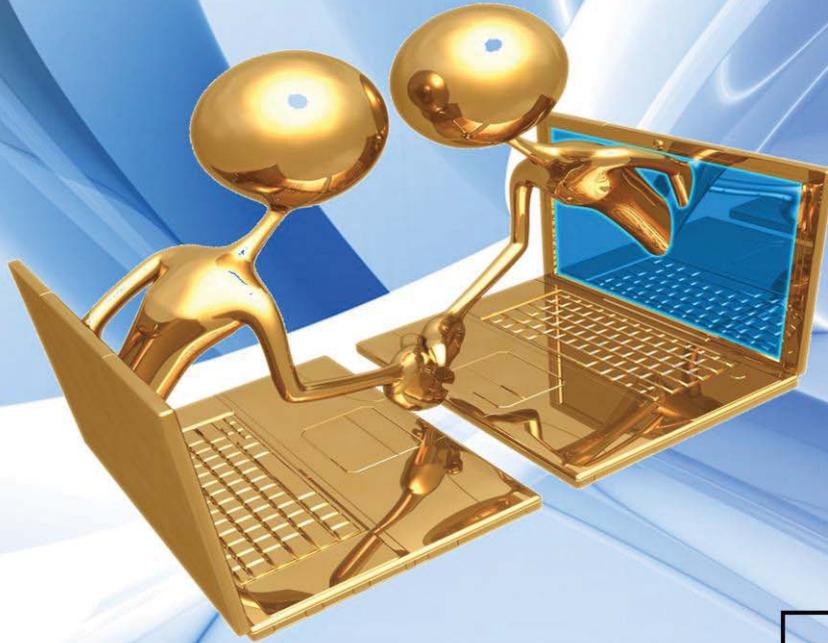


DPS / Community Supervision Employee Self Service (ESS) Time Administration Job Aid



10/14

This job aid is intended for staff working a 40 hour week and provides the terms, concepts, knowledge, and skills associated with using the Employee Self-Service (ESS) portal for the entry of time and related information.



Community Supervision Employee Self Service (ESS) Time Administration

Disclaimer

This material is presented for guidance and reference purposes only. It is of a general information and educational nature. Policies and procedures may change. You should consult the Department of Public Safety, Community Supervision Policy Manual, for the most current information. For up-to-date information, visit: <http://internal.doc.state.nc.us/DCC/Policy/Files/Policy.pdf> Questions can be directed to your Division Personnel Office.

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Basic Log On

File Edit View Favorites Tools Help

Convert Select

Favorites SAP NetWeaver Portal

OFFICE OF THE STATE COMPTROLLER
OFFICE OF THE STATE TREASURER
OFFICE OF THE STATE ADMINISTRATOR
OFFICE OF THE STATE HISTORIC PRESERVATION

WELCOME STATE OF NORTH CAROLINA EMPLOYEES

NCID *
Password *

Log On

For human resources, payroll or BEACON system assistance, call 919-707-0707 in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 8 a.m. to 5 p.m., Monday through Friday.

For NCID assistance, contact your agency's NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

[Customer Service](#) | [System Status](#) | [Privacy and Security](#) | [Legal](#)

Go to the BEACON portal:

<https://mybeacon.its.state.nc.us/irj/portal>

Enter your NCID and password to Log On.

Notes:

- Your NCID and password are confidential information and should not be used/shared by other staff members.
- Your NCID is not your Personnel ID Number.
- This website may be accessed at any location with internet access.

Home Page

Quick Links

- My Time
- My Pay

Welcome to the BEACON Portal

The BEACON portal provides you with the tools you need to better access and manage your state benefits and personal information. For additional support information, visit the BEST (BEACON Enterprise Support Team) Shared Services website at www.osc.nc.gov/best. If you need assistance while using the site, please call the BEST Shared Services Center from 8 a.m. to 5 p.m., Monday through Friday, at 707-0707 if local to Raleigh or 1-866-NCBEST4(U) (1-866-622-3784) outside the Raleigh area.

Note: The portal will be unavailable weekdays from 8 to 9 p.m. and on Sundays from 2 to 8 p.m. for regular maintenance.

News of Interest

General Information

- **System Availability 6/20/2014 to 6/23/2014:**
The HR/Payroll system will be unavailable starting at 6:00 PM on Friday, June 20th due to system maintenance. The system will be available again before 6:00 am on Monday, June 23rd.
- **Single Sign-On (SSO) Links**
The HR/Payroll ESS Portal has recently added links to the new "NC Learning Center" service for training classes and "NC Health Smart Assessment" service for benefits enrollment. These links allow FSS

Service Links:

- www.ncgov.com
- www.ncflex.org
- www.myncretirement.com
- www.shpnc.org
- www.osc.nc.gov
- www.oshr.nc.gov

- Once Logged On, you will be on the Home page.
- On the Home page, you will find important information about the BEACON Portal, News of Interest referencing hours of the Portal availability, and websites (Retirement, State Health Plan, etc.)
- Quick Links allow you to go straight to My Time to enter time or My Pay to view/print your pay statement.
- To access your information, Click on the My Data (ESS) Tab.
- In ESS (Employee Self Service), you can perform tasks regarding:
 - Timekeeping
 - Pay
 - Benefits
 - Personal Data

My Data (ESS) Overview

Welcome KAY FOWLER [Help](#) [Log Off](#)

[Home](#) **[My Data \(ESS\)](#)** [My Documents](#) [OrgCharts](#) [SAP GUI](#) [Learning](#) [Reports](#)

[Overview](#) | [My Working Time](#) | [My Benefits](#) | [My Pay](#) | [My Personal Data](#)

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 Time Record your working times, plan your leave, and display your time data. Quick Links Record Working Time	 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 reprint your W-2/W-2c.	 My Personal Data Manage your addresses, direct deposit, and information about family members and

The My Data (ESS) defaults to the *Overview* Tab and has several options to include:

- My Working Time – Record your working times and display your time data.
- Record Working Time Quick Links - This takes you directly to the Record Time Entry Screen.
- My Pay – Display your pay statement or reprint your W-2/W-2C.
- My Benefits displays the plans you are currently enrolled, enroll in new benefit plans during the State's annual enrollment periods; access State Health Plan forms.
- My Personal Data manages addresses, direct deposit, and information about family members and dependents.

Recording Time / Leave in ESS

Home **My Data (ESS)** My Documents OrgCharts SAP GUI Learning Reports

Overview **My Working Time** My Benefits My Pay My Personal Data

My Time Sheets

[Record Working Time](#)
You can record your working time here.
In the last 30 days there are 4 workdays on which you have recorded not enough or too many hours.
Your recorded times have been approved up to 06/13/2014.
[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](#)

My Working Time - Help

[ESS/MSS Online Help](#)
Use this service to access the BEACON Online Help documentation.
Learn how to enter/release your time, submit a leave request, or display your time statement.

Welcome to the **My Working Time** workset!

