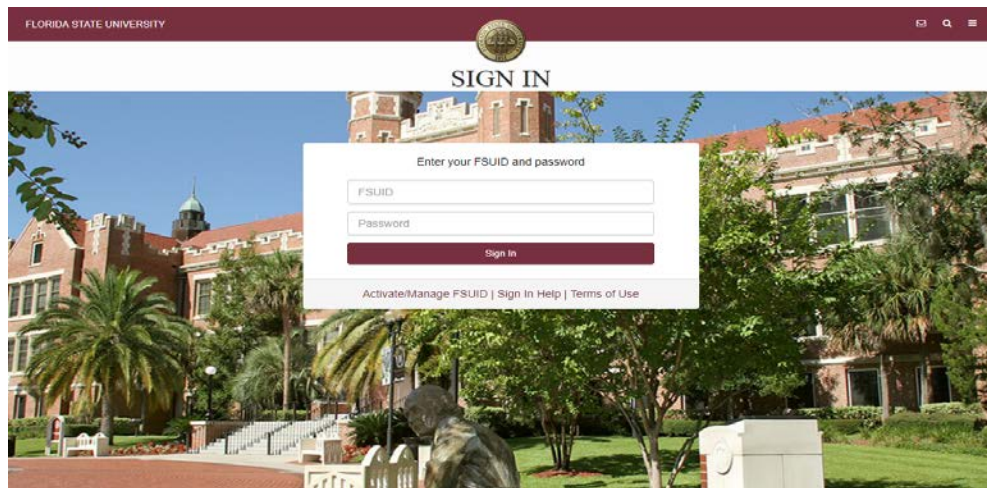


## Reporting Punch Time on a Timesheet - USPS

### Overview:

In this topic, you will learn how to enter time and leave on your Nonexempt Punch Timesheet. As a "punch" timesheet employee, you need to enter all hours worked, leave taken and holidays to be properly paid for the week. Always use the "Week" view (rather than the "Pay Period" view) when entering your time. 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.

**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

FSU @fsu **HR** FI SC MART

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**

# Training Guide

## Reporting Punch Time on a Timesheet

### Punch Timesheet Overview

#### Timesheet

Employee ID  
 Empl Record  
 Earliest Change Date 06/01/2018

Actions ▾  
 Select Another Timesheet  
 \*View By Week Previous Week Next Week  
 \*Date 03/23/2018 📅 🔄  
 Scheduled Hours 0.00      Reported Hours 40.00      Elapsed Timesheet

From 03/23/2018 to 03/29/2018 ?

Add Comments	Day	Date	Reported Status	In	Out	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Override Reason	Date		
<input type="text"/>	Fri	3/23	Submitted	8:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM			8.50	Regular Hours Worked - REGHP		0.0000		3/23	+	-
<input type="text"/>	Sat	3/24	New									0.0000			3/24	+	-
<input type="text"/>	Sun	3/25	New									0.0000			3/25	+	-
<input type="text"/>	Mon	3/26	Submitted	8:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM			8.50	Regular Hours Worked - REGHP		0.0000		3/26	+	-
<input type="text"/>	Tue	3/27	Submitted	8:00:00AM	10:45:00AM	12:30:00PM	5:00:00PM			7.25	Regular Hours Worked - REGHP		0.0000		3/27	+	-
<input type="text"/>	Wed	3/28	Submitted	8:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM			8.50	Regular Hours Worked - REGHP		0.0000		3/28	+	-
<input type="text"/>	Thu	3/29	Submitted	8:00:00AM	10:45:00AM	12:30:00PM	5:00:00PM			7.25	Regular Hours Worked - REGHP		0.0000		3/29	+	-

Submit    Clear

Summary Leave / Compensatory Time Exceptions Payable Time  
**Reported Time Summary** Personalize | Find | 📄 | 1-4 of 4

Category	Total	Fri 3/23	Sat 3/24	Sun 3/25	Mon 3/26	Tue 3/27	Wed 3/28	Thu 3/29
Total Reported Hours	40.00	8.50			8.50	7.25	8.50	7.25
Total Scheduled Hours								
Schedule Deviation	40.00	8.50			8.50	7.25	8.50	7.25
No category Displayed	40.00	8.50			8.50	7.25	8.50	7.25

#### 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.
- 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.
- Leave/Compensatory balances can be viewed at the bottom of the timesheet.
- Always hit **Submit** to save your entries before leaving the page.

# Training Guide

## Reporting Punch Time on a Timesheet

**STEP 3:** Enter time as it is worked each day. All regular time worked, 30-minute or greater lunch periods, leave events, and holidays must be reported. Punches in and out should be entered in exact time, the system will round by the day. Leave events and holidays should be entered as a quantity.

