FIO-10 Employee Working Time

View Employee Working Time Tutorial Video

Purpose

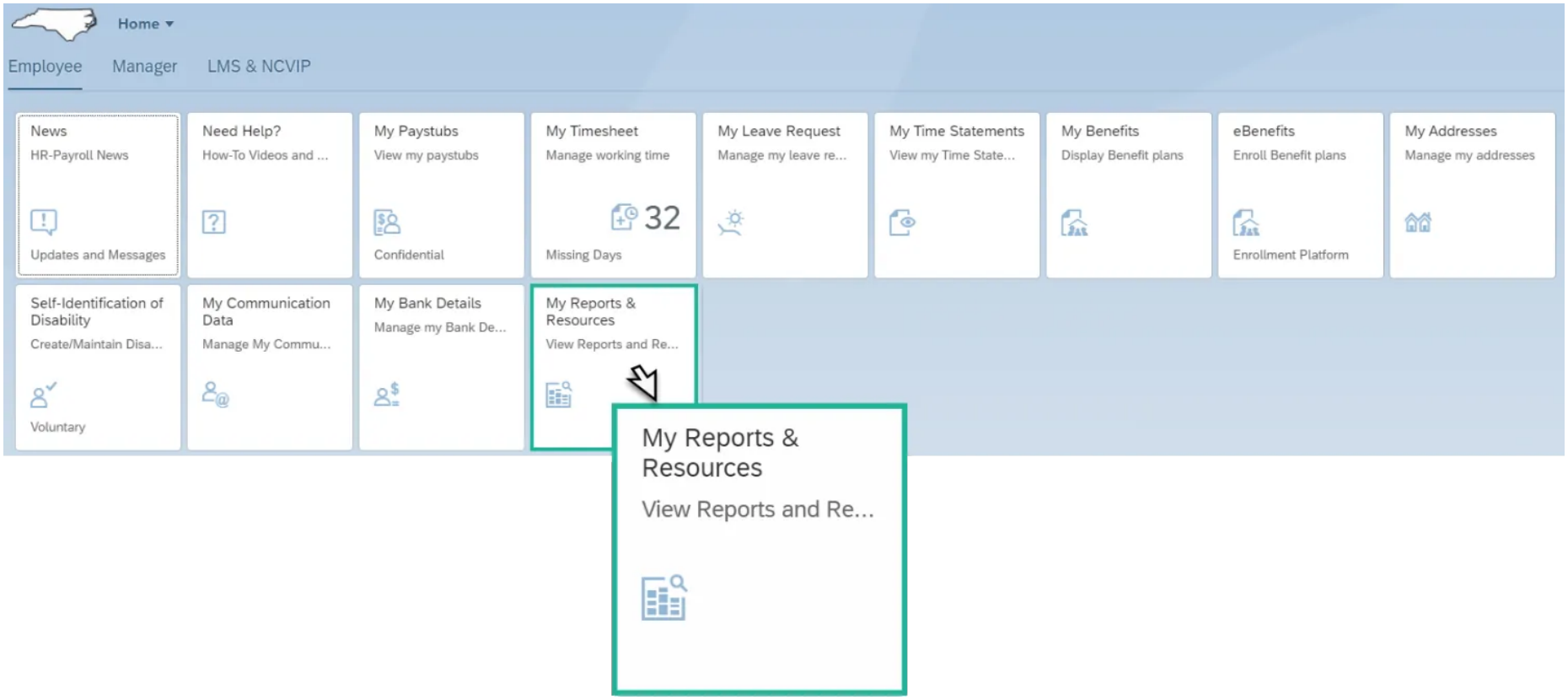
The purpose of this BPP is to show how the Employee Working Time Report provides a comprehensive report of time entered for an employee or on behalf of an employee, including those who interface their time.

Step by Step for Employee Working Time

There are 5 steps to complete this process.

