

EXAMPLE ONLY



Pay Period Dates	
Begins	_____
Ends	_____
<i>Please submit one timesheet per pay period.</i>	

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1 Employee's Legal Name:	_____
2 Personal Email:	_____
3 Personnel ID #:	8 Last Four Digits of SSN: _____
4 Agency/Division:	_____
5 Location:	_____
6 Supervisor:	_____
7 Supervisor Phone Number:	_____

10 - recording time correctly

EXAMPLE ONLY

Have an NCID? You may be able to record your time (and more!) online.

Employees with an NCID can record their working time, view their pay statements and W2s, manage their tax withholding, and maintain their personal contact information through Employee Self Service (ESS). ESS is a part of the Integrated HR/Payroll System (IHRPS) website known as FIORI. To access ESS via FIORI, visit <https://gw.mybeacon.its.state.nc.us> and log in with your NCID. Video tutorials and help documents are available here: <https://www.osc.nc.gov/state-agency-resources/welcome-fiori>

When you record your time in ESS instead of using a paper timesheet, your supervisor or agency time administrator must approve it in IHRPS as well. Be sure to discuss this option with your supervisor or HR contact before using ESS for time entry to help ensure you are paid on time.

Week	Sat		Sun		Mon		Tue		Wed		Thur		Fri		Total Regular Hours	Overtime Hours	
	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours			
1					1/1	8.00	1/2	8.25	1/3	8.50	1/4	8.75	1/5	9.00	40.00	2.50	
2					1/8	2.00	1/9	3.50	1/10	4.25	1/11	5.75	1/12	7.00	22.50		
EXAMPLE ONLY															Totals	62.50	2.50

I certify that all hours reported have been recorded accurately. 11 Employee Signature _____ Date _____	TEMPORARY SOLUTIONS OFFICE USE ONLY Regular Hours _____ Overtime Hours _____ Holiday Hours _____ Entered By _____ Job Order Number _____
I certify that all hours reported have been recorded accurately. 12 Supervisor Signature _____ Date _____	

Both the employee and the supervisor must retain a copy of this timesheet for verification purposes.

How to fill out your Temporary Solutions Timesheet

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| 1 | Print your name as shown on your Social Security Card. No Nicknames. |
| 2 | Print your personal email. |
| 3 | You will receive an email notification with your Personnel ID number. If you have not received it before submitting, please enter the last 4 digits of your SSN. |
| 4 | Print the Agency and Division Name where you are working. |
| 5 | Print your worksite Location. Example: Raleigh, Morrisville, Building Name, etc. Also, note if you are REMOTE. |
| 6 | Print your Supervisor Name. |
| 7 | Print your Supervisor phone number. This is helpful in case we have questions about your timesheet. |
| 8 | Print the last Four digits of your SSN. |
| 9 | Print the Pay Period Dates from the Pay Schedule provided. Submit one timesheet per two week pay period. |
| 10 | Record the date and hours in the appropriate area. Use only quarter hour decimals. Temporary Solutions workweek starts on Saturday and ends on Friday. (see pay schedule for dates). For positions that are subject to overtime, hours work over 40 hours within that workweek will be calculated as such. NOTE: If you work on a holiday, your supervisor MUST initial the holiday. You will not get paid if the holiday is not initialed prior to handing in your timesheet. You need prior approval from your supervisor to work overtime and holidays. |
| 11 | Please sign your timesheet. Can be signed with ink or digitally using DocuSign. |
| 12 | Your Supervisor's signature is required to process your timesheet. |