



NORTH CAROLINA
OFFICE OF THE STATE CONTROLLER

BEST SETTLEMENT TIME ENTRY

Instructions

To be completed for both the Preliminary and Production Process.

Provide ONLY time entries needed during the settlement period that are either **CHANGES** to current data or **NEW** time entries.

The form should be completed prior to submitting BEST Shared Services for review and processing. Once all required documentation has been assembled and/or completed, you may fax or email the form to BEST Shared Services as a ticket to the attention of the OPS Settlement Payments Team. You may email the required documents to best@ncosc.gov or fax to 919.855.6861. Best Shared Services will send an email to the Agency and Settlement Team with a Heat Ticket #.

The [TM-03 Attendance Absence Types Overview](#) document is available on the OSC Training Website for more information on A/A types.