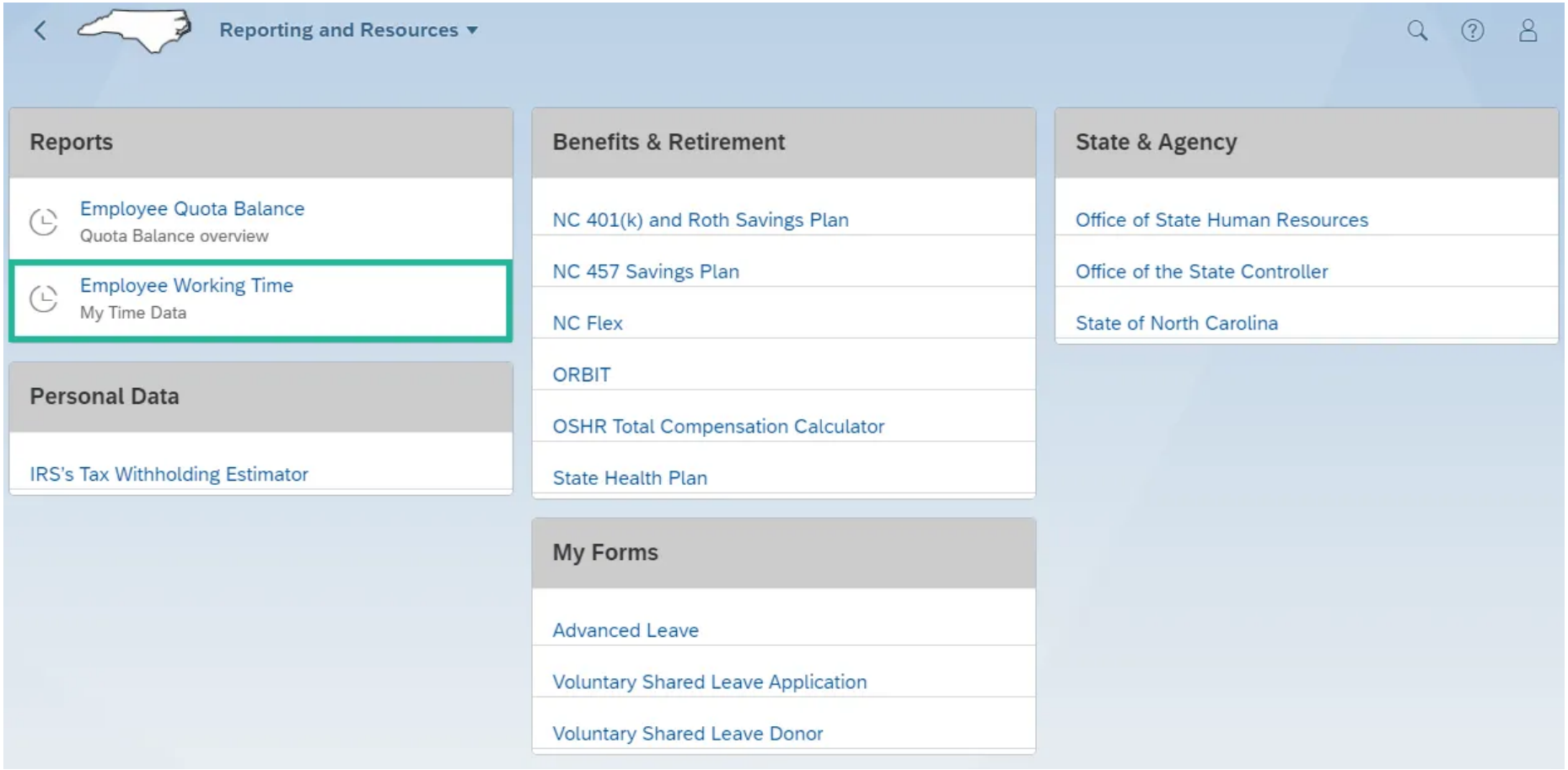
Step 1. The Employee Working Time report can be found on the Reports card within the **My Reports & Resources** tile.

Image



Step 2. Once you click on the **My Reports & Resources** tile, select the **Employee Working Time** link in the **Report** card.

