



RECORDING WORKING TIME

JOB AID ESS-5

ESS

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

Trigger:

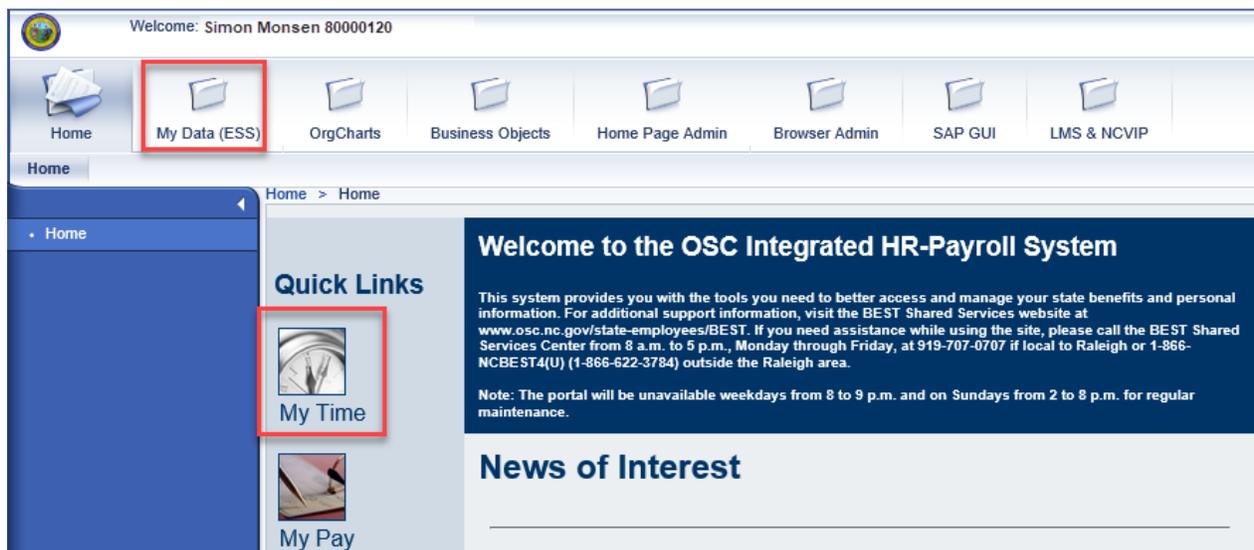
Use this Document to record your Working Time.

Business Process Procedure Overview:

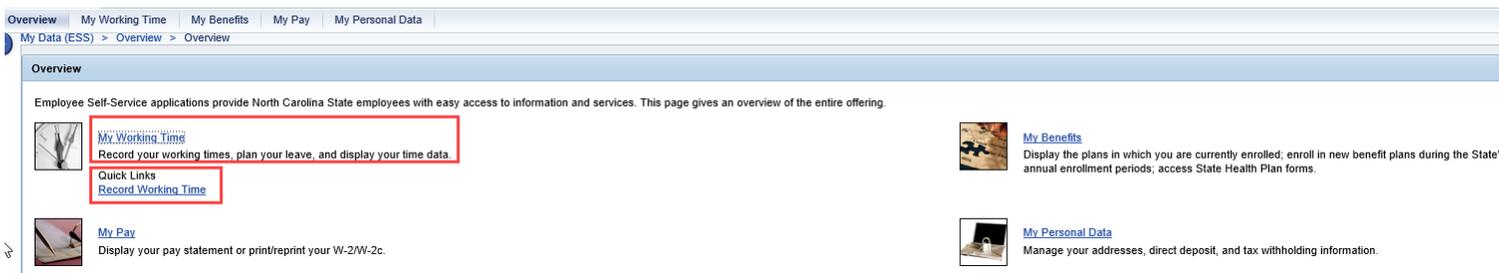
The Record Working Time service is located within the **My Working Time** section of ESS. Use this service to record your Working Time and Leave Time.

Record Working Time

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.



2. Click **My Working Time. Record Working Time** located under **Quick Links** also will take you directly to the Record Working Times Screen.