**Timesheet**

Employee ID  
Empl Record  
Earliest Change Date 01/21/2019

Actions -

Select Another Timesheet

\*View By Week Previous Week Next Week

\*Date 01/18/2019 📅 ↺

Scheduled Hours 0.00      Reported Hours 0.00

From 01/18/2019 to 01/24/2019 ⓘ

Add Comments	Day	Date	Reported Status	In	Out	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity
<input type="text"/>	Fri	1/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	Sat	1/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	Sun	1/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	Mon	1/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	Tue	1/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	Wed	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	Thu	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Submit
Clear

**STEP 4:** 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. Select Time Reporting Code for each entry and hit submit.

\*View By Week Previous Week Next Week

\*Date 01/11/2019 📅 ↺

Scheduled Hours 0.00      Reported Hours 8.00

From 01/11/2019 to 01/17/2019 ⓘ

Add Comments	Day	Date	Reported Status	In	Out	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity
<input type="text"/>	Fri	1/11	Submitted	8:30:00AM	12:30:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	8.00	Regular Hours Worked - REGHP	
<input type="text"/>	Sat	1/12	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	Sun	1/13	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	Mon	1/14	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	Tue	1/15	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	Wed	1/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	Thu	1/17	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Submit
Clear

# Training Guide

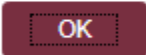
## Reporting Punch Time on a Timesheet

**STEP 5:** Submit Confirmation appears, hit **OK**.

### Timesheet

#### Submit Confirmation

The Submit was successful.  
Time for the Week of 2019-01-11 to 2019-01-17 is submitted



### Reporting Holidays

Add a row with “+” sign to the far right to enter a holiday. Eight (8) Holiday hours are granted for a full-time employee. Hours for part-time employees are granted according to FTE. Holiday hours should be entered as a quantity.

Maintenance Supervisor Empl Record 0  
 Actions Earliest Change Date 06/01/2018

Select Another Timesheet

\*View By Week Previous Week Next Week  
 \*Date 06/29/2018 📅 ↺  
 Scheduled Hours 0.00 Reported Hours 40.00

Reported time on or after 06/15/2018 is for a future period.

Add Comments	Day	Date	Reported Status	In	Out	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity
🗨	Fri	6/29	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked - REGHP	
🗨	Sat	6/30	New									
🗨	Sun	7/1	New									
🗨	Mon	7/2	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked - REGHP	
🗨	Tue	7/3	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked - REGHP	
🗨	Wed	7/4	Submitted								Holiday - HOLHT	8.00
🗨	Thu	7/5	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked - REGHP	

# Training Guide

## Reporting Punch Time on a Timesheet

### Reporting Leave

Leave events should be entered as a quantity in ¼ hour increments (0.25, 0.50, 0.75) rather than minutes. A separate line will be needed to record leave taken. Add a row with the “+” sign, select the correct Time Reporting Code, and enter the leave as a quantity. After hitting **Submit**, reported status shows as Needs Approval by your supervisor.

Day	Date	Reported Status	In	Out	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity
Fri	1/11	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked - REGHP	
Sat	1/12	New									
Sun	1/13	New									
Mon	1/14	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked - REGHP	
Tue	1/15	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked - REGHP	
Wed	1/16	Needs Approval								Sick Leave Taken - SCKHT	1.75
		Submitted	9:45:00AM	11:00:00AM	12:00:00PM	5:00:00PM			6.25	Regular Hours Worked - REGHP	
Thu	1/17	Needs Approval								Personal Holiday Taken - PHOLT	8.00

Administrative Leave requires an override reason code. The spyglass will give a listing of available options.

Actions ▾ Earliest Change Date 08/01/2018

Select Another Timesheet

\*View By Week Previous Week Next Week

\*Date 05/18/2018 Previous Employee

Scheduled Hours 0.00 Reported Hours 40.00

From 05/18/2018 to 05/24/2018															
Add Comments	Day	Date	Reported Status	In	Out	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Override Reason	Date
	Fri	5/18	Approved								Vacation Leave Taken - VACHT	5.00	0.0000		5/18
			Submitted	8:00:00AM	9:00:00AM					3.00	Regular Hours Worked - REGHP		0.0000		5/18
	Sat	5/19	New										0.0000		5/19
	Sun	5/20	New										0.0000		5/20
	Mon	5/21	Approved								Administrative Leave Taken - ADMHT	8.00	0.0000	JURY	5/21
	Tue	5/22	Approved								Administrative Leave Taken - ADMHT	8.00	0.0000	JURY	5/22
	Wed	5/23	Approved								Administrative Leave Taken - ADMHT	8.00	0.0000	JURY	5/23
	Thu	5/24	Approved								Vacation Leave Taken - VACHT	8.00	0.0000		5/24

**Congratulations!** You are now ready to enter your time and leave on the punch timesheet.