Image



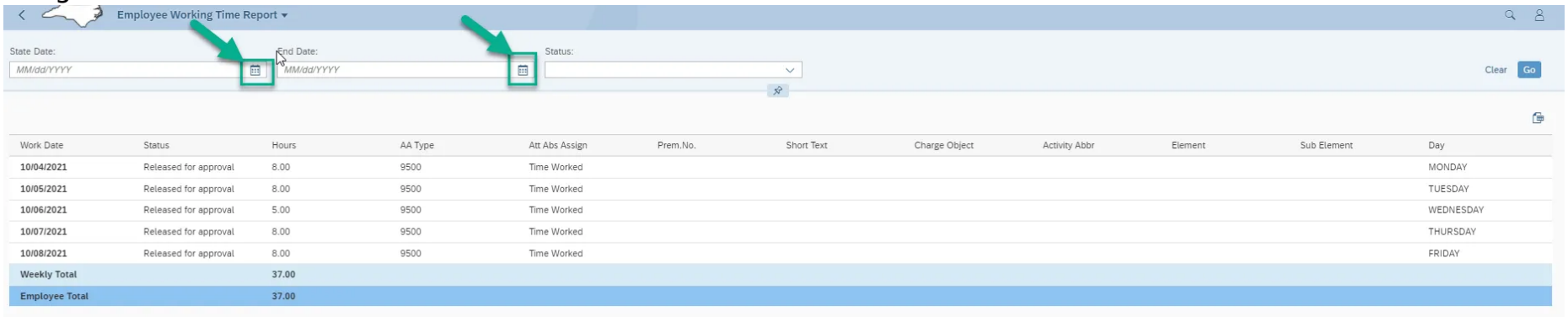
- By default, the report delivers time for the current week for an employee upon execution of the Employee Working Time Report. It is important to note that the report delivers data by default following the current working week of the employee and all-time entry statuses to include In Process, Released for approval, Approved, Approval rejected, Changed after approval, , or Canceled.
- The working week is determined by the employee working week master data setting.
- There is no name on this report. By design, because employees execute this report on their behalf, the name is understood as the employee’s name.

- Time can be extracted for a maximum of 90 days by selection using the drop-down calendar. Dates outside of the 90-day threshold cannot be selected for date navigation.
- The Employee Working Time Report delivers working week date overrides.

Date overrides:

- No weekly Begin Date/End Date standard other than on default with current week.
- When the date selection is used, the Start and End Date must be selected. If only the Begin date is selected and the End date is left blank, the default is today. The same is true for the reverse. If the End Date is selected and the Begin date is left blank, the default is today.
- The layout is standard for all employees.

Image



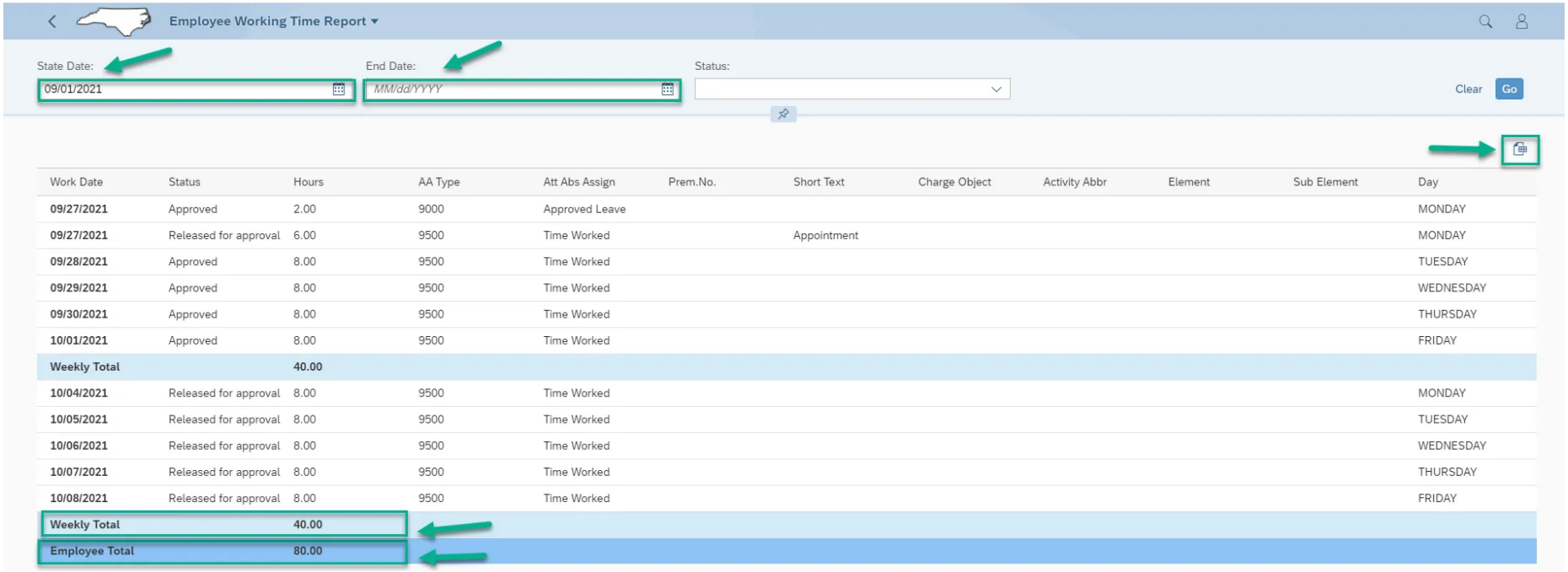
Work Date	Status	Hours	AA Type	Att Abs Assign	Prem.No.	Short Text	Charge Object	Activity Abbr	Element	Sub Element	Day
10/04/2021	Released for approval	8.00	9500	Time Worked							MONDAY
10/05/2021	Released for approval	8.00	9500	Time Worked							TUESDAY
10/06/2021	Released for approval	5.00	9500	Time Worked							WEDNESDAY
10/07/2021	Released for approval	8.00	9500	Time Worked							THURSDAY
10/08/2021	Released for approval	8.00	9500	Time Worked							FRIDAY
Weekly Total		37.00									
Employee Total		37.00									

