FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

An important message from FSU Office of Human Resources

This message has been approved by Shelley Lopez, Program Director, Communications/Special Projects, for distribution to all Department Representatives.

While a large portion of our employee population is performing their job responsibilities from a remote location, it is important that we continue to manage and monitor time and payroll. If you are working remotely, please be sure that you are able to access and perform all necessary functions in the payroll process.

Here are some highlights for the current pay period schedule:

Thursday – April 2	Friday – April 3	Monday – April 6
Time Entry deadline is 5:00 p.m. (EST)	**Approvals** must be done by noon (EST)	Review **Cost Center #2** and report any unresolved discrepancies in an FSU Service Center (CRM) case by 10:30 a.m. (EST).
Review **Actives** and report any appointments not yielding correctly in an FSU Service Center (CRM) case.	Review **Cost Center #1** and resolve any discrepancies.	Only corrections to time and/or leave should be entered and must be done by 10:30 a.m. (EST)

HR/Payroll Reports

Actives Report

On the day that time entry is due, the department should be running the Actives Report. This verifies that employees have been hired, reappointed, and terminated correctly. Appointment data should be submitted prior to the deadline. Submit a FSU Service Center (CRM) case if information is incorrect.

Employee Time Verification Report

Verify that employees have accurate hours and time reporting codes listed. The report also shows punch employees who have no reported or payable time. If recorded time is not accurate, correct it and check exceptions and approvals.

Cost Center Report

The first version of the Cost Center Report is located under the "Dashboard" dropdown button, under HR/Payroll Reports in myFSU BI. **Department's should have a representative in place to review the Cost Center Report to verify paycheck data**. Corrections made to time and leave entries prior to the Second Cost Center Report do not require a case but must be fully approved to generate payable time. If

compensation is incorrect or an employee's appointment is not on the Cost Center please report the problem in an FSU Service Center case. Cases must be submitted before 10:30 a.m. Monday of payroll to be worked before the payroll calculation is completed.

Timekeeping Guidance

Please also continue to ensure that you are advising employees to report their time correctly.

Employee Self Service

Departments utilizing Employee Self Service (electronic entry) should continue to report time worked and leave on the OMNI timesheet by no later than 5:00 p.m. on the last day of the pay period. Supervisors should subsequently review and approve their employee's time in OMNI no later than 12:00 p.m. (noon) the following day. Email reminders are sent to all employees and supervisors notifying them of the University's time entry and approval deadlines. We encourage department representatives to also send reminders each pay period. It is important that the department continues to monitor late time entries for approval until 10:30 a.m. Monday of payroll.

Paper Timesheets

Departments that still use paper timesheets may download a PDF version of their timesheet through myFSU BI. An email of the timesheet will need to be sent to each employee for completion. Once completed, it must be sent to the supervisor for approval and then routed to the department representative for entry. Department representatives are responsible for obtaining their department's signed timesheets and completing the OMNI entry before 5:00 p.m. on the last day of the pay period.

Regular Hours Worked

Employees are expected to work their scheduled hours unless they have been approved for leave. Employees that work their standard hours for the week can report time under the Time Reporting Code Regular Hours Worked (REGHP) or Contract Hours (REGCP). Hours worked remotely are reported as Regular Hours Worked.

Supplemental Leave

Several employees may need to use leave as a supplement to their work hours. Employees and supervisors should accurately report the number of hours the employee worked remotely. Additional information is available on the COVID-19 Workplace Guidance. Below are some examples of why an employee may need to supplement leave with remote work:

Vacation Leave

- A percentage of the duties are not conducive for remote work and the department/supervisor did not assign a special project that can be performed remotely.

- An employee must intermittently care for a child throughout the workday.

Below is an example of an employee who can perform 75% of their duties from a remote location (Elapsed Timesheet):

- Annual (vacation) leave cannot cause an employee to exceed their FTE for the work week.

From Friday 04/03/2020 to Thursday 04/09/2020 ⑦

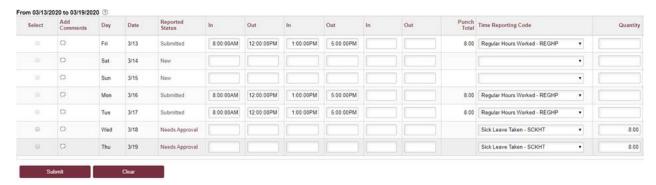| Fri 4/3	Sat 4/4	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Total	Time Reporting Code	Override Reason		
6.00			6.00	6.00	6.00	6.00	30.00	Regular Hours Worked - REGHP ▾	🔍	+	−
2.00			2.00	2.00	2.00	2.00	10.00	Vacation Leave Taken - VACHT ▾	🔍	+	−

[Submit]

Sick Leave

- If an employee falls sick with their own personal illness, they should cease work and begin fully reporting sick leave.

- An employee who is required to self-quarantine due to exposure risk and 100% of the duties cannot be performed remotely should report sick leave.

Below is an example of an employee who was working remotely and became ill on Wednesday (Punch Timesheet):

- Sick leave cannot cause an employee to exceed their FTE for the work week.

From 03/13/2020 to 03/19/2020 ⑦

Select	Add Comments	Day	Date	Reported Status	In	Out	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity
☐	🗩	Fri	3/13	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked - REGHP ▾	
☐	🗩	Sat	3/14	New								▾	
☐	🗩	Sun	3/15	New								▾	
☐	🗩	Mon	3/16	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked - REGHP ▾	
☐	🗩	Tue	3/17	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM			8.00	Regular Hours Worked - REGHP ▾	
☐	🗩	Wed	3/18	Needs Approval								Sick Leave Taken - SCKHT ▾	8.00
☐	🗩	Thu	3/19	Needs Approval								Sick Leave Taken - SCKHT ▾	8.00

[Submit] [Clear]

Questions? Please contact Attendance & Leave at hr-attendanceleave@fsu.edu.