Record Time / Leave in ESS

To enter Time and Leave, you have two options:

1. From the Home Page, under Quick Links click on My Time or
2. Click the My Data (ESS) Tab for options.

--Under My Time Sheets and Record Working Time, pertinent information is provided:

- Whether too much or not enough hours have been entered;
- Recorded times have been approved up to a specific date;
- Whether your recorded time has been approved; and if you released all your recorded times.

On the My Working Time screen, under My Leave Requests, you can access:

--Leave Requests: DO NOT USE LEAVE REQUEST OPTION ON THIS PAGE!

--Quota Overview: Displays your leave balances (Overtime, Vacation, Sick Leave, etc.)

--Time Statement for a Chosen Period: Not always current.

--ESS/MSS Online Help: Use this service to access the BEACON Online Help documentation. Learn how to enter/release your time, or display your time statement.

Click on Record Working Time to enter time/leave. You're now at Record Working Time screen.

Calendars

Home | My Data (ESS) | My Documents | OrgCharts | SAP GUI | Learning | Reports

Overview | My Working Time | My Benefits | My Pay | My Personal Data

Record Working Time

1 Edit | 2 Review and Save | 3 Completed

Hide Calendar | Show Worklist

April 2014 | May 2014 | June 2014

April 2014							May 2014							June 2014									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
14	30	31	1	2	3	4	5	18	27	28	29	30	1	2	3	22	25	26	27	28	29	30	31
15	6	7	8	9	10	11	12	19	4	5	6	7	8	9	10	23	1	2	3	4	5	6	7
16	13	14	15	16	17	18	19	20	11	12	13	14	15	16	17	24	8	9	10	11	12	13	14
17	20	21	22	23	24	25	26	21	18	19	20	21	22	23	24	25	15	16	17	18	19	20	21
18	27	28	29	30	1	2	3	22	25	26	27	28	29	30	31	26	22	23	24	25	26	27	28
19	4	5	6	7	8	9	10	23	1	2	3	4	5	6	7	27	29	30	1	2	3	4	5

Rejected | Not Released | Excess Time Recorded

Weekly View | Daily View

Week from 06/15/2014 to 06/21/2014 Go

Calendars

The 1-Edit, 2-Review and Save, and 3-Completed blocks are for informational purposes and display the step you are currently in.

The Calendar can be displayed or hidden, dependent upon personal preference, by toggling back between Show and Hide Calendar.

Three calendar months are displayed and can be viewed by clicking on the back or forward arrows to previous or future months.

The work days are color coded on the calendar and the time sheet.

RED - Supervisor has 'Rejected'. THIS OPTION NOT USED IN SYSTEM.

PINK - This indicates the time has not been *Released* to Supervisor for approval. The Supervisor cannot approve time until it is released.

BLUE - This indicates the time recorded for that day exceeds the amount of daily work hours defined in the Work Schedule Rule.

Terms

Weekly View Daily View

Week from 06/15/2014 to 06/21/2014 Go

Working Times Recorded from Sunday, June 15, 2014 to Saturday, June 21, 2014.

Att./abs. type	Premium no.	Total	SU, 06/15	MO, 06/16	TU, 06/17	WE, 06/18	TH, 06/19	FR, 06/20	SA, 06/21
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							
		0							
		0							

Delete Row Save as Template Refresh

Previous Step Review Cancel

Terms:

Att./abs type = Attendance/Absence Type i.e., 9500/Time Worked and Benefits/Leave Taken. (i.e., (9300) holidays, (9000) comp time, (9000) vacation, (9200) sick, (9560) community service leave, etc.) To access, click on the down arrow for options. (This is covered in detail on Page 10.)

Premium no. = Shift Premium codes

Shift premium provides additional compensation for employees who are regularly scheduled to work an evening or split schedule for approved classes.

Probation and Parole Officers:

- 1st shift not eligible for Shift Premium;
- Evening shift receives 10% Shift Premium.

NOTE: The system knows the premium percentage for each work schedule.

Probation/Parole Officers enters a Premium Number Code 02 on days when working an Evening Shift Premium schedule or a Split Schedule that's eligible for Evening Shift Premium.

**** If you have questions on shift premium codes, contact your supervisor.**

Terms and Scrolling

Weekly View Daily View

Week from 06/15/2014 to 06/21/2014 Go

Working Times Recorded from Sunday, June 15, 2014 to Saturday, June 21, 2014.

Att./abs. type	Premium no.	Total	SU, 06/15	MO, 06/16	TU, 06/17	WE, 06/18	TH, 06/19	FR, 06/20	SA, 06/21
Plan		40		8	8	8	8	8	
Act		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Weekly View Daily View

Week from 06/15/2014 to 06/21/2014 Go

Working Times Recorded from Sunday, June 15, 2014 to Saturday, June 21, 2014.

Att./abs. type	Premium no.	Total	SU, 06/15	MO, 06/16	TU, 06/17	WE, 06/18	TH, 06/19	FR, 06/20	SA, 06/21
Plan		40		8	8	8	8	8	
Act		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Scrolls Back a week. Scrolls Forward a week.

Terms (continued)

Plan: Automatically defaults a schedule of employee's Target Hours (or work schedule for a given week). Flex schedules will not reflect 40 hours for the week, but allows the flexibility to work various days within a week. For example: an employee has a flex schedule for 7 days at 8 hours a day, Target Hours 56 (PPO's). However, the employee is only required to work five eight-hour days to meet the 40 hour week.

Act (Actual): The system will add each day entered by the employee in order to give a running total. This includes time worked and/or leave taken.

Note: Each separate Absence/Attendance row will be added to the total hours for the week.

Lower Screen: Weekly View

The system defaults to the current week. Ensure you are on the proper week before entering your time. When you click on the scroll arrows, you will scroll back or forward a week at a time. However, you have the option of scrolling back to Go-Live date of April 1, 2008 or forward indefinitely.

Saving A/A Template for Time Entry

The upper screenshot displays a weekly view of working times. The interface includes a date range selector (Week from 06/15/2014 to 06/21/2014) and a table with columns for days of the week. A dropdown menu is open under the 'Att./abs. type' column, showing a list of codes such as 'Investigatory Leave (9690)', 'Leave without Pay (9400)', 'Military Active Duty (9630)', 'Military Training Leave (9620)', 'On-Call (9517)', 'Other Mgmt Approved Leave (9540)', 'Remote Call Back (9511)', 'Sick Leave (9200)', 'Special Leave (9712)', and 'Time Worked (9500)'. A red arrow points to the dropdown arrow.

The lower screenshot shows a detailed view of a row in the time sheet. A red arrow points to the 'Save as Template' button at the bottom of the interface. Other buttons visible include 'Delete Row', 'Refresh', 'Previous Step', 'Review', and 'Cancel'.

Upper Screenshot: Click on the down arrow in the Attendance/ Absence type column for the list of A/A Codes. When you click on a specific code, it is added and hours entered on that line applied to the code. Record each separate code on a separate line.