Weekly Subtotal:

- The Weekly Total represents a subtotal by week.
- The Employee Total represents a comprehensive total of all weeks delivered and extracted by default and/or the Start Date and End Date as defined.
- The Status field allows a filter selection.
- The Short text represents the comments entered by the employee upon time entry and allows for 40 characters.

- Export to Excel icon delivers the report content to a savable spreadsheet.
- The standard layout delivers Prem. No, and four Charge Objects fields (Charge Object/Activity Abbr./Element/Sub Element). If content exists at time entry, the fields will contain the relevant data.

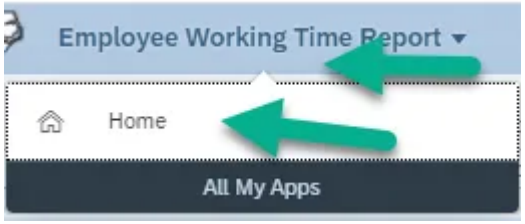
Image



Work Date	Status	Hours	AA Type	Att Abs Assign	Prem.No.	Short Text	Charge Object	Activity Abbr	Element	Sub Element	Day
09/27/2021	Approved	2.00	9000	Approved Leave							MONDAY
09/27/2021	Released for approval	6.00	9500	Time Worked		Appointment					MONDAY
09/28/2021	Approved	8.00	9500	Time Worked							TUESDAY
09/29/2021	Approved	8.00	9500	Time Worked							WEDNESDAY
09/30/2021	Approved	8.00	9500	Time Worked							THURSDAY
10/01/2021	Approved	8.00	9500	Time Worked							FRIDAY
Weekly Total		40.00									
10/04/2021	Released for approval	8.00	9500	Time Worked							MONDAY
10/05/2021	Released for approval	8.00	9500	Time Worked							TUESDAY
10/06/2021	Released for approval	8.00	9500	Time Worked							WEDNESDAY
10/07/2021	Released for approval	8.00	9500	Time Worked							THURSDAY
10/08/2021	Released for approval	8.00	9500	Time Worked							FRIDAY
Weekly Total		40.00									
Employee Total		80.00									

