Time and Leave Information

Negative Time Employee

You should now be able to access the Integrated HR-Payroll System (via FIORI) for time/leave entry and to 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 Integrated HR-Payroll System on the **JUNO** home page.

Below are a few of the basics of negative time entry in the Integrated HR-Payroll System (formerly referred to as BEACON). This is an overview of the Employee Self Service (ESS) Time Entry training as it applies to Judicial Branch employees. If you have additional questions, you should review the **Employee Self Service Time Entry Course**. The on-line training is targeted for positive time employees, but it also shows examples for negative time employees.

The HR-Payroll System
As a permanent, full-time, negative time employee, the system assumes that you work 40 hours each week.

Reporting Time/Leave
If you work less than 40 hours in a workweek, you must account for the difference using the appropriate leave type. (More information about leave and leave types to follow.)

If you work more than 40 hours in a workweek, your hiring authority may elect to grant you compensatory leave on an hour for hour basis for any hours over 40. In the Integrated HR-Payroll System, you enter only the hours you worked over 40 using Time Worked (code 9500). For more information, see the paragraph **Compensatory Time** on the next page.

The HR-Payroll System is the official record and, as such, subject to both federal and state audit. The 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 **here**.

Judicial Branch Workweek.
The Judicial Branch workweek begins at mid-night Sunday and ends at mid-night 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 Integrated HR-Payroll System uses a work week to calculate any compensatory time, not a month or a day.

From the **Employee** tab in FIORI, click on **My Timesheet**. 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. Click on the **Enter Records** button.
2. **Enter** the number of hour(s) and the appropriate assignment (attendance and/ or absence code) on the correct date(s).
3. Click on the **Check** button at bottom of screen – make the necessary changes to any errors found.
4. Click on the **Submit** button at bottom of the screen.

Enter time worked over 40 hours and leave taken as it **actually occurred**. Do not record time worked or leave taken before it has actually occurred.

You can continue to change submitted 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 e-mail 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 Integrated 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 into FIORI, click on the Employee tab, then click on My Time Statements). The Time Statement is the most accurate account of your balances, once your supervisor has approved your time/leave and the Integrated HR-Payroll System processes it overnight.

Holidays

As a negative time employee, the system assumes that you do not work on a holiday observed by the Judicial Branch and no holiday or other leave entry should be made on that day. If you do work on the holiday, you should enter it as time worked (only the number of hours that you worked). Because this is a common source of errors, AOC Human Resources will follow-up with the supervisor to ensure that this entry was correct. Employees who are REQUIRED to work on the holiday will receive appropriate holiday premium pay.

Leave

Vacation and Sick leave accrue each month after one half of the month has elapsed. You will not have access to leave until it is accrued (including compensatory time).If you do not work 40 hours in a week, you must use leave to cover the portion of the 40 hours you did not work. 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 **here**.

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 HR leave policy**. Check with your supervisor for other codes used in your office.

Compensatory Time
If you work more than 40 hours in a week, you will record the extra time as Time Worked (code 9500). **DO NOT** enter this time as Additional Time Worked (code 9510). For example, if you are scheduled to work 8 hours per day Monday through Friday, and you worked 10 hours on Monday, and 8 hours per day the rest of the week, you should record 2 hours on Monday. If you recorded 10 hours, the system would credit you with 10 hours compensatory leave, rather than 2, since it assumes that you are always working your regular schedule of 8 hours per day. You have 365 days from the day compensatory time is earned to use it or it expires and will appear in the expired column on your Time Statement for that month. Time/leave **must** be entered into the Integrated HR-Payroll System and approved by the manager before the compensatory time can be used. It is **never** paid out. Compensatory time is included in the Approved Leave hierarchy and will be used before any vacation leave. Please note that the bonus leave categories are not in the approved leave hierarchy.

Leave "buckets". For negative time employees, Approved Leave in the Integrated HR-Payroll System includes and is automatically used in this order:

| Holiday Comp | Overtime Comp | Vacation | Advanced Leave |
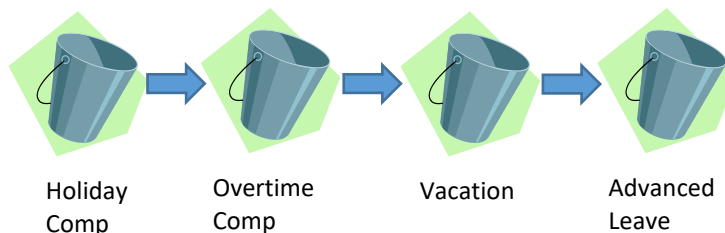
Leave Requests
Please note that the My Leave Request portion of **FIORI** is not linked to the actual time/leave entry. When you take leave, you have to enter it under My Timesheet in order for the leave to be deducted from your quota. Check with your supervisor to see how leave requests are handled in your office.

Error Messages when entering my Time/Leave
Because negative time employees do not enter all time worked, you will rarely enter 40 hours (except when using a full week of leave). You may see the following messages:
- On the My Timesheet Screen*: In the last 30 days there are xx workdays on which you have recorded not enough hours or too many hours.* It is not an error on your part. It means that you have recorded time/leave that is not equal to 8 hours. For example, you may have taken 4 hours of sick leave. It is correct to have only entered 4 hours of sick leave and nothing else for that day.
- When checking recorded time: Yellow exclamation with a message of *number of hours recorded xxx exceeds target hours 8.00.* This means that you have recorded a greater number of hours than 8. The message is intended to caution you to check your entries. If this is not an error on your part, you can proceed with submitting your entries.

Periodically, as we audit time/leave records, you may receive an email from someone in NCAOC HR 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 FIORI or entering your time/leave, please contact your assigned Salary Administration Specialist.