

Time and Leave Information

Positive 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 positive 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 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 [here](#). 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 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 overtime or premium payment, 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 and leave as it 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.**

You should account for the number of hours scheduled for you before submitting your time/leave on a weekly basis to your supervisor. 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

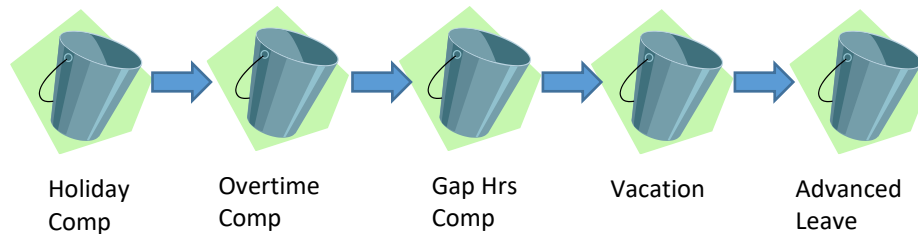
Holidays should be entered using Holiday Leave (code 9300). If you are full time, you receive 8 hours for each holiday. If you are part time, the holiday leave is prorated. You should use Holiday Leave on the holiday. **If the holidays fall outside of your work schedule, you still receive the appropriate 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 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 [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 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 positive time employees, Approved Leave in the HR-Payroll System includes and is automatically used in this order:



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

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.* 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.
- When checking recorded time: Yellow exclamation with a message of *number of hours recorded xxx exceeds target hours xxx.* 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.

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.