

DISPLAY LEAVE FORMS

ESS

ESS-3 | BUSINESS PROCESS PROCEDURE

The purpose of this BPP is to explain how to access leave forms in the Integrated HR/Payroll System.

Trigger:

Use this document to view and print commonly used leave forms currently found in ESS.

Business Process Procedure Overview:

Certain types of leave require that forms be filled out by employees and Agency HR. The time related forms are located directly on the My Working Times screen in ESS:

Voluntary Shared Leave Application Form Application for employees who are applying to receive

Voluntary Shared Leave (VSL).

Voluntary Shared Leave Donor Form Form allowing employees to donate Sick/Vacation Leave

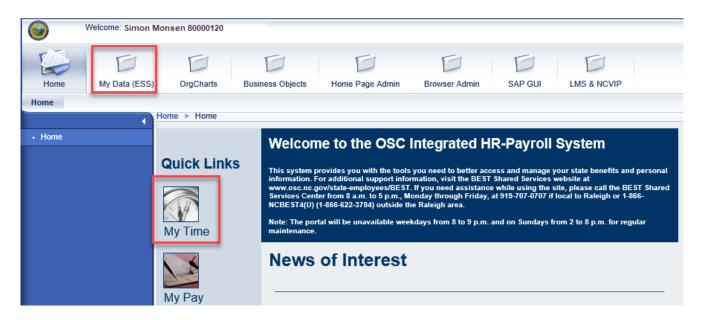
to an employee as VSL.

Advanced Leave Form Application for an employee attempting to receive

Advanced Leave.

Access Leave Forms

1. From the Integrated HR/Payroll System Home Page, Click the My Data (ESS) tab or click My Time under Quick Links to go directly to the My Working Time screen.



2. Click My Working Time.



3. The **My Working Time** screen will display. The leave forms are located under My Leave Requests > State of North Carolina Leave Forms section titled **State of North Carolina Leave Forms**.

My Working Time



My Time Sheets

Record Working Time

You can record your working time here.

In the last 30 days there are 6 workdays on which you have recorded not enough or too many hours. Your recorded times have been approved up to 04/05/2019.

Release Working Time Data

You have released all your recorded times.

My Leave Requests

Leave Request

Request leave and other types of absences.

Quota Overview

Display your leave balance(s).

State of North Carolina Leave Forms

Voluntary Shared Leave Application Form

Voluntary Shared Leave Donor Form

Advance Leave Form

My Time Statements

Time Statement for a Chosen Period

4. Click the form to be displayed.

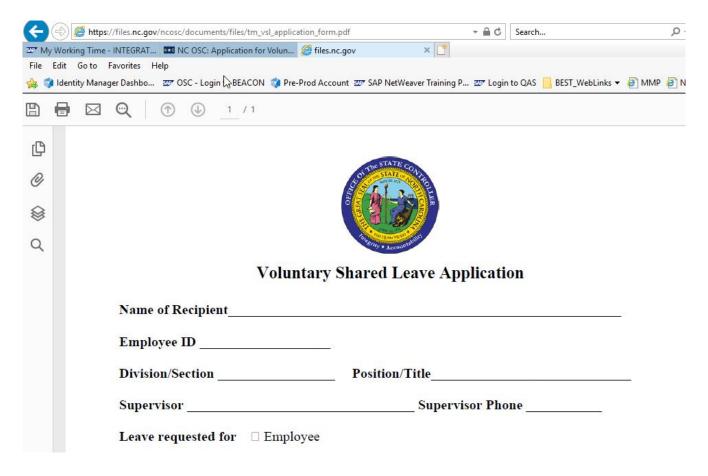
State of North Carolina Leave Forms

Voluntary Shared Leave Application Form

Voluntary Shared Leave Donor Form

Advance Leave Form

5. Once the desired form is selected, the pdf document located on the OSC Training website will display. Shown below is the Voluntary Shared Leave Application form. Other options include Voluntary Shared Leave Donor form and Advanced Leave form



Note: The completed Voluntary Shared Leave Application form must be taken to the agency's Human Resources office.

6. To save or print the form, click the appropriate icon.

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

OSHR Policy:

https://oshr.nc.gov/policies-forms/leave