

Temporary Solutions Timesheet Process

There are three ways to submit your time to Temporary Solutions: 1) enter it into the Integrated HR- Payroll System via the Fiori online portal at <https://gw.mybeacon.its.state.nc.us/app> 2) scan and email your paper timesheet to TS.Timesheets@nc.gov; or 3) hand-deliver your paper timesheet to the Temporary Solutions office. You must have a state-issued NCID to enter your time into the Integrated HR-Payroll System via the Fiori online portal. NCIDs are authorized by your employing agency.

Please note the following when completing your Temporary Solutions paper timesheet to help ensure timely and accurate processing:

When completing your timesheet, you must use only one (1) timesheet per pay period. Do not combine dates that are not in the same pay period. The pay period schedule is maintained by the North Carolina Office of State Controller (OSC). It can be found by visiting www.osc.nc.gov, searching "payroll calendars" on the site, and selecting the PDF file for Payroll Calendar - Pay Periods.

Complete the entire form, including obtaining your supervisor's signature.

Use your legal name instead of a nickname.

Make and retain a copy of your timesheet for yourself and your supervisor before submitting the timesheet to Temporary Solutions.

A small number of agency employers require temporary employees to submit time differently, such as through an alternate timekeeping system or by turning in timesheets to the agency for forwarding to Temporary Solutions. Please check with your supervisor or employing agency on your first day of work.

The deadline for submitting your complete, correct, and signed paper timesheet in person at the Temporary Solutions office or via email is 12:00 noon on the Monday following the end of the pay period. The pay period schedule can be found by visiting www.osc.nc.gov, searching "payroll calendars" on the site, and selecting the PDF file for Payroll Calendar - Pay Periods. You may not be paid on the next scheduled pay day if your timesheet is late.

If you submit your time into the Integrated HR-Payroll System, using the Fiori online portal, you must ensure that the time is submitted by you and approved by your supervisor no later than the day before payroll finalization. You will not be paid on the next scheduled pay day if your time is not approved by your supervisor in the Integrated HR-Payroll System before finalization for that pay period.

Neither Temporary Solutions, your employing agency, nor OSC can change or force a late payment for the next pay day once payroll finalizes. Finalization dates can be found on the OSC payroll calendars by visiting www.osc.nc.gov, searching "payroll calendars" on the site, and selecting the Excel or PDF files for Payroll Calendar – Monthly Quarter View or Monthly Individual View. Bi-weekly finalization dates appear as "04XX PY Finalization" with XX identifying the bi-weekly pay period 01-26.

¹ The HR/Payroll Mobile App is available in the Apple App Store and Google Play. Search for *SAP Fiori Client* and follow the installation instructions located on the OSC website at osc.nc.gov/state-agency-resources/customer-service-hr-payroll/hrpayroll.mobile-app.