



# RELEASE WORKING TIME

## ESS-6 | BUSINESS PROCESS PROCEDURE

ESS

The purpose of this job aid is to explain how to release working times in the Integrated HR/Payroll System.

### Trigger:

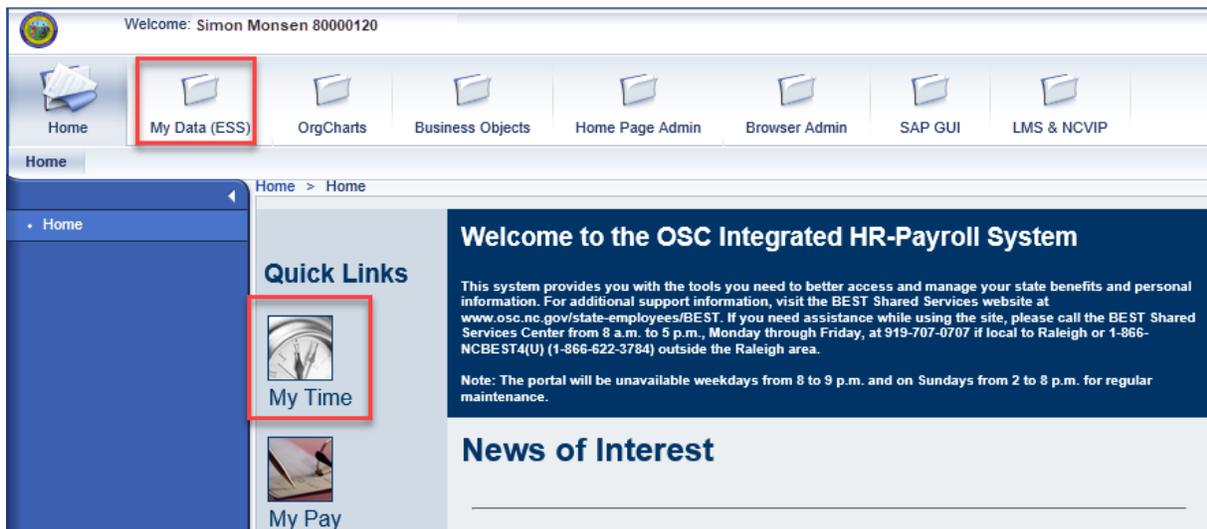
Use this document to release your Working Time.

### Business Process Procedure Overview:

The Release Working Time service is located in the My Working Time section of ESS. Employees can use this service to release their Working Time to their supervisor for approval.

## 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 **Release Working Time Data**.

**My Working Time**

**My Time Sheets**  
[Record Working Time](#)  
 You can record your working time here.  
 In the last 30 days there are 3 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](#)  
 Here you can release your working time to your manager.  
 There are 4 recorded times that you have not yet released.

**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](#)

**NOTE:** *The Release Working Time Data screen displays the number of recorded times, if any, that have not yet been released. The link will be inactive if there are no hours available to release.*

- The Release Working Time screen will be displayed. Select the working times to release by clicking the button to the left of the entry, or by clicking **Select All**.

My Data (ESS) > My Working Time

**Release Working Time**

1 Choose      2 Review and Save      3 Completed

Select the working times you want to release and click Review.

List of Your Unreleased Working Times					
<input type="checkbox"/>	Date	Att./abs. type	Premium no.	Cell content	Additional Info
<input type="checkbox"/>	05/07/2019	Time Worked (9500)		8	
<input type="checkbox"/>	05/08/2019	Sick Leave (9200)		8	
<input type="checkbox"/>	05/09/2019	Time Worked (9500)		8	
<input type="checkbox"/>	05/10/2019	Time Worked (9500)		8	

**Select All**   **Deselect All**

**Review**   **Exit**

5. Once the times have been selected, click **Review** .

My Data (ESS) > My Working Time

**Release Working Time**

1 Choose
2 Review and Save
3 Completed

Select the working times you want to release and click Review.

List of Your Unreleased Working Times					
Date	Att./abs. type	Premium no.	Cell content	Additional Info	
05/07/2019	Time Worked (9500)		8		
05/08/2019	Sick Leave (9200)		8		
05/09/2019	Time Worked (9500)		8		
05/10/2019	Time Worked (9500)		8		

6. The selected times will be displayed. If there are any errors, select **Previous Step** to return and correct the mistake. If the information is correct, click **Save** .

**Release Working Time**

1 Choose
2 Review and Save
3 Completed

Check the selected working times and release them.

List of Working Times to Be Released				
Date	Att./abs. type	Premium no.	Cell content	Additional Info
05/07/2019	Time Worked (9500)		8	
05/08/2019	Sick Leave (9200)		8	
05/09/2019	Time Worked (9500)		8	
05/10/2019	Time Worked (9500)		8	

7. The message, “You have successfully released your working times” will appear.

**Release Working Time**

➔
1
➔
2
➔
3
➔

Choose
Review and Save
Completed

**📢 You have successfully released your working times**

**What do you want to do next?**

[Release Additional Working Times](#)  
[Record Working Times](#)  
[Go to My Working Time Homepage](#)  
[Go to Employee Self-Services Homepage](#)

List of Released Working Times				
Date	Att./abs. type	Premium no.	Cell content	Additional Info
05/07/2019	Time Worked (9500)		8	
05/08/2019	Sick Leave (9200)		8	
05/09/2019	Time Worked (9500)		8	
05/10/2019	Time Worked (9500)		8	

**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 Record Working Time**

**ESS Quota Overview**