When working regular work hours, the code is Time Worked (9500). If you are not sure which code to use for other times, refer to the A/A chart page 35.

CAUTION: IT IS ESSENTIAL TO ENTER THE CORRECT CODE. INCORRECT CODING MAY LEAD TO POTENTIAL DELAY IN TIME EVALUATION, ERRORS IN LEAVE BALANCES AND IN PAYROLL (OVERPAYMENTS / UNDERPAYMENTS).

Lower Screenshot:

Save as Template: Before recording hours, select *Att./abs. types* used most often and then click *Save as Template*. The data will default into the time sheet each week until changed.

Delete Row: Click on/highlight the row to be deleted and use this button to delete an entire row in the time sheet. **Note:** Approved time cannot be deleted.

Refresh: Use this button to:

1. Validate if the time data was recorded accurately. If applicable, an error or warning message will be issued.
2. Refresh the time sheet. For example, if a row is deleted or time entry is changed, you will need to refresh to see the correct totals.

Recording Time Sheet

Att./abs. type	Premium no.	Total	SU, 06/15	MO, 06/16	TU, 06/17	WE, 06/18	TH, 06/19	FR, 06/20	SA, 06/21
Plan		40		8	8	8	8	8	
Act		11.00	0.00	11.00	0.00	0.00	0.00	0.00	0.00
Time Wor...		11		11					
Approved ...		0							
Sick Leav...		0							

Att./abs. type	Premium no.	Content
Plan		8
Act		11.00
Time Worked (9500)		11
Holiday Leave (9300)		
Approved Leave (9...		
Sick Leave (9200)		

Record Your Time Sheet

Now that the Template is Saved, you can begin entering Time Worked or Leave Taken. In the above example, the employee is on an 8-hour daily work schedule but worked 11 hours on Monday.

When an employee works more (or less) than their normal work day, a comment/justification must be added in the Additional Information section.

Adding Comments

Click on the Daily View Tab.

Scroll to the appropriate date by:

- 1) Clicking on the date on the Calendar, or
- 2) Clicking the left or right pointing arrows (or scroll bars) on either side of the Date field,

Click on Details for the Additional Information screen to add comments.

Comments must be added for Overtime or hours short of target hours (40-hour standard), etc.

Recording Time Sheet

Recorded Data	
Att./abs. type:	<input type="text" value="9500"/> Time Worked
Premium no.:	<input type="text"/>
Recorded Time	
Date:	<input type="text" value="06/16/2014"/>
Cell content:	<input type="text" value="11"/>
Further Details	
Rejection reas.:	<input type="text"/>
Process status:	<input type="text" value="In process"/>
Document Number:	<input type="text"/>
Additional Information	
<input type="text" value="Worked over 3 hours on ESS/MSS project."/>	

Recording Time Sheet

Click in the Additional Information block and enter additional information as appropriate. Example above states the employee Worked over 3 hours on ESS/MSS Project. Once you click Accept to save your comment, you will return to the Daily View screen. From the Daily View Tab or the Weekly View Tab you can Review and Save your entries.

Note: Comments must be entered/saved prior to “Releasing Your Time” to the Supervisor.

Recording Time Sheet

Weekly View | Daily View

Week from 06/15/2014 to 06/21/2014 [Go]

Working Times Recorded from Sunday, June 15, 2014 to Saturday, June 21, 2014.

Att./abs. type	Premium no.	Total	SU, 06/15	MO, 06/16	TU, 06/17	WE, 06/18	TH, 06/19	FR, 06/20	SA, 06/21
Plan	40			8	8	8	8	8	
Act		11.00	0.00	11.00	0.00	0.00	0.00	0.00	0.00
Time Wor...		11		11	8	8	8	5	
Approved ...		0						3	
Sick Leav...		0							

Buttons: Delete Row, Save as Template, Refresh (red arrow), Previous Step, Review (red arrow), Cancel

Record Working Time

1 Edit | 2 Review and Save | 3 Completed

⚠ 06/16/2014: Number of hours recorded 11.00 exceeds target hours 8.00
Check your entries before saving.

Date	Att./abs. type	Premium no.	Cell content	Additional Info
06/16/2014	Time Worked		11	06/16/2014: Number of hours recorded 11.00 exceeds target hours 8.00
06/17/2014	Time Worked		8	
06/18/2014	Time Worked		8	
06/19/2014	Time Worked		8	
06/20/2014	Time Worked		8	

Buttons: Previous Step, Save (red arrow), Exit

Upper Screenshot:

From the Weekly View, enter your time/leave for the rest of the week.

*****Employees should enter and release their time/leave no later than Tuesday for the previous week's time.*****

Note: On Friday, the employee recorded 5 hours 9500/Time Worked and 3 hours 9000/Approved Leave (per Community Supervision policy)

Once you've entered the time for the week, click on Refresh and then Review.

Reviewing ensures the date and time/leave entered are correct before you "Save".

Lower Screenshot:

Once you click on Review, Step 2--Review and Save allows you to review your time entry for accuracy prior to Saving.

You'll also receive Caution messages for any days over 8 hours as shown: 6/16/14: Number of hours recorded 11.00 exceeds target hours 8.00, allowing you to correct in case of an error.

Once reviewed and accuracy is verified, click on Save.

Recording Time Sheet

Weekly View Daily View

Week from 06/15/2014 to 06/21/2014 Go

Working Times Recorded from Sunday, June 15, 2014 to Saturday, June 21, 2014.

Att./abs. type	Premium no.	Total	SU, 06/15	MO, 06/16	TU, 06/17	WE, 06/18	TH, 06/19	FR, 06/20	SA, 06/21
Plan		40		8	8	8	8	8	
Act		40.00	0.00	11.00	8.00	8.00	8.00	5.00	0.00
Time Wor...		40		11	8	8	8	5	
Holiday L...		0							
Approved ...		0							
Sick Leav...		0							

Pink indicates Saved but not released.

Delete Row Save as Template Refresh

Previous Step Review Cancel

Pink = Saved but not release to Supervisor

If you go back to Record Working Time and review this week, the screen indicates you have Saved your entries, but it has not been Released to your supervisor.

Pink = Saved but "Not Released".

Once your time has been released, reviewed and approved by your supervisor for accuracy, the pink will be pale blue.

If you have worked in excess of your standard daily hours, a dark blue code Excess Time Recorded will appear on the calendar.

