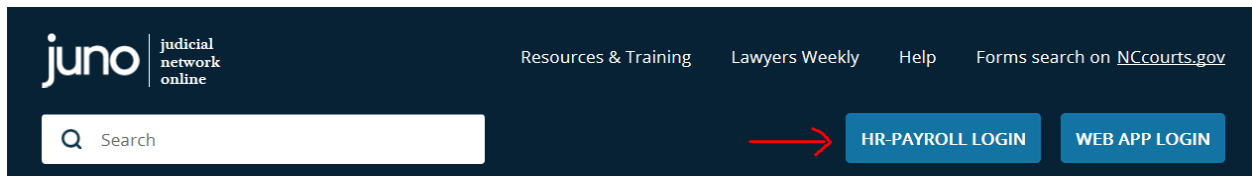




TIME AND LEAVE INFORMATION POSITIVE TIME EMPLOYEE

Once you have access to the Integrated HR-Payroll System, you may begin recording your time / leave entries and check on your personal data, including your bank details and tax information. It is important for you to enter your time / leave accurately and on a current basis (weekly is best) because the system is both a time entry and payroll system. You can find a quick link to the HR-Payroll System on the Juno homepage.



Below are a few of the basics of time / leave entry for positive time employees in the HR-Payroll System (formerly referred to as BEACON). This is an overview of the Employee Self Service (ESS) Time / leave Entry training as it applies to Judicial Branch employees. If you have additional questions, you should review the HR-Payroll System [Employee Self Service Time Entry Course](#).

The HR-Payroll System

As a permanent, positive time employee, you must account for your time worked and leave taken in the HR-Payroll System. The HR-Payroll System is the official record and subject to both federal and state audit.

The HR-Payroll System calculates time based on a 40 hour work week and uses **decimals**, not hours: minutes (example: 1 hour and 30 minutes = 1.5, not 1:30). You can access a conversion chart [on Juno](#). Check with your supervisor before entering your time and leave to ensure you are following the policy set by your office.

Judicial Workweek

The Judicial workweek begins at midnight Sunday and ends at midnight of the following Sunday. If, for some reason you are required to work over a weekend, then that time is considered a part of the previous week.

Process for Time / leave Entry





Time / leave should be entered, released, and approved on a **current, weekly basis even if the week covers the end of one month and the beginning of another month**. Remember, the HR-Payroll System uses a work week to calculate any overtime or premium payment, not a month or a day.

From the **My Working Time** tab in ESS, click on **Record Working Time**. The system will automatically open to the current week, not the last time you entered time / leave. Therefore, ensure you are on the correct week before you start to enter time / leave. Then:

1. **Enter** the number of hour(s) and the appropriate time / leave code(s) on the correct date(s).
2. Click on the **Review** button at bottom of screen – it will take you to a new screen.
3. Click on the **Save** button at bottom of the screen – DO NOT click the exit button if you truly want to save!

Enter time worked and leave as it **actually occurred**. If you are scheduled to work 40 hours, and you only worked 38, enter 38 hours of **Time Worked (code 9500)** and 2 hours of leave taken (type of leave depends on why you were out) on the appropriate days. Do not record time or leave before it has actually occurred.

Once you have entered your time / leave, you must release it to your supervisor for approval. Click on **Release Working Time**. Then:

1. Click on the **Select All** button near the bottom of screen – selected rows will change color.
2. Click on the **Review** button under the Select All button – you will be taken to a new screen.
3. Click on the **Save** button at bottom of the screen – DO NOT click the exit button if you truly want to release!

You should account for the number of hours scheduled for you before releasing your time / leave on a weekly basis to your supervisor. You can continue to change saved and released entries until your supervisor approves. After time / leave is approved, neither you nor your supervisor can change the entries. If corrections are necessary, your supervisor must contact NCAOC Human Resources in writing (email is preferred) to initiate the correction. The email should be sent to the point of contact for your county identified on the [HR Salary Administration Assignment Map](#). Once your supervisor approves your time / leave, the HR-Payroll System updates your leave balances overnight and you will be able to view your balances the following day on your **Time Statement** (log in to the HR-Payroll system, select My Working Time, then Time Statement). The Time Statement is the most accurate account of your balances, once your supervisor has approved your time / leave and the HR-Payroll System processes it overnight.

