FIO-17 My Time Statements

View My Time Statements Tutorial Video

Purpose

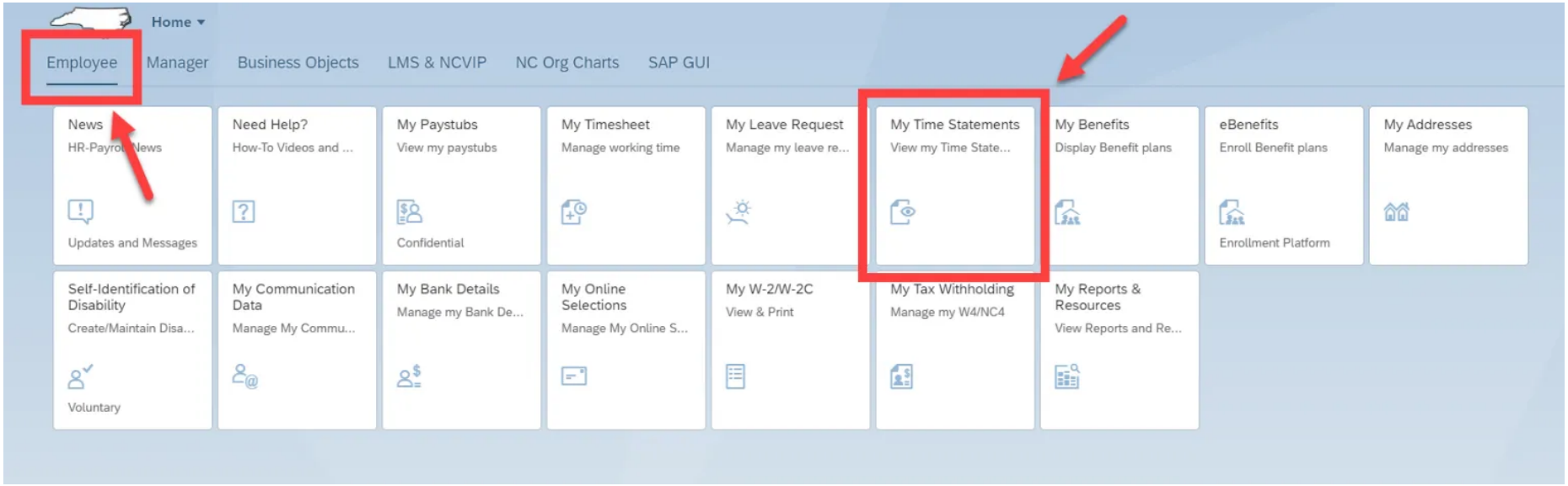
The purpose of this Business Process Procedure is to explain how to access, view and print your Time Statement for a chosen period using the Fiori My Time Statements application.

How to access My Time Statements

There are 4 steps to complete this process.

