TIME STATEMENT FOR A CHOSEN PERIOD

ESS-8 | BUSINESS PROCESS PROCEDURE

The purpose of this job aid is to explain how to view and print the Time Statement for a Chosen Period in the Integrated HR/Payroll System.

Trigger:

Use this document to view and print monthly Time Statements in ESS.

Business Process Procedure Overview:

The **Time Statement for a Chosen Period** is located within the **My Working Time** section of ESS. You can use this service to view and print monthly statements displaying your monthly accruals, deductions, and other changes to your time.

View your Time Statement

1. From the Integrated HR/Payroll System Home Page, click the [My Data (ESS)] tab OR click the **Quick Links My Time** to go directly to the My Working Time screen.

2. Click **My Working Time**.

3. The **My Working Time** screen will be displayed. Click **Time Statement for a Chosen Period**.

4. The Time Statement screen will display with the Time Statement for the current month.

Time Statement, Periodic

Display More Time Statements
[◀ Previous Time Statement] [Next Time Statement ▶] [Exit]

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Period: 03/01/2019 to 03/31/2019

Run Date: 06/02/2019

Personal / Organizational Data

Name	Simon Monsen		Overtime Period	Wk - Sun (mdnt) - Sat
Personnel Number	80000120		Work Schedule	D01N08GN - MTWHF-8,SaS-O
Length Of Service	135.00 Months		Emp Group	K- EPA Employees
Position	60083258 - Administrative Officer II		Sub Area	NC01- 7day Norm
Personnel Area	4601-Natural and Cultural Resources		Time Mot Status	1 - Positive Time Recording
Org Unit Name	CR CDS CABSEC Bds & Comm		Org Unit/Short Text	20010125/48010101020

Leave Quotas (hours available)

Description	Beginning	Accrued	Deducted	Paid Out	Expired	Offset	Adjustment	EndBalance
Vacation Leave	13.33	13.33						26.66
Sick Leave	8.00	8.00						16.00
Holiday Comp Time	80.00							80.00
Holiday leave	8.00	8.00						16.00
Community Service	24.00							24.00

Calculated Time Results

Description	
Regular Time Hours	88.00

NOTE: *The* [◀ Previous Time Statement] *and* [Next Time Statement ▶] *buttons are used to navigate backward and forward to the desired month. Also, use the Display More Time Statements link to view and select from a list of available Time Statements.*

Time Statement, Periodic

Hide Time Statements
Display: [24 Months   ▼]

Time Statement Overview

🗔	Start	End		PindTime	Productive	
	04/01/2019	04/16/2019				
	03/01/2019	03/31/2019				
	02/01/2019	02/28/2019				
	01/01/2019	01/31/2019				
	12/01/2018	12/31/2018				

NOTE: *You can view your 24 most recent Time Statements. If you wish to see a statement further in the past, contact your agency Human Resources.*

Reading your Time Statement

The Time Statement contains multiple columns which will indicate changes to leave balances over the course of a calendar month.

❌ CRITICAL!	Time Statements are not updated immediately to reflect time entered or approved. Time Statements are generated overnight for all employees to reflect approved entries made during the previous day. If discrepancies occur, contact your agency Time Administrator.

Time Statement

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Calculated Time Results

Description	
Regular Time Hours	88.00

NOTE: *The header information displays not only the month you are viewing, but the date that the Time Statement was generated.*

The table below provides definitions of the Time Statement columns. For questions about the fields on your Time statement, please contact **BEST Shared Services**.

Column Title	Description
Beginning	Reflects your balances as of the first day of that calendar month.
Accrued	Reflects the hours that have been generated based on your length of service and time entered for that calendar month. *
Deducted	Reflects how many hours of leave you have used during the calendar month.
Paid Out	Reflects any time set to pay out during that Pay Period (e.g. Overtime Comp).
Expired	Reflects any hours which have expired during the Pay Period (e.g. Overtime Comp).
Offset	Reflects any leave that was returned because it was not needed to reach the minimum hours required during the working period.
Adjustment	Reflects any adjustments to your time made manually by administrators.
End Balance	Reflects your ending balance for the month after all accruals, deductions, and changes.

* **Accruals for Vacation and Sick Leave occur after 50% of the employee's scheduled work days in the pay period have been recorded and approved by the supervisor. Note: the approved time/leave must be processed successfully during the nightly time evaluation process. (i.e. If there are 20 *working* days in a month, your leave accruals will be generated overnight after at least 11 working days have been approved).**

Print Your Time Statement

To print the selected Time Statement, right-click on the Time Statement and select Print.

Additional **Resources**

For additional assistance, contact BEST Shared Services:

Phone (Raleigh Area)	(919) 707-0707
Phone (Toll Free)	(866) 622-3784
Email:	BEST@osc.nc.gov

OSC Training website:

https://www.osc.nc.gov/state-agency-resources/training

Click Help Documents, and search for:

ESS Quota Overview

OSHR Policy:

State Human Resource Policies