Recording Time Sheet

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](#) ←

Release Working Time

1 Choose 2 Review and Save 3 Completed

⚠ 06/16/2014-Number of hours recorded 11.00 exceeds target hours 8.00
 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
06/16/2014	Time Worked (9500)			11
06/17/2014	Time Worked (9500)			8
06/18/2014	Time Worked (9500)			8
06/19/2014	Time Worked (9500)			8
06/20/2014	Time Worked (9500)			5

← Previous Step Save Exit

Release Working Time

1 Choose 2 Review and Save 3 Completed

⚠ 06/16/2014-Number of hours recorded 11.00 exceeds target hours 8.00
 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
06/16/2014	Time Worked (9500)			11
06/17/2014	Time Worked (9500)			8
06/18/2014	Time Worked (9500)			8
06/19/2014	Time Worked (9500)			8
06/20/2014	Time Worked (9500)			5

Select All Deselect All

Review Exit

1 Choose 2 Review and Save 3 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](#)

Releasing Your Time Sheet to your Supervisor

Upper Left Screenshot:

You are ready to release your time entry to your supervisor after you save your time. Click on Release Working Times.

Lower Left Screenshot:

Click on Select All and the time you saved will be highlighted and will appear in a list under List of Your Unreleased Working Times.

Click on Review.

Upper Right Screenshot:

This is the employee's last effort to correct any errors before sending the time entry to their supervisor for approval. Once the employee ensures the accuracy, click Save.

Lower Right Screenshot:

The Message appears: You have successfully released your working times. This means your time entry is now in your supervisor's que awaiting approval.

What do you want to do next? Lists the next available options.



Examples of Subject to Overtime & Exempt from Overtime

- Example of EE Working more than 8 hours in one day..... Page 17
- Example of EE Earning Gap Hours Page 18
- Example of EE Earning & Using Comp within Week Earned..... Page 19
- Example of EE Using Sick Leave & Earning Comp in Same Week. Page 20
- Examples of Basic Training Pages 21-22
- Example of PPO Working Regular Schedule,
Shift Premium Schedule & On-Call Page 23
- Example of PPO Working more than 8 hours in one day, On-Call with
Emergency Callback & Remote Callback..... Page 24
- Example of PPO Taking Holiday, Working more than 8 hours in one day
and On-Call with Emergency Callbacks..... Page 25
- Example PPO Taking Holiday and On-Call Page 26
- Example of PPO Working Split Work Shifts Page 27

***For further questions regarding Time Administration, refer to the Community
Supervision Policy and Procedures***

<http://internal.doc.state.nc.us/DCC/Policy/Files/Policy.pdf>

Section .1400—Work Schedules and Compensation

Subject to Overtime EE with Overtime

Weekly View Daily View

Week from 06/15/2014 to 06/21/2014 Go

Working Times Recorded from Sunday, June 15, 2014 to Saturday, June 21, 2014.

Att./abs. type	Premium no.	Total	SU, 06/15	MO, 06/16	TU, 06/17	WE, 06/18	TH, 06/19	FR, 06/20	SA, 06/21
Plan		40		8	8	8	8	8	
Act		43.00	0.00	11.00	8.00	8.00	8.00	8.00	0.00
Time Wor...		43		11	8	8	8	8	
Holiday L...		0							
Approved ...		0							
Sick Leav...		0							
▼									
▼									
▼									
▼									

Subject to Overtime employee that worked a total of 43 hours.

The employee will receive 3 hours at time and one half or 4.5 hours. The 4.5 hours will be placed in the OT Comp bucket (9000/Approved Leave). These hours will remain in the OT Comp bucket up to 30 days from the date employee exceeded the 40-hour standard--6/20/14. (Thirty days is 7/19/14).

If Approved Leave is requested and used prior to the 30-day expiration and prior to payroll deadline, 4.5 hours will be taken from the OT Comp bucket prior to the Vacation bucket. If the 4.5 hours is not used within the thirty day timeframe, it will be paid out in the next available payroll.

Best Practice for using Overtime hours is to use within three weeks of being earned and the supervisor approving timely.

FYI: An employee records 9000/Approved Leave for the purpose of using overtime earned, keys into ESS and releases to the supervisor within the 30-day timeframe. If the supervisor doesn't approve within the 30 days, the system will deduct vacation leave instead of overtime and pay the overtime. Once the supervisor approves the time in MSS, the system will go back and recalculate based on 30-day period and pull money back from the employee's pay.

Note: An Exempt from Overtime employee would have earned 3 hours of comp placed in the OT Comp bucket (9000/Approved Leave). The 3 hours will expire/age out in 365 days from June 20 and if not used, will be forfeited.

The 3 hours will never turn into monetary compensation.

Subject to Overtime EE earning Gap hours

Weekly View Daily View

Week from 06/29/2014 to 07/05/2014 Go

Working Times Recorded from Sunday, June 29, 2014 to Saturday, July 5, 2014.

Att./abs. type	Premium no.	Total	SU, 06/29	MO, 06/30	TU, 07/01	WE, 07/02	TH, 07/03	FR, 07/04	SA, 07/05
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		11	8	8	8		
Holiday L...		8						8	
Approved ...		0							
Sick Leav...		0							

Delete Row Save as Template Refresh

Previous Step Review Cancel

Example of Subject to Overtime EE earning Gap Hours

This is an example of a Subject to Overtime employee earning Gap Hours (straight time) during the July 4th week. The employee took 8.00 hours of Holiday Leave (9300) on Friday, July 4.

On Monday, the Employee worked over 3 hours and worked 8 hours Tuesday, Wednesday and Thursday. Since Friday was a paid Holiday (July 4), the 3 additional Gap (straight time) hours will be paid in the next available payroll. Gap hours cannot be used in future weeks because hours are automatic payout (no quota bucket).

Note: An Exempt from Overtime employee would have earned 3 hours of comp placed into the OT Comp bucket (9000/Approved Leave). The 3 hours will age out in 365 days from July 4 and if not used, will be forfeited. The 3 hours will never turn into monetary compensation.

Subject to Overtime EE Earning and Using Comp Within Week Earned

Weekly View Daily View

Week from 06/15/2014 to 06/21/2014 Go

Working Times Recorded from Sunday, June 15, 2014 to Saturday, June 21, 2014.

Att./abs. type	Premium no.	Total	SU, 06/15	MO, 06/16	TU, 06/17	WE, 06/18	TH, 06/19	FR, 06/20	SA, 06/21
Plan		40		8	8	8	8	8	
Act		43	0.00	11.00	8.00	8.00	8.00	8	0.00
Time Wor...		35		11	8	8	8		
Holiday L...		0							
Approved ...		5						8	
Sick Leav...		0							

Delete Row Save as Template Refresh

Previous Step Review Cancel

Subject to Overtime Employee Earning Overtime and Using within Week Earned

This is an example of a Subject to Overtime employee working 3 hours overtime on Monday and using Comp before Approved Leave (9000) on Friday.

Department of Public Safety Personnel policy states to allow system offsetting when an employee uses a leave benefit and total hours for the week exceed the 40 hour standard. Employees should record hours each day that equal their work schedule rule even when they have overage. i.e., 8 hours, record 8 hours. (No manual offsetting by staff.)

