

 NCDOL <small>N.C. Department of Labor</small> Division of Human Resources Department of Labor	Section: Time Management	
	Subject: Beacon Time Entry	
	Reference: Beacon SAP	
	Issued Date: February 2010	Revision Date: March 2015

Purpose

To provide guidelines and instructions on Beacon time entry.

Policy

On April 1, 2008 Beacon replaced the time and leave accounting system for the State of North Carolina government employees. It is very important for employees to key and release their time entries on a weekly basis. Human Resources requires the employee to have time keyed and released for the previous week no later than 5:00 p.m. the following Monday. Supervisors should review and approve these entries by 5:00 PM the following Tuesday and are required to approve these entries no later than 5:00 p.m. on Friday for the previous week. Employees and supervisors who do not follow the time entry and approval guidelines accordingly may be subject to disciplinary action.

Employees and supervisors should follow the online help link to learn how to enter time entries in the beacon system at <https://mybeacon.its.state.nc.us/irj/portal>. Once you are logged in, click on Help/ESS and MSS/Time and Attendance.

Order of Steps for the Process	Responsible Party	Responsibility Task
1	Employee	<p>Each Monday by 5:00 p.m. key and release previous week's time entries into Beacon SAP system.</p> <p>Contact Leave Specialist in HR if problems with keying time entries occur.</p>

Order of Steps for the Process	Responsible Party	Responsibility Task
2	Supervisor	<p>Should review and approve previous week's entries by 5:00 PM the following Tuesday are required to approve these entries no later than 5:00 p.m. on Friday for the previous week for all employees who directly report to you.</p> <p>Contact Leave Specialist in HR if problems in reviewing and/or approving time entries occur.</p> <p>If entry error is found before approval then <u>resubmit</u> time to employee to correct.</p> <p>If entry error is found after the time entry is approved, email Leave Specialist to correct.</p>
3	Human Resources Division	<p>Answer all time entry and approval questions as needed.</p> <p>If an entry error is detected by the employee or supervisor after the time entry is approved, Leave Specialist will correct and email party back when corrected.</p> <p>Reviews bi-monthly reports showing employees who have not keyed their time within the specific guidelines as well as those supervisors who have not approved released time.</p>

Timesheet Codes for Work Time and Leave Time

9000: *Approved Leave*. To reflect a normal absence. This code will deduct from the employee's leave balances in the following order: Holiday Comp, Gap Hours Comp., OT Comp., On Call Comp., Travel Comp., Vacation, Bonus Leave, Advanced Leave.

9100: *Bonus Leave*—Can be used in the same manner as approved leave

9200: *Sick Leave*. An absence due to illness. It will deduct from an employee's Sick Leave quota, then received Shared Leave and Advanced Sick Leave, if those are available to the employee.

9300: *Holiday Leave*. Positive time employees should record 9300 in the 30 days prior to a holiday, on the holiday, or 30 days following a holiday, to designate a holiday absence. *Note:* Time worked on a holiday will automatically reduce the Holiday quota by the number of hours worked, up to 8 hours, and apply those hours to the Holiday Comp quota. Employees using Holiday Comp (not Holiday Leave) should use the 9000 code.

9500: *Time Worked*. Record hours worked including regular hours, additional hours and time worked on a holiday.

9560: *Community Service Leave*. To reflect a community service. May be used in partial-day or

full-day increments, not to exceed 24 hours in a year.

9565: *Community Service Tutoring*. To reflect a community service absence for tutoring. May only be used in 1-hour increments, not to exceed 36 hours per year. Employees may have community service, or community service for tutoring, not both. There are additional codes that will be used infrequently, and Human Resources/Payroll will work with employees and managers when those need to be used.

9545: *Adverse Weather Leave Taken*. When inclement weather occurs and causes employee to be absent from work leave may be coded as adverse weather leave taken.

9512: *Adverse Weather Leave Make-up*. Key when making up adverse weather leave taken.

All employees with the exception of the Commissioner are Positive Time Reporting employees which means all employees record all of their time worked and all of their exceptions such as leave taken each month.

TOP 5 QUESTIONS AND ANSWERS

Q. *What happens if I discover a time entry error after I have released my time?*

A. Notify your supervisor immediately. If your supervisor has not approved your time entry, he/she can resubmit your entry back to you for correction. If the entry has been approved, email HR Leave Specialist with a copy to your supervisor of the changes needed and the HR Leave Specialist will correct and email both parties back when complete.

Q. *When will my leave earnings accrue each month?*

A. Leave earnings will accrue once an employee has worked ½ of the workdays in a given month. Entries for ½ the month have to be keyed, released, and approved before earnings will calculate.

Q. *What entry code do I use when recording comp. time usage?*

A. Key 9000 approved leave. If there is a comp. time balance the system will pull time from the comp. time balance before pulling from vacation and bonus leave.

Q. *What are gap hours comp. time?*

A. Gap hours comp. time is generated when an employee works hours outside the required weekly hours during a week with a holiday in it. Example” A week with one holiday in it requires an employee to work 32 hours that week. If an employee works 34 hours within the 4 workdays excluding the holiday 2 hours of gap hours comp. time will be generated. These hours are hour for hour and not calculated at time and a half. These hours will be used when employee codes 9000 approved leave.

Q. *What is the difference in entitlement and remainder on my quota overview?*

A. Entitlement is the amount of leave that was transferred over on 4/1/08 plus any leave earnings since that date. Remainder is that same amount minus any leave that has been taken since 4/1/08. Remainder is what leave you currently have to take.