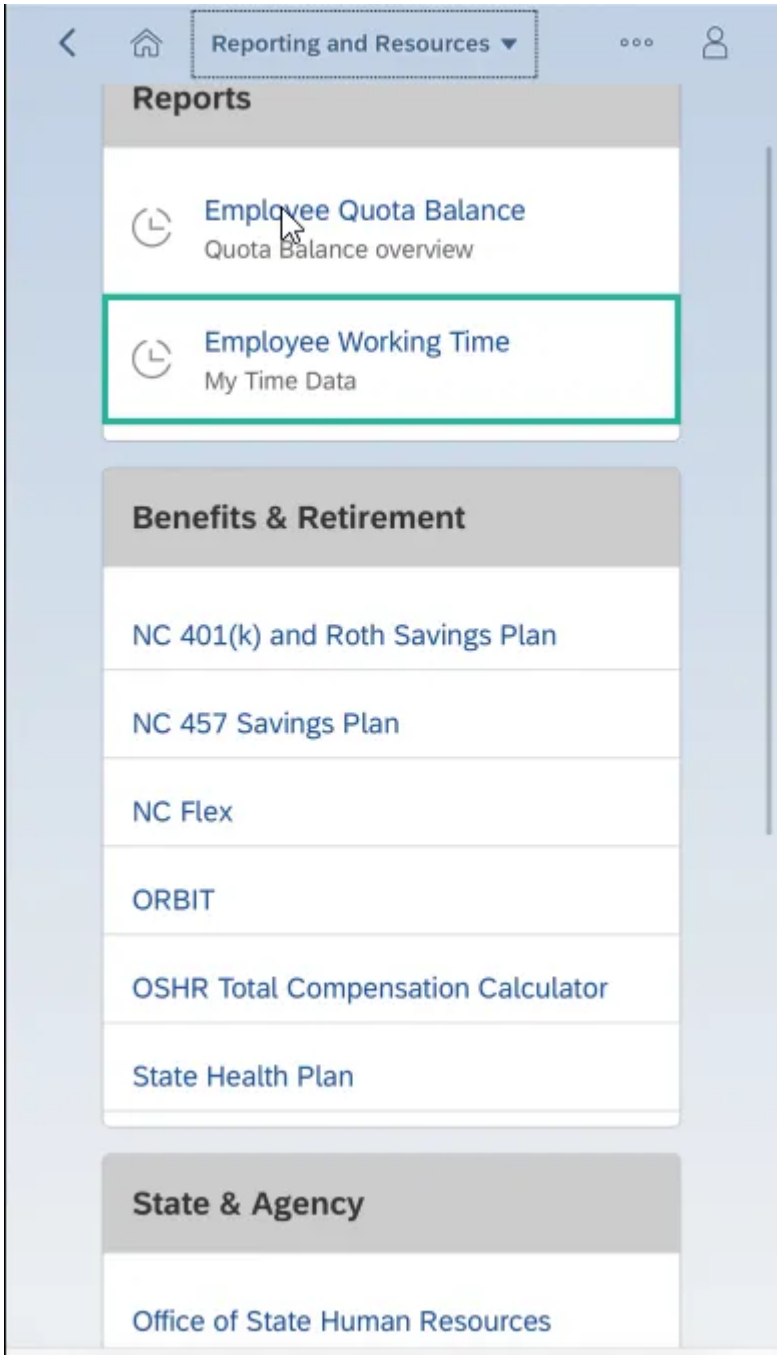
Step 3. To go back to the Homepage, click on **My Employee Working Time Report** and click on **Home**.

Image



Step 4. The Employee Working Time Report is also accessible using a Mobile Device. The **Employee Working Time Report** can be accessed through the **My Reports & Resources** application.