On Friday, the employee requested 8 hours of 9000/Approved Leave. Record 8 hours as an Attendance/Absence Type on Friday. After Supervisor approval and overnight time evaluation, the system will automatically offset the 3 hours overtime earned on Monday. In other words, on Friday, if the system initially deducted 8 hours from the employee's Vacation quota, the additional 3 hours will "offset" and add back (reinstate) to the Vacation quota.

Sick Leave and/or Community Service Leave also offset.

Note: This applies to all 40-hour Subject to Overtime and Exempt employees.

Subject to Overtime EE Using Sick Leave and Earning Comp In Same Week

Weekly View Daily View

Week from 06/15/2014 to 06/21/2014 Go

Working Times Recorded from Sunday, June 15, 2014 to Saturday, June 21, 2014.

Att./abs. type	Premium no.	Total	SU, 06/15	MO, 06/16	TU, 06/17	WE, 06/18	TH, 06/19	FR, 06/20	SA, 06/21
	Plan	40		8	8	8	8	8	
	Act	43.00	0.00	8.00	9.00	10.00	8.00	8.00	0.00
Time Wor...		35			9	10	8	8	
Holiday L...		0							
Approved ...		0							
Sick Leav...		8		8					

Delete Row Save as Template Refresh

Previous Step Review Cancel

Subject to Overtime EE Using Sick Leave and Earning Overtime in Same Week

This is an example of a Subject to Overtime employee using 9200/Sick Leave on Monday and earning 3 hours of Comp on Tuesday and Wednesday. The system will automatically offset (or reinstate) the three hours of Sick Leave to the employees Sick Leave Quota after Supervisor approval and overnight time evaluation.

Note: This applies to all 40-hour Subject to Overtime and Exempt employees.

Basic Training Guidelines

- **Employees Commuting on the Weekends**
 - On the first Sunday of basic training, students must attend an orientation. Therefore, time spent traveling and the time for orientation are regular work time and recorded as 9500/Time Worked.
 - On the second, third and fourth Sunday, travel time is recorded as 9515/Travel Time 1X because the employee is traveling to prepare for Monday's class, but not attending orientation or training.
 - The CTI for the Division forwards actual hours worked for each day of basic training to the JDM who then forwards to the employee's immediate supervisor. (Travel time is not included in these hours.)
 - Travel time accumulated on the four Fridays shall be added to the actual hours worked and recorded as 9500/Time Worked because employees worked and traveled on the same day.
- **Employees Commuting Daily**
 - Employees that commute to Basic Training each day are compensated for their travel time as work time.
 - The amount of time compensated is the travel time to Basic Training less the normal home to work commute time.
 - The commute travel time is added to the classroom hours and entered as 9500/Time Worked.
- **Intensive Training**
 - An orientation is required; therefore travel time on the first Sunday should be recorded as 9500/Time Worked. On the second Sunday, travel time is recorded as 9515/Travel Time 1X.
 - On the first and second Friday, the total amount of class time and travel time is recorded as 9500/Time Worked.

Basic Training – Sunday Travel & Orientation

Att./abs. type	Premium no.	Total	SU, 11/30	MO, 12/01	TU, 12/02	WE, 12/03	TH, 12/04	FR, 12/05	SA, 12/06
	Plan	40		8	8	8	8	8	
	Act	53	5	8	8	9	11	12	
Time Worked (...)		53	5	8	8	9	11	12	

Basic Training – Sunday Travel, Travel Home on Friday

Att./abs. type	Premium no.	Total	SU, 11/30	MO, 12/01	TU, 12/02	WE, 12/03	TH, 12/04	FR, 12/05	SA, 12/06
	Plan	40		8	8	8	8	8	
	Act	48	4	8	8	8	8	12	
Travel Time 1X...		4	4						
Time Worked (...)		44		8	8	8	8	12	

Upper Screenshot/First Week of Basic Training: An Officer traveled 4 hours on the first Sunday prior to Basic Training, attending a 1-hour Orientation, worked over 8 hours on Wednesday and Thursday, and trained and traveled home on Friday.

Sunday: The employee traveled to Crossnore Training Site for 4 hours and attended a 1 hour Orientation, 9500/Time Worked, earning 5 hours of overage.

Monday and Tuesday: Employee attended 8 hours of training.

Wednesday: Employee attended 9 hours of training, earning 1 hour of overage.

Thursday: Employee attended 11 hours of training, earning 3 hours of overage.

Friday: Employee attended 8 hours of training and 4 hours travel home, earning 4 hours of overage.

The employee earned 13 hours of overtime this week that will be placed in the OT Comp bucket (9000/Approved Leave) at time and a half (19.50 hours). It will remain in the OT Comp bucket for up to 30 days. If the employee Requests 9000/Approved Leave (prior to the expiration and is approved by the supervisor), the OT Comp will be used unless employee has a Holiday Comp quota balance.

Lower Screenshot/2nd Week of Basic Training: The Officer traveled four (4) hours on 2nd Sunday, attended BT on Monday – Friday and traveled home on Friday.

Sunday: Employee traveled to Crossnore training site, 4 hours 9517/Travel Time 1x. The 4 hours of Travel Time will be placed in the Travel Comp bucket (9000/Approved Leave) at Straight Time and remain indefinitely until used by entering Approved Leave.

Monday – Thursday: Attended 8 hours of Basic Training.

Friday: Attended 8 hours of Basic Training and 4 hours traveling home, earning 4 hours overtime. (The 4 hours of travel time is added to the 8 hours of BT because traveled and trained on same date.) The 4 hours of overtime will be placed in the Overtime Comp Time bucket at time and a half (6 hours) and will remain for up to 30 days and if not used will be paid.

Note: Travel Time should not be added into the totals to meet the 40-hour standard requirement.

PPO Working Regular Schedule, Shift Premium Schedule and On-Call

Att./abs. type	Premium no.	Total	SU, 11/23	MO, 11/24	TU, 11/25	WE, 11/26	TH, 11/27	FR, 11/28	SA, 11/29
Plan		56	8	8	8	8	8	8	8
Act		134.67		23	18	22.67	23	24	24
Time Worked (...)		17		8		9			
Time Worked (...)	02	8			8				
Holiday Leave ...		12					4	8	
On-Call (9517)		72.500		15	10	10.50	16	16	24
Callback (9516)		4				3	1		
Callback (9516)		2					2		
Remote Call Ba...		0.170				0.17			

Row 1 of 13

Delete Row Save as Template Refresh

Previous Step Review Cancel

PPO Working Regular Schedule, Shift Premium Schedule and On-Call

Review of Monday & Tuesday

Flex Work Schedule: PPOs' are on a Day Flex Schedule. This means the employee can work his/her eight-hour schedule any five days of the week in order to meet the 40-hour standard. The *Plan* line above shows Sunday through Saturday, 8 hours for each day and a Total of 56 hrs. for the week. This allows employee to schedule their five work days any five days during the week.

Daily Work Hours: This employee's work schedule is 8:00 a.m. – 5:00 p.m. with an hour meal break.