3. The **My Working Time** screen will display. Click **Record Working Time**.

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](#)

NOTE: The information under **Record Working Time** references the number of recorded workdays in the last 30 days which vary from the employee’s planned working times. Also indicated is the approved ‘up to’ date and if time has not been released.

- The **Record Working Times** screen will display. The **Date** fields indicate which week currently is being viewed. The system always defaults to the current week. Use the arrow keys to navigate backward or forward to the desired week.

My Data (ESS) > My Working Time

1 2 3
 Edit Review and Save Completed

▼ Hide Calendar ▶ Show Worklist

March 2019 April 2019 May 2019

	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
9	24	25	26	27	28	1	2	14	31	1	2	3	4	5	6	18	28	29	30	1	2	3	4
10	3	4	5	6	7	8	9	15	7	8	9	10	11	12	13	19	5	6	7	8	9	10	11
11	10	11	12	13	14	15	16	16	14	15	16	17	18	19	20	20	12	13	14	15	16	17	18
12	17	18	19	20	21	22	23	17	21	22	23	24	25	26	27	21	19	20	21	22	23	24	25
13	24	25	26	27	28	29	30	18	28	29	30	1	2	3	4	22	26	27	28	29	30	31	1
14	31	1	2	3	4	5	6	19	5	6	7	8	9	10	11	23	2	3	4	5	6	7	8

■ Rejected ■ Not Released ■ Excess Time Recorded

Weekly View Daily View

Week from 05/05/2019 to 05/11/2019 Go

Working Times Recorded from Sunday, May 5, 2019 to Saturday, May 11, 2019.

Att./abs. type	Premium no.	Total	SU, 05/05	MO, 05/06	TU, 05/07	WE, 05/08	TH, 05/09	FR, 05/10	SA, 05/11
Plan	40			8	8	8	8	8	
Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time Wor...		0							
Holiday L...		0							

Delete Row Save as Template Refresh

Previous Step Review Cancel

NOTE: The calendars at the top of the screen will display any times that have been recorded already, but not yet approved by your supervisor, as well as the status.

March 2019 April 2019 May 2019

	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
9	24	25	26	27	28	1	2	14	31	1	2	3	4	5	6	18	28	29	30	1	2	3	4
10	3	4	5	6	7	8	9	15	7	8	9	10	11	12	13	19	5	6	7	8	9	10	11
11	10	11	12	13	14	15	16	16	14	15	16	17	18	19	20	20	12	13	14	15	16	17	18
12	17	18	19	20	21	22	23	17	21	22	23	24	25	26	27	21	19	20	21	22	23	24	25
13	24	25	26	27	28	29	30	18	28	29	30	1	2	3	4	22	26	27	28	29	30	31	1
14	31	1	2	3	4	5	6	19	5	6	7	8	9	10	11	23	2	3	4	5	6	7	8

■ Rejected ■ Not Released ■ Excess Time Recorded

5. To record your time, first select the time you wish to enter using the drop-down menu in the Attendance/Absences type Att./abs. type column.

Week from ◀ 05/05/2019 📅 to 05/11/2019 ▶ Go

Working Times Recorded from Sunday, May 5, 2019 to Saturday, May 11, 2019.

Att./abs. type	Premium no.	Total	SU, 05/05	MO, 05/06	TU, 05/07	WE, 05/08	TH, 05/09	FR, 05/10	SA, 05/11
Plan		40		8	8	8	8	8	
Act		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
▼									
On-Call (9517)									
Other Mgmt Approved Leave (9540)									
Remote Call Back (9511)									
Sick Leave (9200)									
Special Bonus FY19 (9719)									
Special Bonus FY2018 (9718)									
Special Leave (9712)									
Time Worked (9500)									
Travel Time 1X (9515)									
Del Work during Emerg Closing (9514)									

◀ Previous Step Review ▶ Cancel

6. Enter the hours on the appropriate date(s).

Week from ◀ 05/05/2019 📅 to 05/11/2019 ▶ Go

Working Times Recorded from Sunday, May 5, 2019 to Saturday, May 11, 2019.