Image

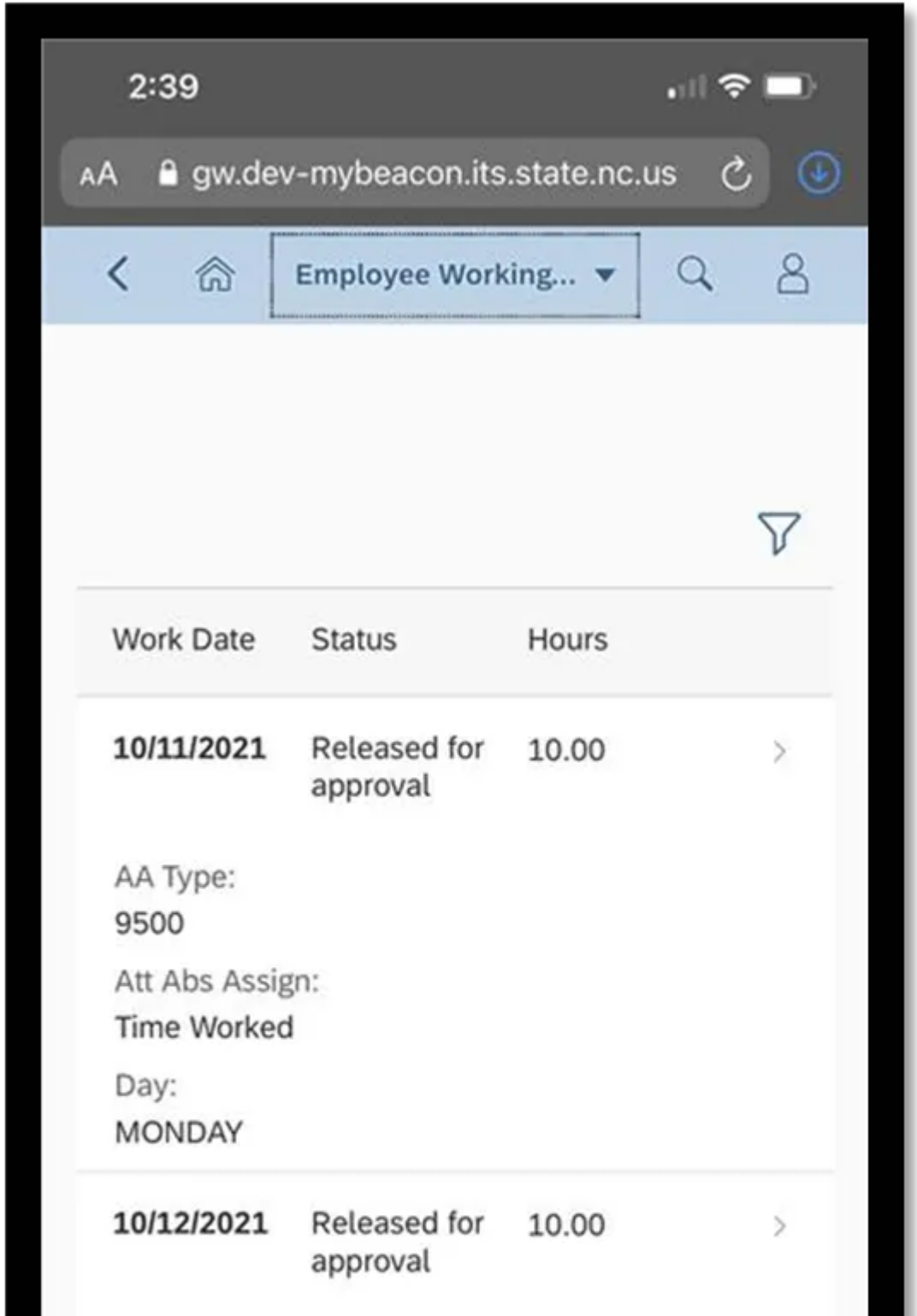

Reporting and Resources
Reports
Employee Quota Balance
Quota Balance overview
Employee Working Time
My Time Data
Benefits & Retirement
NC 401(k) and Roth Savings Plan
NC 457 Savings Plan
NC Flex
ORBIT
OSHR Total Compensation Calculator
State Health Plan
State & Agency
Office of State Human Resources

Step 5. When the **Employee Working Time Report** is executed, the Mobile device delivers the report content in the layout shown below. The features presented on #3 (Step number 3) for the browser version are also available on the mobile version.

Note: Excel download is not available on Mobile.