Shift Premium: For an employee to earn 10% Shift Premium when working Shift Premium schedules they must enter an 02 in the Premium No. (Push Code) column. (See Community Supervision policy for Split Shift Schedules eligible for Shift Premium). Time Entry for hours worked will not receive Shift Premium unless Premium No. 02 is pushed for Shift Premium schedules. CS Policy requires no less than four and not more than 12 full evening or split shifts during the month.

On-Call: The normal On-Call hours for this schedule equals 15 hours. (12:00 midnight to 8:00 a.m. [8 hours] and 5:00 p.m. to midnight [7 hours], total of 15 hours).

Monday: Employee worked normal 8:00 a.m. – 5:00 p.m. schedule with 15 hours of On-Call. (Employee not eligible for On-Call for the hour meal break.)

Tuesday: Employee worked a Shift Premium schedule from 1:00 p.m. to 10:00 p.m. with an hour meal break. You'll notice in the Premium no. column the 02 code which allows evening shift premium payment of 10% for the 8 hours, and 10.00 hours On-Call (10:00 p.m. – 8:00 a.m.).

***** Time Entry Explanations for Wednesday, Thursday,**

Friday and Saturday are on following pages.***

PPO Working More than 8 hours in One Day, On-Call with Emergency Callback and Remote Callback

Att./abs. type	Premium no.	Total	SU, 11/23	MO, 11/24	TU, 11/25	WE, 11/26	TH, 11/27	FR, 11/28	SA, 11/29
Plan		56	8	8	8	8	8	8	8
Act		134.67		23	13	22.67	23	24.00	24
Time Worked (...)		17		8		9			
Time Worked (...)	02	8			8				
Holiday Leave ...		12					4	8	
On-Call (9517)		72.500		15	10	10.50	16	16	24
Callback (9516)		4				3	1		
Callback (9516)		2					2		
Remote Call Ba...		0.170				0.17			

PPO Working More than 8 hours in One Day, On-Call with Emergency Callback and Remote Callback:

Wednesday: Employee worked from 8:00 a.m. until 6:00 p.m.--1 hour over for 9 hours, due to court, had one Callback for 3 hours, and one Remote Callback for 10 minutes or .17. For both the Callback and Remote Callback, actual hours must be documented.

The employee's On-Call hours were from 6:00 p.m. - 8:00 a.m. = 14.00 – 3.50 = 10.50 hours On-Call.

Emergency Callback Information:

The time an employee is on Emergency Callback is determined from the time the employee is notified to return to work until the time the work is complete. Employees who are subject to overtime and respond to a call by returning to work shall receive a minimum of two hours compensation. Callback hours are recorded as actual time worked, including travel time to the worksite for each occurrence of emergency callback using code 9516/Callback.

Each incident of callback should be recorded separately in BEACON, i.e., 1.00/9516, 2.00/9516, or 3.00/9516 (or actual hours worked.)

Hours on Emergency Callback that's less than two hours, must record actual callback hours. The BEACON system automatically calculates the difference between the time actually worked and the two hour minimum as Gap (straight time) hours and will be paid as immediate payout in the first available paycheck, once approved by the supervisor; therefore, you're paid for 2.00 hours.

*****For Emergency Callbacks less than 2 hours always subtract 2.00 hours from On-Call hours.*****

Employees whose work continues following the end of the regularly scheduled hours of work are not eligible for the callback. This is considered a holdover because the employee did not leave work and have to return to work.

Shift pay, holiday pay and overtime pay shall be received in addition to emergency callback pay, if applicable.

Remote Callback Information: Remote Callback is when an employee responds via phone/computer.

Employees subject to overtime and respond to a call by phone and/or computer shall receive a minimum of 30 minutes (.50) compensation additional pay.

Each Remote Callback should be recorded separately in BEACON., i.e., .17/9511, .50/9511, 1.00/9511 (actual hours worked).

Time on Remote Callback less than 30 minutes, record actual hours. The BEACON system automatically calculates the difference between the time actually worked and the 30 minute minimum as Gap (Straight time) hours to be paid as immediate payout in the first available paycheck, once approved by the supervisor. Remote Callbacks more than 30 minutes, document actual hours; subtract actual hrs. from On-Call.

*****For Remote Callbacks less than 30 minutes always subtract .50 hour from On-Call hours.*****

PPO Taking Thanksgiving Holidays, Working More than 8 Hours in One Day, On-Call with Emergency Callbacks

Working Times Recorded from Sunday, November 23, 2008 to Saturday, November 29, 2008.									
Att./abs. type	Premium no.	Total	SU, 11/23	MO, 11/24	TU, 11/25	WE, 11/26	TH, 11/27	FR, 11/28	SA, 11/29
	Plan	56	8	8	8	8	8	8	8
	Act	134.67		23	18	22.67	23	24.00	24
Time Worked (...)		17		8		9			
Time Worked (...)	02	8			8				
Holiday Leave ...		12					4	8	
On-Call (9517)		72.500		15	10	10.50	16	16	24
Callback (9516)		4				3	1		
Callback (9516)		2					2		
Remote Call Ba...		0.170				0.17			

Row 1 of 13

Delete Row Save as Template Refresh

Previous Step Review Cancel

Thursday: 1st Thanksgiving Holiday. PPOII is taking eight hours Holiday Leave (9300) and On-Call with two Callbacks.

1st Callback: From 2:00 a.m. to 3:00 a.m. for one hour. Record the actual hours of 9516/Callback (1.00), when less than the two hour minimum. The BEACON system automatically calculates the difference between the time actually worked and the two hour minimum as Gap (straight time) hours and will be paid as immediate payout in the first available paycheck, once approved by the supervisor.

*****Always subtract 2.00 hours from the On-Call hours for callbacks less than the 2.00 hours minimum.*****

2nd Callback: From 4:00 a.m. to 6:00 a.m., two hours 9516/Callback. Record actual amount of 2.00 hours on a separate line.

On-Call: Normal On-Call Hours of 24 minus four hours of Callback equals 20. Enter 16.00 hours of On-Call. The balance of 4 hours On-Call must be submitted on the "Request for On-Call Pay NOT Entered in BEACON/SAP" Form.

(Reminder: The system will NOT accept time entry for more than 24 hours per day.)

Holiday: Record 4.00 hours of 9300/Holiday Leave. 8.00 hours Holiday Leave minus 4.00 hours of Callback = 4.00 hours 9300/Holiday Leave.

Since the employee worked on the Holiday, the system will deduct four hours from the Holiday Leave bucket and add the four hours in the Holiday Comp Bucket, to be taken at a later date using 9000/Approved Leave code. Holiday Comp expires after 365 days, if not used, and the balance will be paid.

If an employee has less than 8 hours Callback on a holiday, the balance of the 8 hours must be recorded as 9300/Holiday Leave.

