

Employee Self Service Users,

Since the January Group One go-live date, the Project Team has received many questions about time entry using Employee Self Service. The following is meant to address some of the questions the Project Team has received; and to assist those employees who use ESS to enter time. To clarify, all employees impacted by the BEACON system may be categorized into one of three time entry groupings.

1. **Positive Time/Actual Pay:** This means the employee must record all hours, including hours worked and leave. **Failure to record time will result in the employee not being paid.** *Note: This method of time capture applies to all temporary employees, regardless of what agency that employee works for. It is important to be aware that all temporary employees must enter time in order to receive payment. All temporary employees will be paid on a bi-weekly basis and will receive pay two weeks (one pay cycle) after each timesheet has been submitted and approved following the end of the pay cycle.*
2. **Positive Time/Exception Pay:** This means employees must enter all time worked, as well as any absences or leave time used. **Employees receive their monthly base pay unless the Leave Without Pay (9400) code is recorded.** What this means is that Positive Time/Exception Pay employees will continue to receive their regular monthly pay unless exceptions are entered into the system. An exception could be entering the Leave Without Pay (9400) code. In this case the employee's pay would be deducted by the number of hours indicated. Another exception may be for an employee who is entitled to overtime time pay and enters more than 40 hours of Time Worked (9500) into the system. This particular employee would be entitled to overtime pay, and their pay would reflect that.

Note: All employees that are subject to FLSA fall into one of the Positive Time categories.

3. **Negative Time:** An employee must only record variations from his or her normal schedule, such as leave taken. Holiday Leave (9300) is not considered an exception.

The Time Worked (9500) code should be used to enter regular work hours for Positive Time employees. Whether an employee works 40 hours or 50 hours, all of the work hours should be recorded as 9500. *Note: If an employee is entitled to overtime pay or comp time, the system will automatically calculate this based on the hours recorded each week.* The Additional Hours (9510) code is not an overtime code. The 9510 code is restricted to users in certain medical classes that report daily hours in excess of their scheduled shifts.

If you have NOT been instructed by your manager or human resources department to enter all of your time, but instead to record exceptions to your work schedule you are designated as "Negative Time" employee. In a week when a Negative Time employee makes no entry at all, the system assumes that the employee worked the required number of hours.

When a Negative Time employee records Time Worked (9500), the system recognizes this as an exception, in addition to the hours the employee was scheduled to work. It could be appropriate for a Negative Time employee to record time worked on a holiday, or to record the extra few hours the employee may have worked in any given week. A Negative Time employee should not record Time Worked (9500) for normal attendances consistent with their designated work schedule. Some Negative Time employees are eligible to accrue comp time. Comp time will be generated for Time Worked (9500) code when recorded by a Negative Time employee after any absences have been offset.

It is important to note that the BEACON system deducts approved leave according to a standard leave hierarchy (holiday comp time, overtime comp time, on-call comp time, travel comp time, vacation, bonus leave and advanced leave). All items in the leave hierarchy fall under the Approved Leave (9000) category. For example, if an employee records an Approved Leave (9000) code, the system will automatically deduct the amount of time taken from the employee's leave quota using the established hierarchy.

Sick leave is also subject to a hierarchy (sick leave, received shared leave and advanced sick leave).

Employees are encouraged to review the Time Entry overview guide at www.beacon.nc.gov/resources/communications.html to gain a better understanding of how time works in the BEACON system.