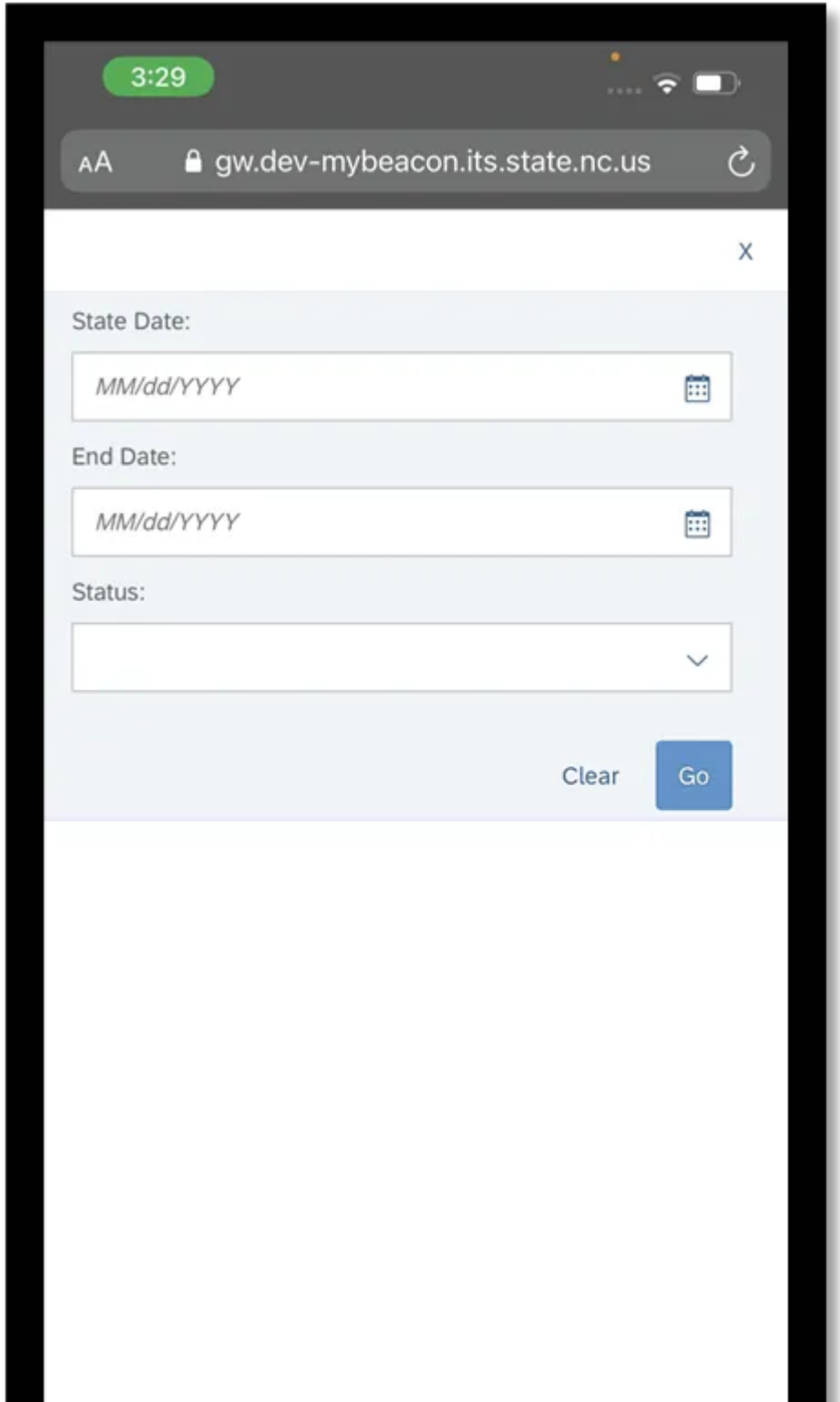
The mobile layout delivers the report content by showcasing the Work Date, Status and Recorded Hours across the top, followed by the A/A Type, Recorded Assignment and Day of the week down the side. This is the standard mobile layout and is evident across all mobile applications.

Image


2:39
AA
gw.dev-mybeacon.its.state.nc.us
Employee Working...
Work Date
Status
Hours
10/11/2021
Released for approval
10.00
AA Type:
9500
Att Abs Assign:
Time Worked
Day:
MONDAY
10/12/2021
Released for approval
10.00

