



# TIME QUOTA OVERVIEW

## ESS-4 | BUSINESS PROCESS PROCEDURE

ESS

The purpose of this job aid is to explain how to access the Time Quota Overview in the Integrated HR/Payroll System.

### Trigger:

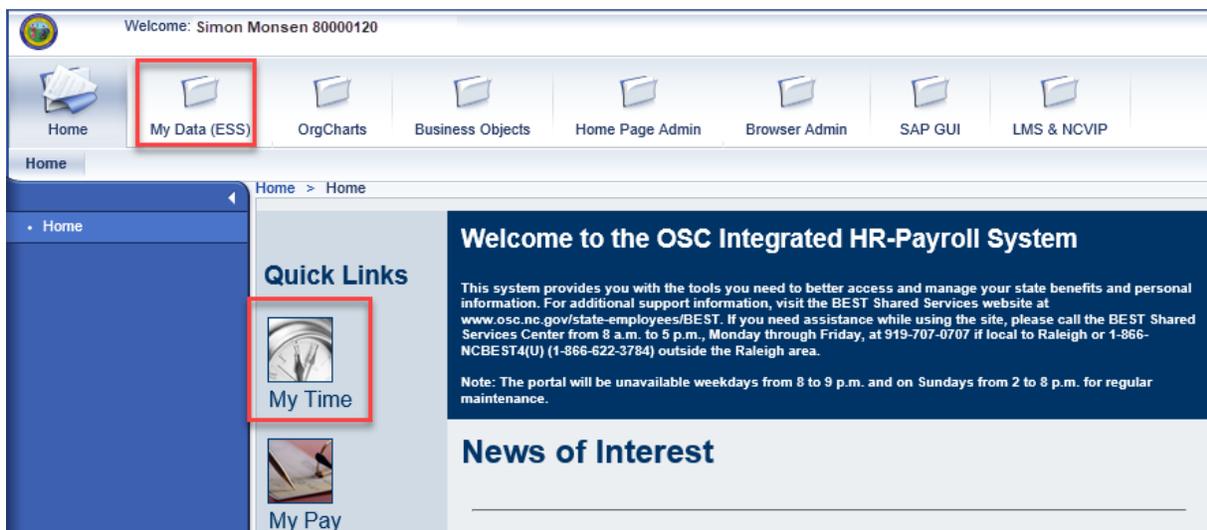
Use this document to view current leave balances in ESS.

### Business Process Procedure Overview:

The **Quota Overview** service is located in the My Working Time section of ESS. Employees can use this service to view their most up to date leave balances in the system.

## View your Time Statement

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



2. Click **My Working Time**.



- The **My Working Time** screen will be displayed. Click **Quota Overview**.

**My Working Time**

**My Time Sheets**  
[Record Working Time](#)  
 You can record your working time here.  
 In the last 30 days there are 5 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](#)

- The Quota Overview screen will display and shows all available leave balances and the number of hours remaining. The Entitlement column shows total number of hours accrued by the employee since their hire date. The Remainder column shows current quota balance of each type of leave available.

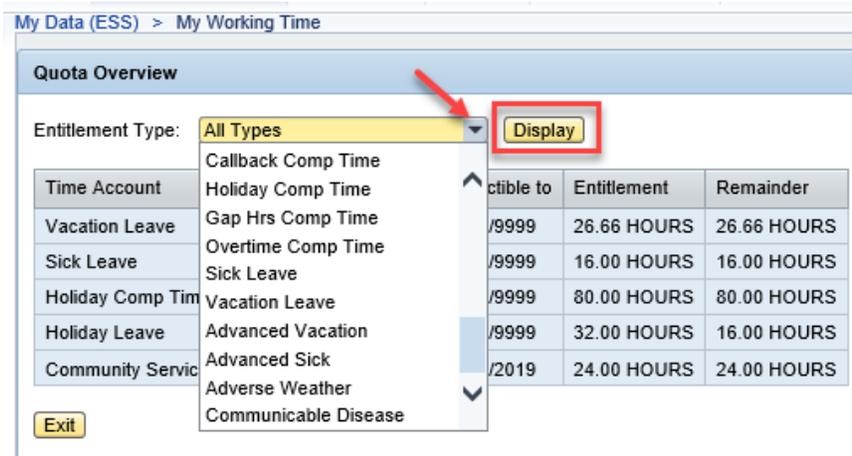
**My Data (ESS) > My Working Time**

**Quota Overview**

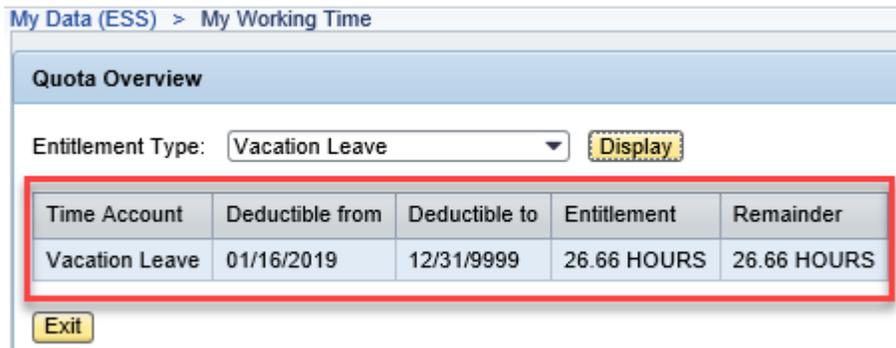
Entitlement Type:

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave	01/16/2019	12/31/9999	26.66 HOURS	26.66 HOURS
Sick Leave	01/16/2019	12/31/9999	16.00 HOURS	16.00 HOURS
Holiday Comp Time	12/26/2008	12/31/9999	80.00 HOURS	80.00 HOURS
Holiday Leave	10/12/2008	12/31/9999	32.00 HOURS	16.00 HOURS
Community Service Leave	01/01/2019	12/31/2019	24.00 HOURS	24.00 HOURS

- Use the Entitlement Type drop-down menu to select a specific type of leave, then click Display.



- The type of leave selected will be displayed



### Additional Resources

For questions or 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 Time Statement for a Chosen Period

OSHR Policy:

[State Human Resource Policies](#)