

RECORDING	WORKING	ΤΙΜΕ
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**JOB AID ESS-5** 

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.



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

erview M	ty Working Time My Benefits My Pay My Personal Data		
vly Data (ESS	i) > Overview > Overview		
Overview			
Employee :	Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.		
	My, Working Times       Record your working times, plan your leave, and display your time data.       Quick Links       Record Working Time	37	My Benefits Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's annual enrollment periods; access State Health Plan forms.
	My Pay Display your pay statement or print/reprint your W-2/W-2c.		My Personal Data Manage your addresses, direct deposit, and tax withholding information.
	rview M hy Data (ESS Overview Employee :	Invite   My Working Time   My Benefits   My Pay   My Personal Data     My Data (ESS) > Overview > Overview   Overview     Coverview > Overview     Coverview     Coverview     Coverview > Overview     Coverview     My Working Time     Record your working times, plan your leave, and display your time data.     Outlek Links Record Working Time     My Pay     Display your pay statement or print/reprint your W-2W-2c.	Invite   My Working Time   My Benefits   My Pay   My Personal Data     ty Data (ESS) > Overview   Overview   Overview     Overview   Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.     Image: My Working Time Record your working times, plan your leave, and display your time data.   Outlek Links Record Yourking Time Record Youry working Time Record Youry pay statement or print/reprint your W-2W-2c.

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



**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.

4. 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.

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**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.



5. To record your time, first select the time you wish to enter using the drop-down menu in the

A	, Attendance/Al	bsences type	Att./	abs. type	column.					
We	ek from 🚺 05	/05/2019 👘	to 0	5/11/2019		0				
V	orking Times R	ecorded from	Sunday	y, May 5, 20	19 to Saturda	ay, May 11, 3	2019.			
Ē	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
	<b>→</b>									
	On-Call (9517) Other Mgmt Ap Remote Call B Sick Leave (92 Special Bonus Special Bonus Special Leave Time Worked ( Travel Time 1) Work during En	oproved Leave ( ack (9511) 00) FY19 (9719) FY2018 (9718) (9712) 9500) ( (9515) merg Closing (9	(9540) <sup>/</sup> (9514)	<b>^</b>						
Pi	evious Step	Review 🕨	Canc	el						

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

Ē	Att./abs. type	Premium no.	Total	SU, 05/05	MO, 0	05/06	TU, 05/07	WE, 05/08	TH, 05/09	FR, 05/10	SA, 05/1
		Plan	40			8	8	8	8	8	
		Act	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.0
	Time Wor 💌					8	8		8	8	
	-										
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7. You can record additional time or leave in the next row by selecting additional A/A Types from the dropdown menu, then record the number of hours in the appropriate date field.

/	Weekly View	Daily View								
We	ek from 🚺 05	/05/2019 👘	to 0	5/11/2019		0				
١	Vorking Times F	Recorded from	Sunday	y, May 5, 201	19 to Saturda	ay, May 11, 2	2019.			
Ē	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 Wol 🗸 🔻		8		8	8		8	8	
	Sick Leave ( 🔻						8			
	Pemote Call B	ack (9511)								
	Sick Leave (92	200)	'	$\sim$						
	Special Bonus Special Bonus	FY19 (9719) FY2018 (9718)								

8. 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									
Wee	Veek from (05/05/2019) to 05/11/2019 F Go									
W	orking Times F	Recorded from	Sunday.	May 5, 201	9 to Saturda	y, May 11, 2	019.			
Ē	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			
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	•		_							
Del	lete Row Sav	ve as Template	Refree	sh						
Pre	evious Step	Review 🕨	Cancel							

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

	Weekly View	Daily View									
We	Week from 📢 05/05/2019 👘 to 05/11/2019 🕨 Go										
N	Working Times Recorded from Sunday, May 5, 2019 to Saturday, May 11, 2019.										
Ē	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				
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De	elete Row Sav	ve as Template	Refre	sh							
Pr	evious Step	Review 🕨	Cance	:							

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										
l∳1, Edit	2 Review and Save	3 Completed	-							
Check your entries before saving.										
Recorded Wor	king 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							
Previous Step	Save	t	-							

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

Record Working Time											
Edit Review and Save Completed											
🖌 Your data h	Vour data has been saved										
What do you wa Record Additiona Go to My Workin Go to Employee Release Working	nt to do next? <u>I Working Times</u> <u>g Time Homepage</u> Self-Services Homep <u>Times</u>	age									
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	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) Phone (Toll Free) Email: (919) 707-0707 (866) 622-3784 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**