actions ▾

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 03/27/2020

Scheduled Hours 40.00 Reported Hours 45.34 Punch Timesheet

From Friday 03/27/2020 to Thursday 04/02/2020

Fri 3/27	Sat 3/28	Sun 3/29	Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Total	Time Reporting Code	Override Reason
					8.00	8.00	16.00	Paid Emergency Sick Leave 2/3 - PSK	Q +
8.00			8.00	8.00			24.00	Regular Hours Worked - REGHP	Q +
					2.67	2.67	5.34	Sick Leave Taken - SCKHT	Q +

- a) Click on the date that needs to be modified and remove the 8 from Regular Hours Worked.
- b) Enter 8 on the new row for the selected date and select the Time Reporting Code, **Paid Emergency Sick Leave 2/3**.
- c) Add an additional row and enter 2.67 on a new row and select the Time Reporting Code, **Sick Leave Taken**.

Note: Paid Emergency Sick Leave 2/3 needs to be reported with 2.67 hours of one of the following Time Reporting Codes: Sick Leave Taken, Vacation Leave Taken, and/or Leave without Pay.

STEP 4 Click **Submit**. Submit Confirmation appears, hit **OK**.

Timesheet

Submit Confirmation



The Submit was successful.

Time for the Week of 2020-03-27 to 2020-04-02 is submitted



Your time has been successfully entered. The time changes now need approval by your Manager as indicated by the "Needs Approval" reported status.