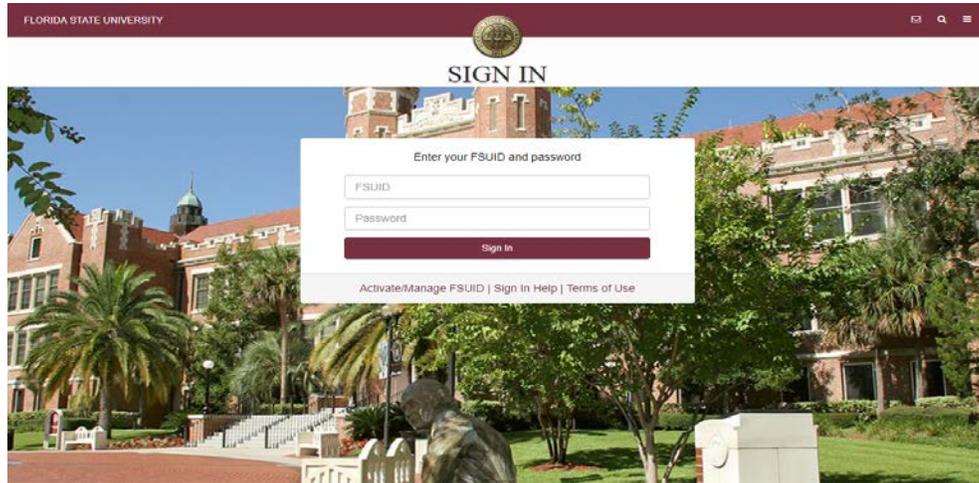




Paid Emergency Sick Leave – Full

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. This job aid is for fulltime employees and provides information on how to report Paid Emergency Sick Leave Full.

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 Full to the timesheet for 4/1 and 4/2:

Timesheet

Employee ID
Empl Record 0
Earliest Change Date 03/27/2020

Actions -

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 03/27/2020
Scheduled Hours 0.00 Reported Hours 40.00 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 Full - PSK	+
8.00			8.00	8.00			24.00	Regular Hours Worked - REGHP	+

Submit

- 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 Full.

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.