Example: On July 4 holiday, employee has 2.00 hours of Emergency Callback and .50 hours of Remote Callback .

Record 2.00/9516/Callback, .50/Remote Callback, 5.50/9300/Holiday Leave and 21.50/9517/On-Call. (16 Hours On-Call entered in ESS, 5.5 hours on On-Call form.)

Holiday Workaround: When other A/A codes are entered on same day as 9300/Holiday Leave, sometimes the system *will not allow you to save your entries*. A workaround is to split the holiday leave, in this case, 4.00 hours, on two lines of 2.00 hours each and the system will allow you to save your entries.

PPO Taking 2nd Thanksgiving Holiday and On-Call

Att./abs. type	Premium no.	Total	SU, 11/23	MO, 11/24	TU, 11/25	WE, 11/26	TH, 11/27	FR, 11/28	SA, 11/29
	Plan	56	8	8	8	8	8	8	8
	Act	134.67		23	18	22.67	23	24.00	24
Time Worked (...)		17		8		9			
Time Worked (...)	02	8			8				
Holiday Leave ...		12					4	8	
On-Call (9517)		72.500		15	10	10.50	16	16	24
Callback (9516)		4				3	1		
Callback (9516)		2					2		
Remote Call Ba...		0.170				0.17			

Row 1 of 13

Delete Row Save as Template Refresh

Previous Step Review Cancel

PPO Taking 2nd Thanksgiving Holiday Friday and On-Call for 24 Hours Friday and Saturday:

Friday: The Officer took 8 hours of 9300/Holiday Leave for the second Thanksgiving Holiday and recorded 9517/On-Call 16 hours in the system. The balance of 8 hours On-Call must be submitted on the "Request for On-Call Pay NOT Entered in BEACON/SAP" Form.

Saturday: Employee was On-Call for 24 hours.

Actual Emergency Callback and Remote Callback hours worked are included into the total hours for the week for overtime purposes.

PPO Working Split Work Shifts

Weekly View | Daily View

Week from 06/29/2014 to 07/05/2014 Go

Working Times Recorded from Sunday, June 29, 2014 to Saturday, July 5, 2014.

Att./abs. type	Premium no.	Total	SU, 06/29	MO, 06/30	TU, 07/01	WE, 07/02	TH, 07/03	FR, 07/04	SA, 07/05
Plan		56	8	8	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	4	8		
Time Wor...	02	8				4		8	
Approved ...		0							
Sick Leav...		0							

Delete Row | Save as Template | Refresh

Previous Step | Review | Cancel

Split Work Shift—A split work shift requires to split hours over one day (24-hour period) and must be approved by the supervisor. An eight-hour daily work schedule requires an employee to work a minimum number of hours within a first shift timeframe; take an extended break and return to work to complete the remainder of the workday. A split shift cross first and second shifts. The following are the only approved Split Work Shifts:

8:00 a.m. – 11:00 a.m.	6:00 p.m. – 11:00 p.m. = 8 hours SP
9:00a.m. – 12:00 noon	4:00 p.m. – 9:00 p.m. = 8 hours SP
8:00 a.m. – 12:00 noon	6:00 p.m. – 10:00 p.m. = 4 Reg – 4 SP
9:00 a.m. – 1:00 p.m.	4:00 p.m. – 8:00 p.m. = 4 Reg – 4 SP

Monday & Tuesday: EE worked 8:00 a.m. – 5:00 p.m.

Wednesday: EE worked Split Shift Schedule, 9:00 a.m. – 1:00 p.m. and 4:00 p.m. – 9:00 p.m. for 4 hours Regular pay and 4 hours of Shift Premium.

Friday: EE worked Split Shift Schedule, 9:00 a.m. – 12:00 noon and 6:00 p.m. – 10:00 p.m. for 8 hours of Shift Premium.

***Note:** EE must work more than half of the work hours during the Shift Premium Timeframe of 4:00 p.m. to 8:00 a.m. to earn 8 hours of SP for Split Shifts.

Quota Balances

My Working Time

My Time Sheets
[Record Working Time](#)
 You can record your working time here.
 In the last 30 days there are 6 workdays on which you have recorded many hours.
 Your recorded times have been approved up to 06/06/2008.
[Release Working Time Data](#)
 Here you can release your working time to your manager.
 There are 1 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](#)

All Types ▼

All Types ▲

Military Leave (Training)

Received Shared Leave

Literacy Volunteer Leave

Community Svc-Tutoring

Community Service Leave

Adv Weather Hrs Owed

Special Leave

Bonus Leave

Holiday Leave

Quota Overview

Entitlement Type:

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave	04/01/2008	12/31/9999	1,265.04 HOURS	282.98 HOURS
Sick Leave	04/01/2008	12/31/9999	1,609.39 HOURS	594.03 HOURS
Overtime Comp Time	03/14/2008	12/31/9999	280.25 HOURS	0.00 HOURS
Holiday Comp Time	01/30/2009	12/31/9999	0.00 HOURS	0.00 HOURS
Holiday Leave	04/26/2008	12/31/9999	568.00 HOURS	8.00 HOURS
Bonus Leave	04/01/2008	12/31/9999	183.25 HOURS	183.25 HOURS
Adv Weather Hrs Owed	03/02/2009	12/31/9999	0.00 HOURS	0.00 HOURS
Community Service Leave	01/01/2014	12/31/2014	24.00 HOURS	24.00 HOURS

Quota Balances

On My Working Times screen there is an option for checking your leave balances. Under My Leave Requests click on Quota Overview.

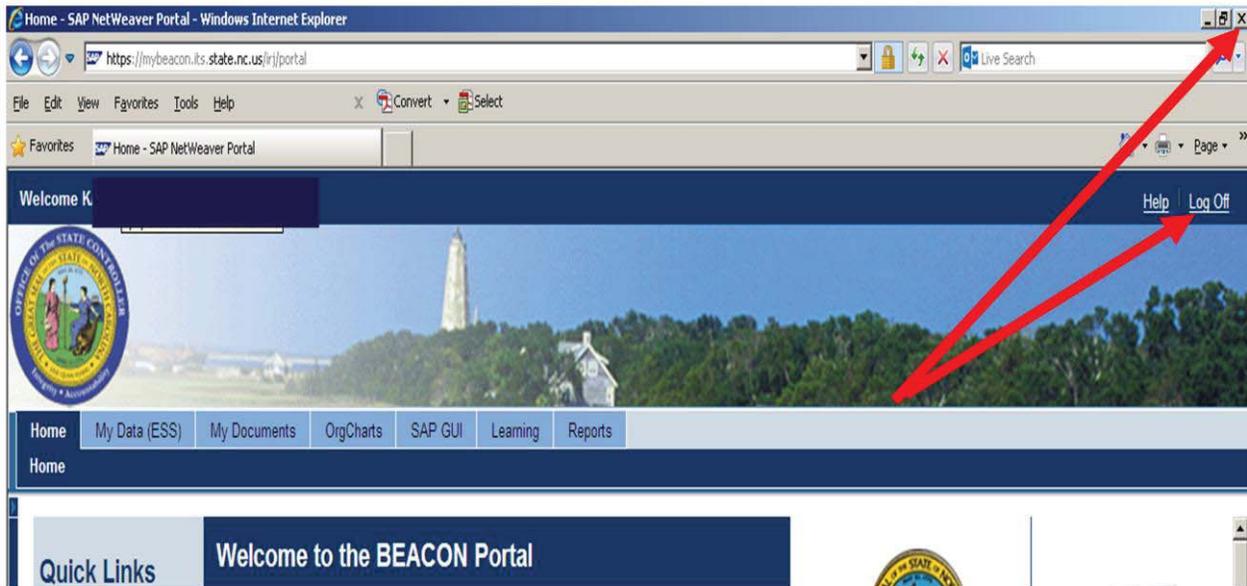
By clicking on Quota Overview, you can review All Types of leave or a specific leave type.