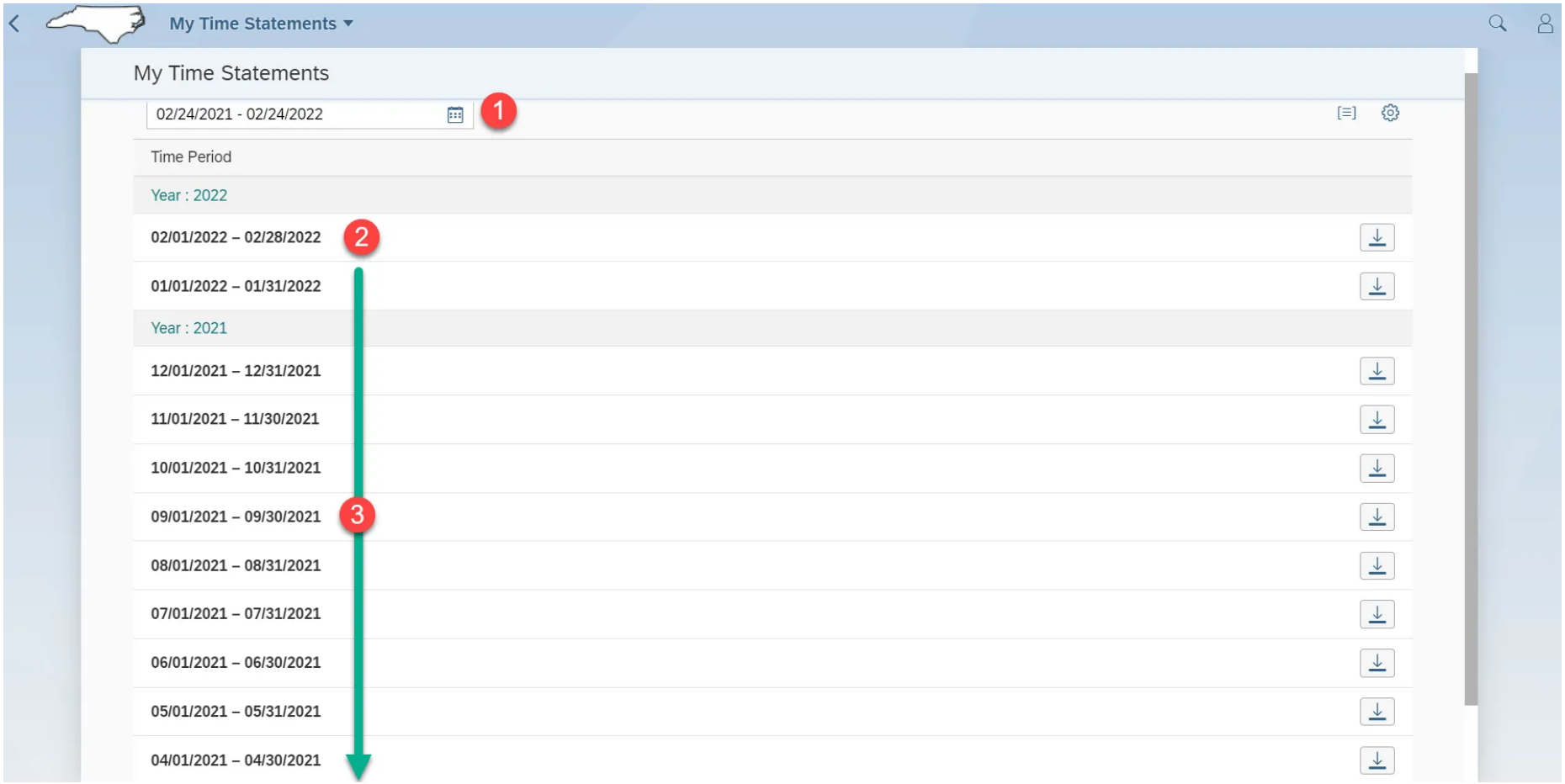
Step 1. Click on **My Time Statements** tile from the Employee tab.

Image



Step 2. By default, the **Time Period** displays a 13-month rolling selection, with the date field populated with today's date. The Time Period is delivered with the most recent month and year first, followed by the previous Time Periods.

