

Reporting Punch Time

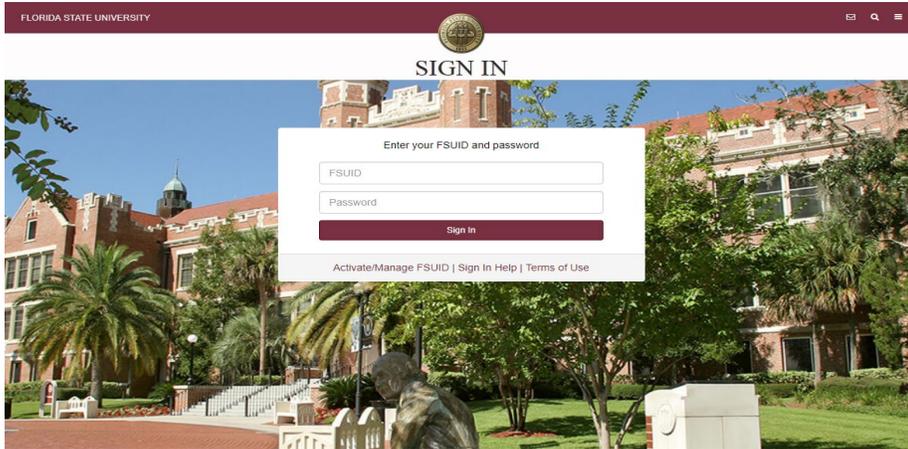
OPS

Table of Contents

- [Punch Time Overview](#)
- [OPS/USPS Quick Punch](#)

Learn how to enter your time on an OPS punch timesheet. OPS employees are paid for the hours they work and record on their timesheets. You must enter the time you start and end work each day. The total hours you will be paid is based on these time entries. If you do not enter your time, you will not generate any payable hours. Your supervisor is responsible for approving the hours you record on your OMNI timesheet.

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

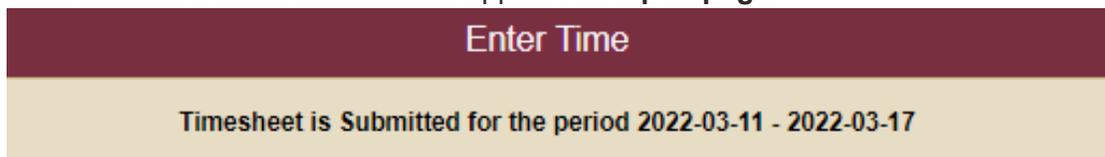
ACCESS TIMESHEET



Punch Time Overview

Key Features to Note:

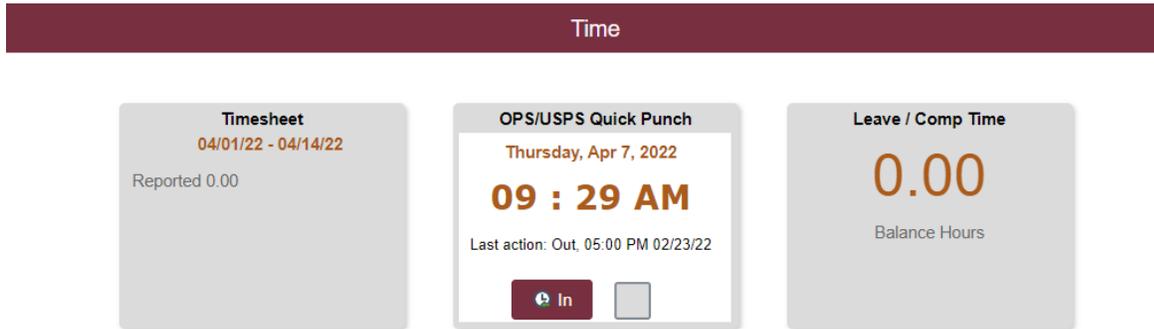
- Do not manipulate Date fields. Always use **Back Arrow** and **Forward Arrow** to move between the workweek of Friday-Thursday.
 - Comment field should be used for any comments. Once saved, comments cannot be removed and are public record.
 - Plus “+” and minus “-” buttons to the far right allow you to add and delete rows.
 - Always hit **Submit** to save your entries before leaving the page.
1. Enter time as it is worked each day. A break lasting 30-minute or greater (meal periods) should be reported. In and out punches should be entered in exact time, and the system will round to the quarter of an hour at the conclusion of each day. Begin punching in and out for time worked. You should either use a 24-hour day (Military Time) reporting method or label any hours after noon as p.m. OMNI will assume the hours are a.m. if not labeled.
 2. Click **Submit**. Submit Confirmation appears **at top of page**.