Entitlement: Total Hours of quota accrued plus quota offsets.

Remainder: Current balance.

REMEMBER: BALANCES REFLECT TIME THAT HAS BEEN RECORDED, APPROVED BY YOUR SUPERVISOR AND HAS GONE THROUGH NIGHTLY TIME EVALUATION.

Logging Off



Remember to Log Off

ESS when finished.

Logging Off:

When you are finished using ESS, it is very important to exit the application by Clicking on "Log Off" or Clicking the "X" to close the browser window.

CAUTION: IF YOU DO NOT LOG OFF OF THE SYSTEM, OTHERS WILL HAVE ACCESS TO YOUR PERSONAL INFORMATION.

Vacation and Sick Leave Accruals

Department of Public Safety employees are Positive Time employees. Employees working a Monday - Friday schedule must record Time Worked and/or Leave for 50% of the work days in a month to be eligible to accrue once the supervisor approves time entry and nightly time eval has run.

Flex Schedules: The employee must record time worked and/or leave for half of the calendar days in the month prior to accrual of leave benefits.

Accrual depends on the number of work days, as derived from the employee's work schedule.

Example:

An employee works 5 days a week.

- ☞ There are 21 work days in the work schedule in the month.
- ☞ The employee would accrue leave when time is entered and approved by the supervisor through the 11th workday of the month.

Monthly Vacation Accrual Earning Rates

- Less than 5 Years:	9.33
- 5 but less than 10 Yrs:	11.33
- 10 but less than 15 Yrs:	13.33
- 15 but less than 20 Yrs:	15.33
- 20 Yrs or More:	17.33

Monthly Sick Accrual Earning Rates

8.00

Notes:

Leave Hierarchy – Approved Leave

A/A Type 9000



Hierarchy – Sick Leave

A/A Type 9200



9000/APPROVED LEAVE LEAVE HIEARCHY

When entering 9000/Approved Leave, the system will automatically check your quota (buckets) in the following order prior to deducting Vacation Leave:

- 1) Holiday Compensatory Leave
- 2) Compensatory Leave (OT Comp)
- X *On-Call Compensatory Leave (Positions eligible for On-Call with Community Supervision will be paid in lieu of having an On-Call Comp bucket.)
- 3) Travel Compensatory Leave
- 4) Vacation Leave
- 5) Bonus Leave
- 6) Advanced Vacation Leave (if approved)

9200/SICK LEAVE HIERARCHY

Sick Leave is a separate hierarchy of leave. The above represents the order in which the system pulls from the quota (buckets) when 9200 is recorded.

Buckets 2 and 3 will only be utilized when approved by management.

Once Sick Leave is entered, the system will check to see if there is enough quota available in the buckets.

Leave Offsetting

40 HOURS – MINIMUM REQUIRED WORK HOURS

Monday	Tuesday	Wednesday	Thursday	Friday
8 HOURS APPROVED LEAVE	10 HOURS WORKED	10 HOURS WORKED	10 HOURS WORKED	10 HOURS WORKED

8 Hours
Approved Leave

8 Hours
Approved Leave



Approved Leave, Sick Leave, Community Service Leave, and Military Leave will offset when the employee achieves his expected work hours (40) in the same OT period in which leave was recorded.

THE RULE:

Leave is to cover the gap between hours worked and the minimum standard work hours.

In this example, the employee is a Subject-to-Overtime employee on an 8.00 hour day, 5 days a week, 40 hours Monday through Friday work schedule. He/she took 8.00 hours of Approved Leave on Monday and worked 10.00 hours each day Tuesday through Friday due to staff shortage. Since the work time equals the 40-hour requirement, the Leave will be returned to the appropriate bucket.

Most Common Time Entry Errors

- Time Entered on incorrect week(s). System defaults to current week. Employee must back up to appropriate week(s) prior to entering time.
- Not entering time timely (must be entered/released to supervisor by end of business on Tuesday for the previous week).
- Time Entry doesn't match Timesheet and/or Projected Schedule.
- Incorrect A/A codes on paper timesheet and/or entered in BEACON
 - Ex: 9517/On-Call recorded as 9516/Callback
 - 9516 Callback entered as On-Call = Underpayments
 - 9517 On-Call entered as Callback = Overpayments
 - Accidentally entering work time on a Holiday causing overpayments (HPP).
 - Entering leave instead of work hours, etc.
- Incorrect use of Push Codes
- Hours entered are short of the 40-Hour Standard requirement
- Not entering time at all—missing entire weeks
- Comments missing for justification of overtime, training, Callback timeframes, split shift hours, etc.

For further questions regarding Time Administration, refer to the Community Supervision Policy and Procedures

<http://internal.doc.state.nc.us/DCC/Policy/Files/Policy.pdf>

Section .1400—Work Schedules and Compensation

BEACON Attendance/Absence (A/A) Types

A/A Types	Description	A/A Types	Description
9000	Approved Leave	9516	Callback
9200	Sick Leave	9517	On-Call
9300	Holiday Leave	9545	Adverse Weather Leave
9400	Leave Without Pay	9550	Civil Leave – Jury Duty
9500	Time Worked	9560	Community Service Leave
9511	Remote Callback	9565	Community Svc Tutoring
9512	Adverse Weather Make-Up	9566	Literacy Volunteer Leave
9515	Travel Time 1x		

**Leave Types not listed above
must have Special Approval prior to use**

Go to this website for the A/A Types Descriptions:

<http://www.osc.nc.gov/training/osctd/help/Time%20Management/Job%20Aids/AttendanceAbsenceTypesDefined.pdf>

BEACON Minutes/Decimals Conversions for Time Entry

Minutes	Decimals	Minutes	Decimals	Minutes	Decimals	Minutes	Decimals
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.3	33	0.55	48	0.8
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.1	21	0.35	36	0.6	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.4	39	0.65	54	0.9
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.2	27	0.45	42	0.7	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.5	45	0.75	60	1

Notes: