



TIME STATEMENT FOR A CHOSEN PERIOD

ESS-8 | BUSINESS PROCESS PROCEDURE

ESS

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.

Welcome: Simon Monsen 80000120

Home My Data (ESS) OrgCharts Business Objects Home Page Admin Browser Admin SAP GUI LMS & NCVIP

Home

Home > Home

• Home

Quick Links

My Time

My Pay

Welcome to the OSC Integrated HR-Payroll System

This system provides you with the tools you need to better access and manage your state benefits and personal information. For additional support information, visit the BEST Shared Services website at www.osc.nc.gov/state-employees/BEST. If you need assistance while using the site, please call the BEST Shared Services Center from 8 a.m. to 5 p.m., Monday through Friday, at 919-707-0707 if local to Raleigh or 1-866-NCBEST4(U) (1-866-622-3784) outside the Raleigh area.

Note: The portal will be unavailable weekdays from 8 to 9 p.m. and on Sundays from 2 to 8 p.m. for regular maintenance.

News of Interest

2. Click **My Working Time**.

My Data (ESS) > Overview > Overview

Overview

Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.

 <p>My Working Time Record your working times, plan your leave, and display your time data. Quick Links Record Working Time</p>	 <p>My Benefits Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's annual enrollment periods; access State Health Plan forms.</p>
 <p>My Pay Display your pay statement or print/reprint your W-2/W-2c.</p>	 <p>My Personal Data Manage your addresses, direct deposit, and tax withholding information.</p>

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

My Data (ESS) > My Working Time > My Working Time

My Working Time

	<p>My Time Sheets</p> <p>Record Working Time</p> <p>You can record your working time here.</p> <p>In the last 30 days there are 7 workdays on which you have recorded not enough or too many hours. Your recorded times have been approved up to 04/05/2019.</p> <p>Release Working Time Data</p> <p>You have released all your recorded times.</p>
	<p>My Leave Requests</p> <p>Leave Request</p> <p>Request leave and other types of absences.</p> <p>Quota Overview</p> <p>Display your leave balance(s).</p> <p>State of North Carolina Leave Forms</p> <p>Voluntary Shared Leave Application Form</p> <p>Voluntary Shared Leave Donor Form</p> <p>Advance Leave Form</p>
	<p>My Time Statements</p> <p>Time Statement for a Chosen Period</p>

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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Time Statement

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	DD1N08GN - MTWHF-8.SaS-O
Length Of Service	135.00 Months	Emp Group	K- EPA Employees
Position	80083259 - Administrative Officer II	Sub Area	NC01- Tday Norm
Personnel Area	4501-Natural and Cultural Resources	Time Mst Status	1 - Positive Time Recording
Org Unit Name	CR COS CARSEC Bds & Comm	Org Unit Short Text	20010125/48010101000

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

Run Date: 05/02/2019

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	4801-Natural and Cultural Resources	Time Mgt Status	1 - Positive Time Recording
Org Unit Name	CR CDS CABSEC Bds & Commi	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 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.



Time Statement

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

Run Date: 05/02/2019

Personal / Organizational Data

Name	Simon Monsen	Overtime Period	Wk - Sun (m
Personnel Number	80000120	Work Schedule	D01N08GN -
Length Of Service	135.00 Months	Emp Group	K- EPA Emp
Position	80083258 - Administrative Officer II	Sub Area	NC01- 7day
Personnel Area	4601-Natural and Cultural Resources	Time Mgt Status	1 - Positive T
Org Unit Name	CR CDS CABSEC Bds & Commi	Org Unit/Short Text	20010125/48

Leave Quotas (hours available)

Description	Beginning	Accrued	Deducted	Paid Out	Expired	Offse
Vacation Leave	13.33	13.33				
Sick Leave	8.00	8.00				
Holiday Comp Time	80.00					
Holiday leave	8.00	8.00				
Community Service	24.00					

Calculated Time Results

Description	
Regular Time Hours	88.00

- ✓ Select Tool
- Hand Tool
- Marquee Zoom
- Rotate Clockwise
- Print... Ctrl+P**
- Find
- Document Properties...
- Show Navigation Pane Buttons

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](#)