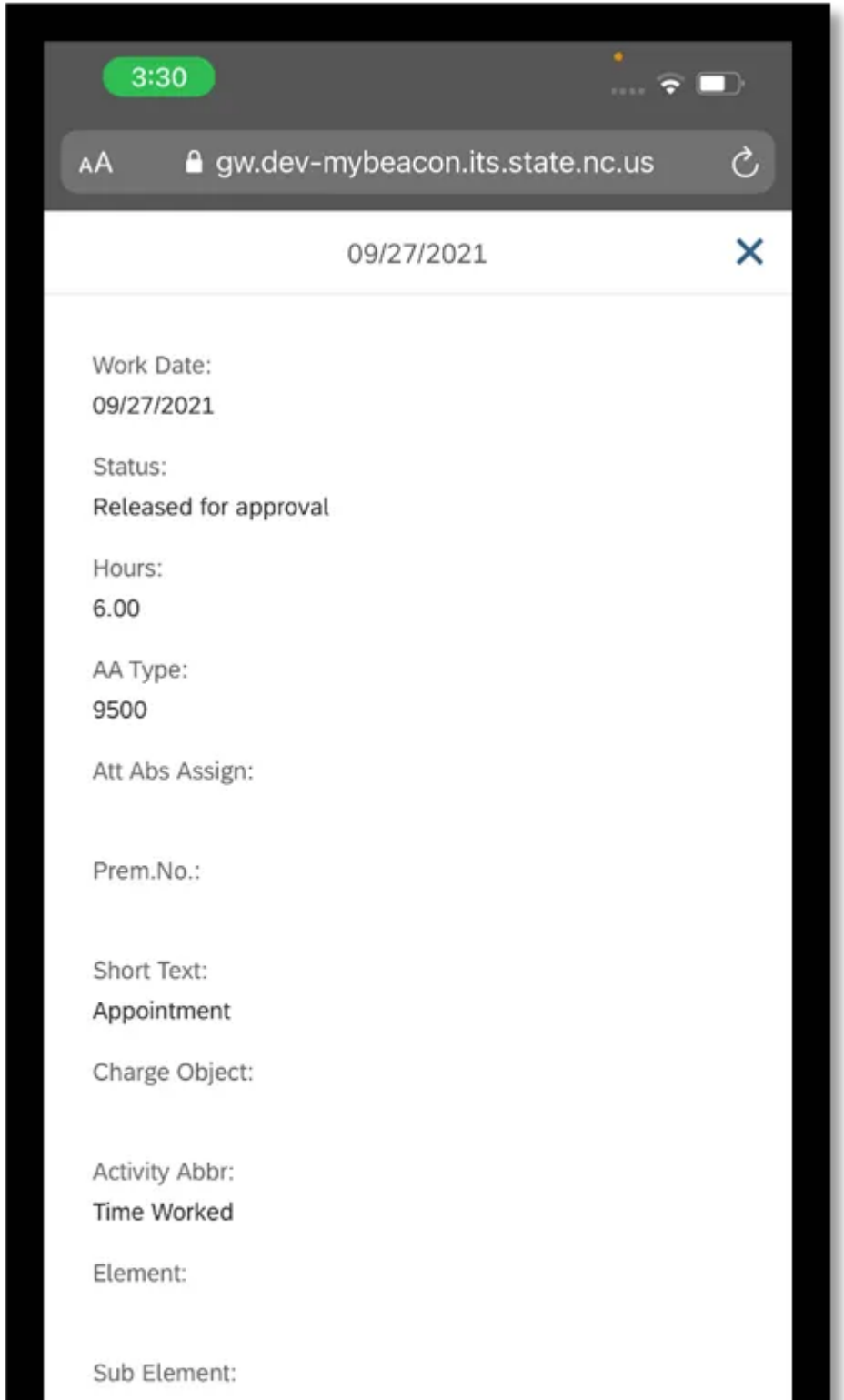
Selection of the filter icon presents the option to override Start Date and End Date and Status selection, if applicable. It is important to note that the report delivers data by default following the current working week of the employee and all-time entry statuses to include In Process, Released for approval, Approved, Approval rejected, Changed after approval, Canceled. The filter criteria allow report selections outside of the delivered default. Once the criteria is established, select Go to extract the report data using the filter selections.

Image


3:29
AA
gw.dev-mybeacon.its.state.nc.us
X
State Date:
MM/dd/YYYY
End Date:
MM/dd/YYYY
Status:
Clear
Go

Selection of the navigation arrow on a single day expands the entry view as seen below. The expanded view allows for the display of extended fields that are not delivered with the standard layout. When the navigation arrow is selected on a single day, Premium No., Charge Object, and comment fields along with the field content, if applicable, will be displayed.

Image


3:30
AA
gw.dev-mybeacon.its.state.nc.us
09/27/2021
Work Date:
09/27/2021
Status:
Released for approval
Hours:
6.00
AA Type:
9500
Att Abs Assign:
Prem.No.:
Short Text:
Appointment
Charge Object:
Activity Abbr:
Time Worked
Element:
Sub Element:

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