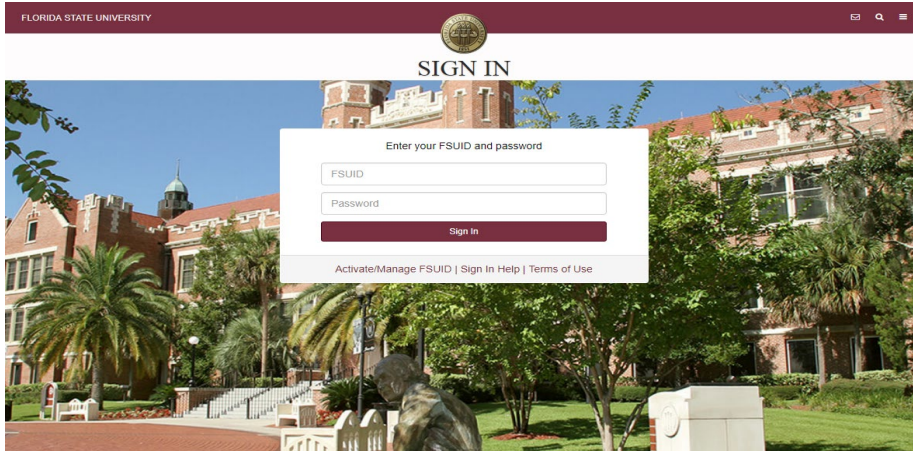


Elapsed Timesheet








Learn how to report time and leave on an Elapsed timesheet. Faculty, A&P, USPS Exempt, and Postdocs use the Elapsed timesheet. Elapsed timesheets have a pre-loaded number of scheduled hours each day, which total a weekly amount equal to your FTE. For full-time employees, these hours will equal 40 for the week unless a holiday occurs during the workweek.




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



Elapsed Timesheet Overview

Job Title

◀ 18 March - 24 March 2022 ▶
 Weekly
 Scheduled 40.00 | Reported 40 Hours

View Legend Submit

*Time Reporting Code / Time Details	18-Friday	19-Saturday	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday
Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8
	8.00			8.00	8.00	8.00	8.00
Comments							

Sick

Plan Type Sick

Recorded Balance 184.60

Minimum Allowed 0

Maximum Allowed 1000

Vacation

Plan Type Vacation

Recorded Balance 194.77

Minimum Allowed 0

Maximum Allowed 1000

Sick Pool

Plan Type Sick Pool

Recorded Balance 0.00

Minimum Allowed 0

Maximum Allowed 1000

Key Features to Note:

- Do not manipulate Date fields. Always use **Back Arrow** and **Forward Arrow** to move between the workweek of Friday-Thursday.
- Never leave a scheduled day blank on the timesheet unless it is a Holiday. 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.

1. To add a leave event, click the plus “+” sign on the far right to add a row.


View Legend Submit

*Time Reporting Code / Time Details	18-Friday	19-Saturday	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday
Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8
	8.00			8.00	8.00	8.00	8.00
Comments							

In this example, an employee worked their regular scheduled hours but was out sick on 3/21/22

- a) Click in the column for the date you are modifying (3/21/22). Remove the 8 from the top row and enter 8 on the bottom row.
- b) Select the appropriate Time Reporting Code for each row. In this example, the top row will be Regular Hours Worked (REGHP) and the bottom row Sick Leave Taken (SCKHT).

View Legend Submit

*Time Reporting Code / Time Details	18-Friday	19-Saturday	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday
<div style="border: 2px solid red; padding: 5px;"> <p>b</p> <p>Regular Hours Worked - REGHP</p> <p>Sick Leave Taken - SCKHT</p> </div>	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8 <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 5px;">  </div>	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8
	8.00			8.00	8.00	8.00	8.00
Comments							


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

Enter Time

Timesheet is Submitted for the period 2022-03-18 - 2022-03-24

Your time has been successfully entered. The time changes now need approval by your manager, as indicated by the Pending Approvals icon.

View Legend Submit

*Time Reporting Code / Time Details	18-Friday	19-Saturday	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday
<p>Regular Hours Worked - REGHP</p> <p>Sick Leave Taken - SCKHT</p>	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8 <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 5px;">  </div>	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8
	8.00			8.00	8.00	8.00	8.00
Comments							

Congratulations! You have successfully entered time in the elapsed timesheet.