

# Time

## Quick Facts:

- Full-time and part time employees who are at least half-time with 12 months of total state service and have been in pay status at least 1040 hours during the previous 12-months are eligible for FMLA (Family Medical Leave).
- Advanced Leave can be requested for vacation and sick leave. The amount requested cannot exceed what the employee would accrue for the remainder of the calendar year.
- If your time was entered incorrectly, your Agency Time Administrator will make the correction, and it will be paid on your next scheduled payroll.
- Upon separation, you will receive payment for any unused vacation leave, up to 240 hours. Vacation leave over 240 hours is lost. Payment is not made for unused sick leave. Unused sick leave is reinstated if the employee returns to state employment within five years or it may be applied toward retirement if eligible to retire within five years.
- Leave requests are not linked to your timesheet. Timesheets must still be completed to reflect the use of leave and your supervisor must approve the time entry.
- The main Time related roles at the Agencies are
  - 1) Time Administrator—Enters and corrects time, also known as a Time Keeper
  - 2) Time Approver—Approves time through SAP
  - 3) Manager—Approves time through MSS
  - 4) Leave Administrator—Manages leave quotas for the agency

## How do I...

### Enter my time?

Employee records time and distribution via ESS (access *My Working Time* tab, *Record Working Time* link.) or paper timesheet by the deadlines designated by their Agency. Whether an employee enters their time via ESS or a paper timesheet depends on each agency.

### Correct an invalid time entry?

Time records may be changed by the employee prior to being approved. If time records have already been approved, employee must notify the Agency Time Administrator to make corrections via SAP.

### Initiate leave requests?

Employees may initiate leave requests via ESS (*My Working Time* tab, *Leave Request* link.) If an employee does not have access to ESS, they must contact their supervisor to request leave.

### View my leave balances?

Employees may view their quota balances via ESS (*My Working Time* tab, *Quota Overview* link.) If employee does not have access to ESS, they may also ask their Agency Time or Leave Administrator for their Quota Balances.

### View my time statement?

Employees may view their Time Statement via ESS (*My Working Time* tab, *Time Statement* link). To view time for a specific period, access Time Statement for a Chosen Period link. Employees without ESS access may ask BEST or their Agency Time or Leave Administrator for a copy of the Time Statement.

### Request advanced leave?

Employee may obtain the Advanced Leave Application via the BEST Website, via ESS (*My Working Time* tab, *Advanced Leave Application* link), or from his/her Agency Leave Administrator. Employee should submit the completed application to their Supervisor, or other individual designated by the Agency.

For Employees

## How do I...

### Approve time?

Supervisor (via MSS, *My Team/Employee Working Times* tab, *Approve Working Time* link)

Agency Time Approver (via SAP, refer to BPP documentation - [Approve Time Records CATS APPR LITE](#))

### Approve leave requests?

Employee's supervisor may approve or deny the Leave Request via MSS (*My Team/Employee Working Times* tab, *Approve Leave Request* link). **Note:** Supervisors will not be able to view the employee's leave balance through MSS.

### Correct an invalid time entry that has been approved?

If the time entry has been approved, make corrections via SAP. (refer to BPP documentation – [Record Time CAT2](#))

For Managers & Administrators