Image



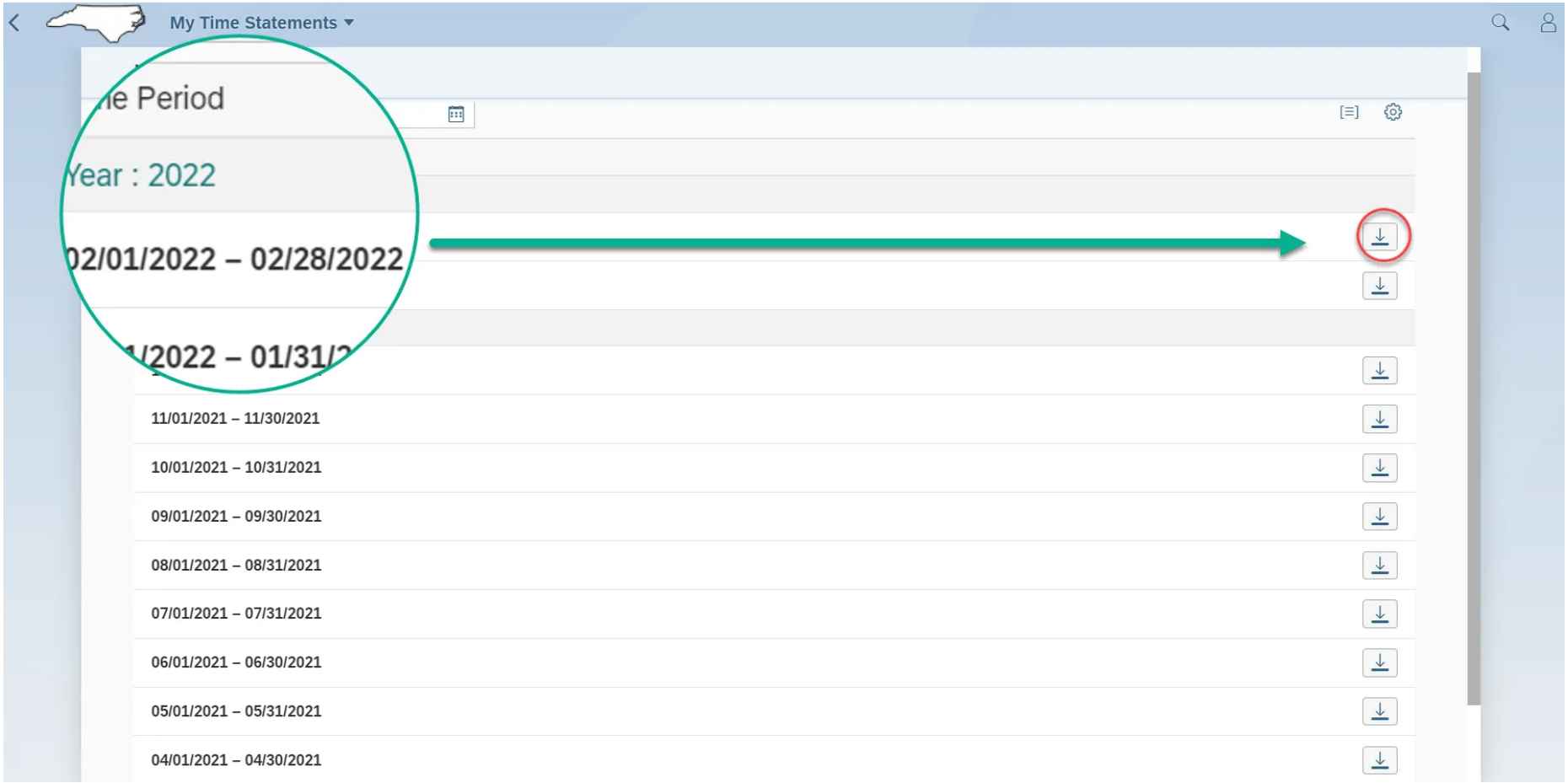
The **Group Table Row** and **Personalize** icons do allow for user settings, although changing the delivered settings is not recommended.

Image



Step 3. Identify the **Time Period** you want to review in more detail, then select the **Download** icon.

Image



Step 4. Once the Download icon is selected, the chosen periods time statement is generated for review and print.

Image

Time Statement

Period: 02/01/2022 to 02/28/2022

Run Date: 02/24/2022

Personal / Organizational Data

Name	Jimmy M Moyette	Overtime Period	Wk - Mon (mdnt) - Sun
Personnel Number	00000055	Work Schedule	D02W08FX - MTWHFSaS-4x10
Length Of Service	101.00 Months	Emp Group	A- SPA Employees
Position	[redacted]	Sub Area	NC08- 7day Interface
Personnel Area	4705-CCPS-Highway Patrol	Time Mgt Status	1 - Positive Time Recording
Org Unit Name	CCPS SHP FMG Analysis Lan	Org Unit/Short Text	20013764/496000000267