The time has been successfully entered and is awaiting approval by the employee’s supervisor.

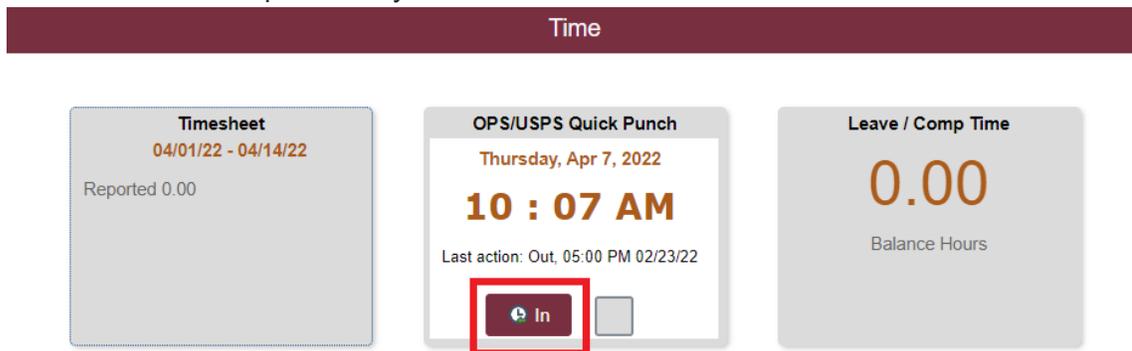
Congratulations! You have successfully entered time on the punch timesheet.

OPS/USPS Quick Punch

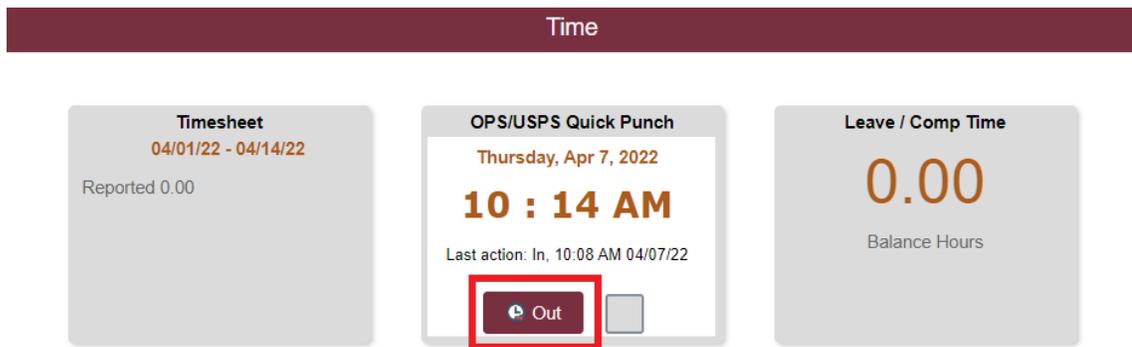


The OPS/USPS Quick Punch can be used to quickly punch in and punch out for the day.

1. At the beginning of your day select the **In** button on the OPS/USPS Quick Punch Tile. This will create a In punch on your timesheet.



2. When you are finished working for the day or taking a break lasting 30-minute or greater select the **Out** button on the OPS/USPS Quick Punch Tile.



Congratulations! You have successfully punched In and Out using the OPS/USPS Quick Punch. This time can be viewed by selecting Timesheet and requires approval by your supervisor.