Reporting Punch Time OPS

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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	MY EMPLOYEE SNAPSHOT			
🏨 🚯 🖾 🌺 🧕 🏨 🎘	Timesheet Paycl	neck Benefits		
	Current leave as of Oct HUMAN RESOURCES HR SPECIALIST	26, 2018		
Admissions	Comp Leave	14.00		
Advising 🔹	Cield Leave	100.10		
Benefits & Resources	SICK LEAVE	103.16		
Career Development 🗸	Vacation Leave	104.69		
Financials 🔹	ACCESS TIMESHEET			
Human Resources				
myFSU Identity Management				
* STAT	E CAR			



Punch Time Overview

< Time				•	Enter Time 11 March - 17 March 2	2022					ଇଦ୍ଦ୍ :
View Legend				Schedu	Weekly uled 0.00 Reported 21	1.00 Hours					Clear Submit
	Day Summary	In	Out	In	Out	In	Out	Time Reporting Code Quantity	Time Details	Comments	
11	Friday										
Mar	Reported 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					\bigcirc	+ -
12	Saturday	_									
Mar	Reported 0.00								F .	0	+ -
13	Sunday										
Mar	Reported 0.00								F .	0	+ -
14	Monday										
Mar	Reported 5.00	8:00:00AM	1:00:00PM							0	+ -
15	Tuesday										
Mar	Reported 4.00	(a) 1:00:00PM	5:00:00PM							0	+ -

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.
- 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**.

Enter Time

Timesheet is Submitted for the period 2022-03-11 - 2022-03-17

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.

Reporting Punch Time - OPS | Last Update Month YYYY

OPS/USPS Quick Punch

	Time	
Timesheet 04/01/22 - 04/14/22 Reported 0.00	OPS/USPS Quick Punch Thursday, Apr 7, 2022 O9:29 AM Last action: Out, 05:00 PM 02/23/22	Leave / Comp Time 0.00 Balance Hours

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.

	OF 3/03F3 QUICK FUNCT	Leave / Comp Time		
04/01/22 - 04/14/22	Thursday, Apr 7, 2022	0 00		
eported 0.00	10:07 AM	0.00		
	Last action: Out, 05:00 PM 02/23/22	Balance Hours		

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.

Time				
Timesheet OPS/USPS Quick Punch Leave / Comp 04/01/22 - 04/14/22 Thursday, Apr 7, 2022 0.00 Reported 0.00 10 : 14 AM Balance Ho Last action: In, 10:08 AM 04/07/22 Dut	Time O urs			

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.