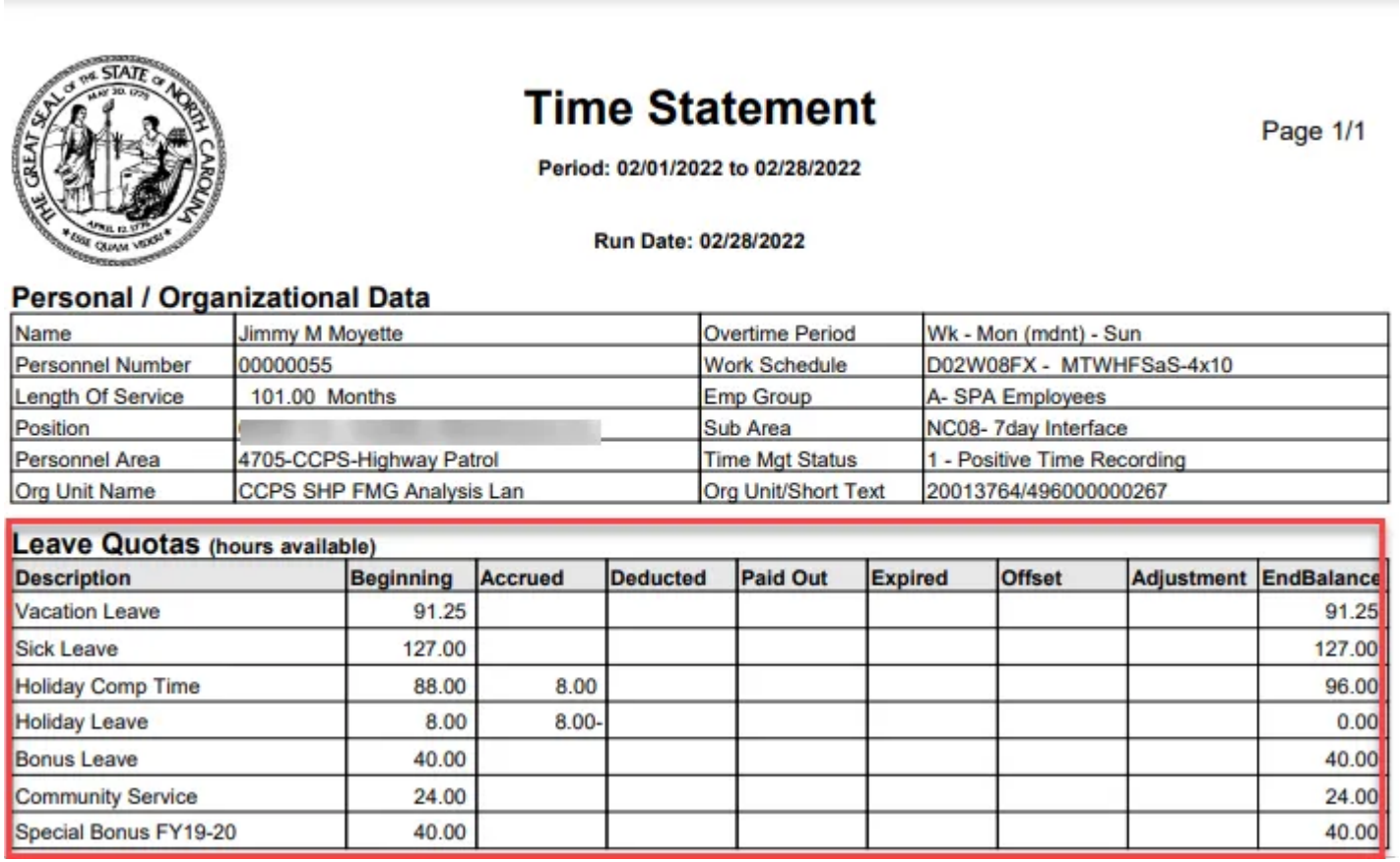
Leave Quotas (hours available)

Description	Beginning	Accrued	Deducted	Paid Out	Expired	Offset	Adjustment	EndBalance
Vacation Leave	91.25							91.25
Sick Leave	127.00							127.00
Holiday Comp Time	88.00	8.00						96.00
Holiday Leave	8.00	8.00-						0.00
Bonus Leave	40.00							40.00
Community Service	24.00							24.00
Special Bonus FY19-20	40.00							40.00

The Time Statement contains multiple columns which will indicate changes to leave balances over the course of a calendar month.

Critical Note: Time Statements are not updated immediately to reflect time entered or approved. Time Statements are generated overnight for all employees to reflect approved entries made during the previous day. If discrepancies occur, contact your agency Time Administrator.

Image



Time Statement

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Note: The header information displays not only the month you are viewing, but for the date that the Time Statement was generated.