Holidays

Holidays should be entered using **Holiday Leave (code 9300)**. If you are full time, you receive 8 hours for each holiday. If you are part time, the holiday leave is prorated. You should use Holiday Leave on the holiday. If the holidays fall outside of your work schedule, you still receive the appropriate hours and





you should work with your supervisor to take those hours off sometime **within that holiday week** and code the time off as [Holiday Leave](#).

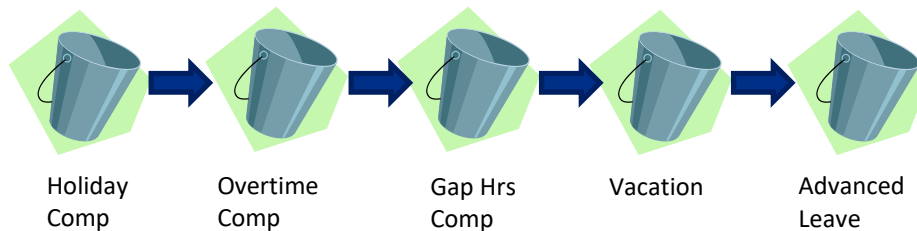
Leave

Vacation and Sick leave are accrued each month after you have worked or used paid leave for one-half of the work hours in the month, AND your time / leave has been entered, released and approved by your supervisor. You will not have access to leave until it is accrued. If you do not have enough leave to account for the number of hours you are scheduled to work each week, you will have to use **Leave Without Pay (code 9400)**. A description of leave types can be found [on Juno](#).

The most common leave types are: Approved Leave (code 9000), Sick Leave (code 9200), and Community Service Leave (code 9560). These codes should be used for specific types of leave discussed in the [Judicial Branch HR leave policy](#). Check with your supervisor for other codes used in your office. Compensatory time is included in the Approved Leave hierarchy and will be used before any vacation leave.

Leave “Buckets”

For positive time employees, Approved Leave in the HR-Payroll System includes and is automatically used in this order:



Leave Requests

Please note that the Leave Request portion of the HR-Payroll System is not linked to the actual time / leave entry. When you take leave, you have to enter it under My Working Time, Record Working Time in order for the leave to be deducted from your quota. Check with your supervisor to see how leave requests are handled in your office.

Error Messages when entering my Time / leave

You may see the following messages:

- On the My Working Time Screen: *In the last 30 days there are XX workdays on which you have recorded not enough hours or too many hours.* This means that you have recorded time and / or leave that is not equal to the number of hours that your planned work schedule shows. For example, if your planned working time is 8 hours but you recorded 9 hours, the system will show the message. It does not mean that you have done anything incorrectly, it is just informing you





that you have entered something that deviates from your planned work schedule. It may also mean that you have not finished entering time for the current week.

- Under Record Working Time: Yellow exclamation with a message of *number of hours recorded XX exceeds target hours XX*. This means that you have recorded a greater number of hours than your planned working hours. The message is intended to caution you to check your entries. If this is not an error on your part, you can proceed with saving your entries.
- On the My Working Time Screen: *Your recorded times have been approved up to 12/31/9999*. This actually means that the last entry approved is for that specific date of 12/31/9999. It does NOT necessarily mean that **all** entries through 12/31/9999 have been approved, and it does NOT necessarily mean that all necessary entries have been made through 12/31/9999.

Periodically, as we audit time / leave records, you may receive an email from someone in Human Resources questioning your time / leave entries, or lack thereof, to verify the accuracy. Please respond to those emails in a timely manner so that your pay and leave balances will always be accurate.

If you have ANY problems getting into the Payroll System or entering your time / leave once access is granted, please contact HR for assistance.