Att./abs. type	Premium no.	Total	SU, 05/05	MO, 05/06	TU, 05/07	WE, 05/08	TH, 05/09	FR, 05/10	SA, 05/11
Plan		40		8	8	8	8	8	
Act		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time Wor... ▼				8	8		8	8	
▼									
▼									
▼									
▼									
▼									

Delete Row Save as Template Refresh

◀ Previous Step Review ▶ Cancel

- You can record additional time or leave in the next row by selecting additional A/A Types from the drop-down menu, then record the number of hours in the appropriate date field.

Weekly View | Daily View

Week from 05/05/2019 to 05/11/2019 Go

Working Times Recorded from Sunday, May 5, 2019 to Saturday, May 11, 2019.

Att./abs. type	Premium no.	Total	SU, 05/05	MO, 05/06	TU, 05/07	WE, 05/08	TH, 05/09	FR, 05/10	SA, 05/11
Plan		40		8	8	8	8	8	
Act		8.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00
Time Wor...		8		8	8		8	8	
Sick Leave						8			
Remote Call Back (9511)									
Sick Leave (9200)									
Special Bonus FY19 (9719)									
Special Bonus FY2018 (9718)									

- Click **Refresh** after recording hours to display the total number of hours in the **Total** column. The Act row will update to reflect the total hours entered, as well as the total hours of each A/A type. The hours entered turn red, which mean they have been entered, but not released.

NOTE: Plan shows the target hours based on the planned working time. Act (Actual) are the hours recorded at the summary level.

Weekly View | Daily View

Week from 05/05/2019 to 05/11/2019 Go

Working Times Recorded from Sunday, May 5, 2019 to Saturday, May 11, 2019.

Att./abs. type	Premium no.	Total	SU, 05/05	MO, 05/06	TU, 05/07	WE, 05/08	TH, 05/09	FR, 05/10	SA, 05/11
Plan		40		8	8	8	8	8	
Act		40.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
Time Wor...		32		8	8		8	8	
Sick Leav...		8				8			

Delete Row Save as Template Refresh

Previous Step Review Cancel

9. When you have finished recording your time, click **Review**.

Weekly View | Daily View

Week from 05/05/2019 to 05/11/2019 **Go**

Working Times Recorded from Sunday, May 5, 2019 to Saturday, May 11, 2019.

Att./abs. type	Premium no.	Total	SU, 05/05	MO, 05/06	TU, 05/07	WE, 05/08	TH, 05/09	FR, 05/10	SA, 05/11
Plan		40		8	8	8	8	8	
Act		40.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
Time Wor...		32		8	8		8	8	
Sick Leav...		8				8			

Delete Row | **Save as Template** | **Refresh**

Previous Step | **Review** | **Cancel**

10. The times that you have entered will be displayed. If there are any errors or warnings, click **Previous Step** to return and correct any mistakes. If the information is correct, click **Save**.

Record Working Time

1 Edit → 2 Review and Save → 3 Completed

Check your entries before saving.

Date	Att./abs. type	Premium no.	Cell content	Additional Info
05/07/2019	Time Worked		8	
05/08/2019	Sick Leave		8	
05/09/2019	Time Worked		8	
05/10/2019	Time Worked		8	

Previous Step | **Save** | **Exit**

11. The message, “Your data has been saved” will appear.

Record Working Time

Your data has been saved

What do you want to do next?
[Record Additional Working Times](#)
[Go to My Working Time Homepage](#)
[Go to Employee Self-Services Homepage](#)
[Release Working Times](#)

Overview of your newly recorded working times				
Date	Att./abs. type	Premium no.	Cell content	Additional Info
05/07/2019	Time Worked		8	
05/08/2019	Sick Leave		8	
05/09/2019	Time Worked		8	
05/10/2019	Time Worked		8	

Additional Resources

If you have questions, or require 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 Release Working Time

ESS Quota Overview