

# MY TIME STATEMENTS FIO-17 | BUSINESS PROCESS PROCEDURE



The purpose of this Business Process Procedure is to explain how to access, view and print your Time Statement for a chosen period using the Fiori **"My Time Statements"** application.

### How to access My Time Statements

1. Click on "My Time Statements" tile from the "Employee" tab.

iployee Manager	Business Objects	LMS & NCVIP NC	Org Charts SAP GU			1		
News HR-Payros News	Need Help? How-To Videos and	My Paystubs View my paystubs	My Timesheet Manage working time	My Leave Request Manage my leave re	My Time Statements View my Time State	My Benefits Display Benefit plans	eBenefits Enroll Benefit plans	My Addresses Manage my addresse
Updates and Messages	?	<b>E</b> Confidential	P	Ŕ	6	ß	Enrollment Platform	66
Self-Identification of Disability Create/Maintain Disa	My Communication Data Manage My Commu	My Bank Details Manage my Bank De	My Online Selections Manage My Online S	My W-2/W-2C View & Print	My Tax Withholding Manage my W4/NC4	My Reports & Resources View Reports and Re		
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2. By default, the **Time Period** displays a 13-month rolling selection, with the date field populated with today's date. The Time Period is delivered with the most recent month and year first, followed by the previous Time Periods.

K My Time Statements •		Q 8
My Time Statements		
02/24/2021 - 02/24/2022	= <b>1</b>	
Time Period		
Year : 2022		
02/01/2022 - 02/28/2022 (2)		
01/01/2022 - 01/31/2022		
Year : 2021		
12/01/2021 - 12/31/2021	<u>1</u>	
11/01/2021 - 11/30/2021		
10/01/2021 - 10/31/2021		1.1
09/01/2021 - 09/30/2021		
08/01/2021 - 08/31/2021		
07/01/2021 - 07/31/2021		
06/01/2021 - 06/30/2021		
05/01/2021 - 05/31/2021		
04/01/2021 - 04/30/2021	<u>1</u>	

The **Group Table Row** and **Personalize** icons do allow for user settings, although changing the delivered settings is not recommended.



3. Identify the **"Time Period"** you want to review in more detail, then select the **"download" icon.** 

K My Time Statements *	Q 8
e Period	
Year : 2022	
02/01/2022 - 02/28/2022	
1/2022 - 01/31/2	
11/01/2021 - 11/30/2021	
10/01/2021 - 10/31/2021	1.1
09/01/2021 - 09/30/2021	
08/01/2021 - 08/31/2021	
07/01/2021 - 07/31/2021	
06/01/2021 - 06/30/2021	
05/01/2021 - 05/31/2021	
04/01/2021 - 04/30/2021	

4. Once the **"download"** icon is selected, the chosen periods time statement is generated for review and print.

	and a state of the	Time Statement Period: 02/01/2022 to 02/28/2022 Run Date: 02/24/2022									
Personal / Orga	anizationa	al Data									
Name	Jimmy M M	loyette			Overtime Pe	riod	Wk - I	/on (mdnt) -	Sun		
Personnel Number	00000055				Work Sched	ule	D02W	02W08FX - MTWHFSaS-4x10			
Length Of Service	101.00 M	onths			Emp Group A- SP			A- SPA Employees			
Position	and the second second		-		Sub Area NC08			C08- 7day Interface			
Personnel Area	4705-CCPS	S-Highway Pat	trol		Time Mgt Status 1 - Po		Positive Time Recording				
Org Unit Name	CCPS SHP	PFMG Analysi	Org Unit/Short Text 200		20013	20013764/49600000267					
Leave Quotas	hours availa	ble)								_	
Description		Beginning	Accrued	Deducte	d Paid Ou	t Exp	ired	Offset	Adjustment	EndBalanc	
Vacation Leave		91.25								91.25	
Sick Leave		127.00								127.00	
Holiday Comp Time		88.00	8.00							96.00	
Holiday Leave		8.00	8.00-							0.00	
Bonus Leave		40.00								40.00	
Community Service		24.00								24.00	
	20	40.00								40.00	

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

**Critical Note**: 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.

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# **Time Statement**

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#### Period: 02/01/2022 to 02/28/2022

#### Run Date: 02/28/2022

## Personal / Organizational Data

Name	Jimmy M Moyette	Overtime Period	Wk - Mon (mdnt) - Sun
Personnel Number	00000055	Work Schedule	D02W08FX - MTWHFSaS-4x10
Length Of Service	101.00 Months	Emp Group	A- SPA Employees
Position		Sub Area	NC08- 7day Interface
Personnel Area	4705-CCPS-Highway Patrol	Time Mgt Status	1 - Positive Time Recording
Org Unit Name	CCPS SHP FMG Analysis Lan	Org Unit/Short Text	20013764/49600000267

Leave Quotas (hours available)											
Description	Beginning	Accrued	Deducted	Paid Out	Expired	Offset	Adjustment	EndBalance			
Vacation Leave	91.25							91.25			
Sick Leave	127.00							127.00			
Holiday Comp Time	88.00	8.00						96.00			
Holiday Leave	8.00	8.00-						0.00			
Bonus Leave	40.00							40.00			
Community Service	24.00							24.00			
Special Bonus FY19-20	40.00							40.00			

**NOTE:** The header information displays not only the month you are viewing, but for 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.

**Note:** Accruals for Vacation and Sick Leave occur after 50% of the employee's scheduled workdays 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).

To print the selected Time Statement, click on the "printer" icon and click on "print button."

					temen				Page 1/1	Print	1 sheet of	paper	± a
				d: 02/01/2022 Run Date: 02	to 02/28/2022 28/2022					Destination	Photosmart 7520 ser	it 🔻	/
Personal / Orga													
Name	Jimmy M Mc	oyette			ertime Period		Wk - Mon (mdnt) - Sun			Pages	All	-	
Personnel Number Length Of Service	00000055 101.00 Mc	and the second sec			ork Schedule	D02	W08FX - MTWF PA Employees	DBFX - MTWHFSaS-4x10					
Position	1101.00 Mc	ontris			b Area	A-S	PA Employees 8- 7day Interface						
Personnel Area	4705-CCPS	Highway Pat	rol		ne Mgt Status	1 - P	Positive Time Rec	cording		Oraira	1		
Org Unit Name	CCPS SHP	FMG Analysis	Lan		g Unit/Short Te		20013764/496000000267		Copies	1			
Leave Quotas (h													
Description	ours availab	e) Beginning	Account	Deducted	Paid Out	Expired	Offset	Adjustment	EndPalance				
Vacation Leave		91.25	Accided	Decacted	raid Out	expired	Unset	requestment	91.25	Color	Color	-	
Sick Leave		127.00		1	1	l –	+		127.00				
Holiday Comp Time		88.00	8.00	1	-	-	-		96.00				
Holiday Leave	-	8.00	8.00			-	-		0.00				
Bonus Leave		40.00	0.00			<u> </u>	+	+ +	40.00				
Community Service		24.00		+	-	-			24.00	More settings		$\sim$	
Special Bonus FY19-20		40.00			<u> </u>	<u> </u>			40.00				
											Print Ca	ancel	

• To go back to "Homepage" click on "My Time Statement."



### Note: My Time Statements application is also available on mobile devices.

## **Change Record**

- 2/14/22 Initial creation M. Surati
- 2/23/22 Revision to content J. Boyette
- 2/28/22 Edits M. Surati
- 2/28/23 Employee screen capture updated. L. Lee