

BEST Settlement Time Entry Spreadsheet

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.

