



BEACON

North Carolina
Office of the State Controller



Time and Pay Quick Facts

If time is not entered and approved in the system prior to each payroll cutoff date (typically 3 to 4 days prior to pay day), then employees will not be paid for any overtime or supplemental pay they have earned until the following pay period AFTER time has been approved in the system. Likewise, if an employee earns overtime or other supplemental pay following the payroll cutoff date, then those monies will not be paid until the following pay period AFTER time has been entered and approved in the system.

Weekly Time Submission and Approval

Employees are strongly encouraged to record and release time on a weekly basis, and managers are encouraged to approve time on a weekly basis. If employees and managers follow this guideline, employees will receive premium and supplemental pay in the next available payroll. Employees will also notice that their quota balances are more up to date.

LEAVE OFFSETTING

Leave offsetting is intended to give back (offset) leave an employee records during a work period (40 hours a week for 7-day period employees or 160 hours for 28-day period employees) when the combination of Time Worked (9500) and leave exceeds 40 hours for 7-day period employees or 160 hours for 28-day period employees.

Example: If a 40 hour a week, 7-day period employee (most state employees) leaves work 2 hours early on a Monday, he or she would record 6 hours of Time Worked (9500) and 2 hours of either Approved Leave (9000) or Sick Leave (9200), whichever is appropriate. If that employee works an additional 2 hours during any day during the remainder of the week, the employee will have recorded a total of 42 hours (40 hours recorded as Time Worked and 2 hours as Approved Leave or Sick Leave.) The 2 hours of Approved or Sick Leave would be offset (be credited back to the appropriate Approved Leave or Sick Leave bucket) since the employee actually worked 40 hours. The same example could apply to a 28-day period employee who took 2 hours of Sick Leave or Vacation Leave on the same Monday. If that 28-day employee works an additional 2 hours during any day during the remainder of the 28-day cycle, the employee will have recorded a total of 162 hours (160 hours recorded as Time Worked and 2 hours as Approved Leave or Sick Leave). The 2 hours of Approved or Sick Leave would be offset (be credited back to the appropriate Approved Leave or Sick Leave bucket) since the employee actually worked 160 hours.

TOTAL BASE PAY

Total Base Pay is the sum of an employee's **Regular Salary, plus pay for Leave (including Holiday)**. If an employee does not take Leave and a Holiday does not occur in a given pay period, then the employee's Regular Salary will exactly match the Total Base Pay. An employee's **Total Base Pay should be very close to the same figure from pay period to pay period.**

TOTAL OTHER PAY

Total Other Pay is the sum of all supplemental pay (overtime, shift premium, additional hours etc.). **Total Other Pay plus Total Base Pay equals Total Earnings.** It is important to note that Total Other Pay could include monies from a previous pay period. This may occur if time in the previous month was not entered and approved before payroll cutoff or if an employee worked supplemental hours in the days after payroll cutoff.

PAY CALCULATIONS AND LEAVE

It is important to note that pay calculations for leave will not always match up with the pay period when an employee takes leave. **Variations can occur when an employee's time is not approved prior to a given month's payroll cutoff date or when an employee takes leave after a given month's payroll cutoff date.**