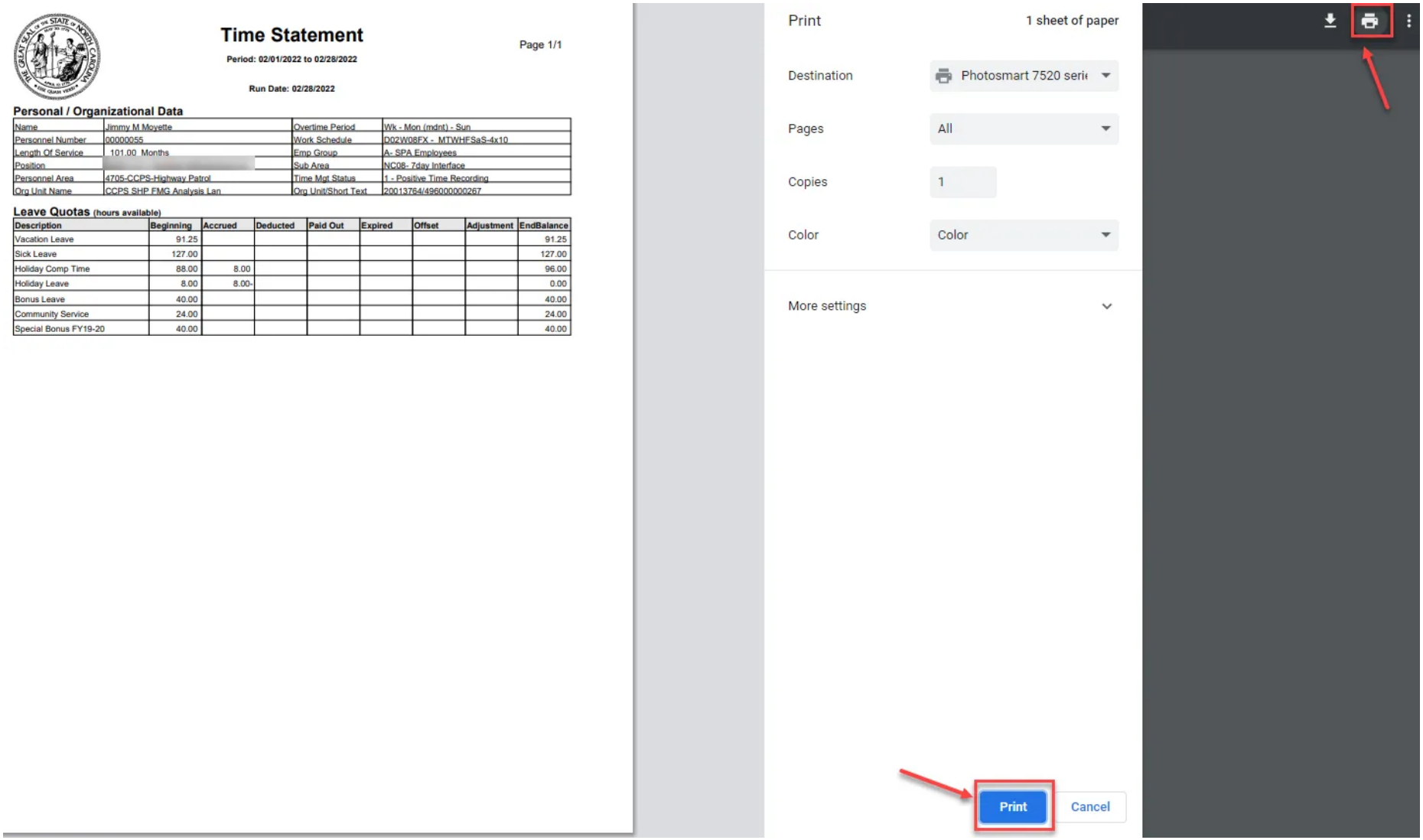
The table below provides definitions of the Time Statement columns. For questions about the fields on your Time statement, please contact BEST Shared Services.

Column Title	Description
Beginning	Reflects your balances as of the first day of that calendar month.
Accrued	Reflects the hours that have been generated based on your length of service and time entered for that calendar month.
Deducted	Reflects how many hours of leave you have used during the calendar month.
Paid Out	Reflects any time set to pay out during that Pay Period (e.g., Overtime Comp).
Expired	Reflects any hours which have expired during the Pay Period (e.g., Overtime Comp).
Offset	Reflects any leave that was returned because it was not needed to reach the minimum hours required during the working period.
Adjustment	Reflects any adjustments to your time made manually by administrators.
End Balance	Reflects your ending balance for the month after all accruals, deductions, and changes.

Note: Accruals for Vacation and Sick Leave occur after 50% of the employee's scheduled workdays in the pay period have been recorded and approved by the supervisor. Note: the approved time/leave must be processed successfully during the nightly time evaluation process. (i.e., If there are 20 working days in a month, your leave accruals will be generated overnight after at least 11 working days have been approved).

To print the selected Time Statement, click on the **Printer** icon and click on **Print Butto**n.

Image



To go back to Homepage click on **My Time Statement**.

Image



Note: My Time Statements application is also available on mobile devices.

First Published

Tue, 03/08/2022

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Thu, 10/09/2025

Printable PDF