

Enhanced Time Entry for CAT2

Step-by-Step

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Introduction

The Enhanced Time Entry for CAT2 guide provides you with step-by-step instructions for entering time worked and leave taken using the enhanced time entry function.

Document Conventions

The following document conventions are used in this document:

Italicized Text

Italicized text indicates text that must be entered in a field.

Example:



Enter your *new password* in the **New password** field.

Procedures and Bold/Italicized Text

Procedures are numbered steps that list how to perform a task.




- **Bold text** in a procedure step indicates application elements that you select, choose, press or enter text.
- ***Italicized and bolded text*** in a procedure indicates the name of a screen or dialog box that displays.

Example:

1. Enter */NZTE1* in the **Command** field.
2. Click  or press **Enter**. The ***Maintain User Profile*** screen displays.
3. Click  to return to the ***SAP Easy Access*** screen.

Graphic Conventions

The following graphics indicate important information such as a note, hint, or warning:

	Note – a guideline or practice that applies to a procedure
	Helpful Hint – a tip or hint that helps improve your efficiency
	Warning – a notification of important information about a procedure



Example – an example that applies to a procedure

Training Materials & Courses

Training materials, the course catalog and course schedules are published on the BSIP Training page of the NCDOT Intranet Portal.

Overview

Key Terms

The following is a list of key terms and acronyms used throughout this guide. Refer to this section if you encounter an unfamiliar term.

Term	Acronym	Description
	--	
	--	

What is Time Entry?

Time entry is the process of using SAP to record time worked and leave taken. NCDOT employees must account for 40 hours each week, which may include time worked (9500), approved leave (9000), sick leave (9200), holiday leave (9300), etc. Time worked (9500) must be charged to the correct cost object so that progress can be measured and costs reported accurately.

Time coding is based on the payroll rules and policies of the State of North Carolina and NCDOT. Knowledge of time coding fundamentals (A/A types and overtime status codes) and rules is critical to the accuracy of time entry. Refer to the *Time Coding Job Aid* for descriptions of A/A types and overtime status codes. The Human Resources (HR) and State Personnel manuals provide additional details regarding the policies covered in the *Time Coding Job Aid*. These resources can be found on the NCDOT Intranet Portal and the Office of State Personnel (OSP) web site. Refer to the *Appendix* for web addresses.

All time entry data is subject to audit, so it is extremely important to validate timesheets for accuracy. Validation compares timesheet data to rules and master data in SAP. If any errors are found, they must be corrected. A copy of the timesheet must be printed, which then must be signed by the employee and management. Timesheets must be submitted each week by the departmental deadline.

Based on cost center assignments, some NCDOT employees are responsible for entering their own time, but only Paymasters can approve it. Time data must be approved in SAP before it can be paid. Once approved, employee time is sent to BEACON for overnight processing.

Pay Periods and Pay Weeks

Each NCDOT pay period consists of two pay weeks. Pay weeks begin on Saturday and end on Friday. A timesheet must be entered each pay week for every NCDOT employee, resulting in two timesheets per pay period.

Pay periods are numbered sequentially (4XX) within each calendar year. The numbering sequence starts over with each year, meaning every calendar year will have the same pay period numbers. The first pay period of every calendar year (401) is actually in December of the previous year, when time data for the first paycheck of the new year is entered.

Since pay period numbers are the same from year to year, SAP distinguishes between calendar years by the dates entered. As a result, the accuracy of dates entered in SAP is critical for posting time to the correct pay period.

CAT2 Time Entry Process

The following is a diagram of the time entry process used by individuals who create their own timesheets in CAT2.

Refer to *Process Flows* for instructions on creating and inserting a process flow.

Enhanced Time Entry

Enhanced time entry (NT) is an advanced time entry search function created for employees who enter their own timesheets using the CAT2 transaction. Enhanced time entry enables individual users to search for some of the cost objects they will need when entering time worked (9500) on their timesheets. A list of available cost objects displays based on search criteria entered. This function is especially helpful for employees who need to charge time to multiple cost objects each week, as it allows them to search for and add necessary cost objects to the timesheet without exiting CAT2.

Cost Objects

All time worked (9500) must be charged to a cost object. A cost object is a temporary or permanent cost collector used to report on the costs associated with a project or specified set of tasks. When labor hours are charged to a cost object, the cost of the hours worked becomes part of the total cost and will display when reports are generated for the cost object. Common cost objects include WBS elements, TIP networks and orders.

A WBS element is a component of a project that describes a set of tasks and activities to be performed. Time worked on a project must be charged to the appropriate WBS element. To charge time to a WBS element, a receiver WBS element number and a functional area number are required. A receiver WBS element indicates the part of a project to be charged. A functional area indicates the type of work performed on a project.

When a schedule has been created in SAP for a project, it is necessary to charge time to a network within that project, instead of a WBS element. Since TIP projects have an SAP schedule, networks are used for charging time. To charge time to a TIP network, a network number, activity number and functional area number are required. A network indicates a specific group of activities within a phase of a TIP project. An activity indicates a major item of work or deliverable to be completed within a network. Activities are scheduled and have a definite start, finish and duration. Some activities are broken down into activity elements. An activity element indicates a specific task to be performed in order to complete an activity. If you worked on a specific task within an activity, then an activity element number is also required.

Orders are used in SAP to collect and monitor costs for a specific purpose and period of time. There are various types of orders including Plant Maintenance (PM) orders and internal orders. To charge time to an order, a receiver order number is required. The receiver order indicates the order to be charged. PM orders also require an operation activity number. The operation activity indicates the task performed on the order. Some orders may require a functional area as well.

Each cost object has a status. Certain statuses prevent a cost object from receiving charges. Attempts to charge time to cost objects with these statuses result in an error message in SAP. The timesheet cannot be saved with these cost objects.

Cost objects with the following statuses cannot be used for charging time:

Status	Definition	Description
AALK	Account assignment locked	Cost object is temporarily closed to accounting transactions
CLSD	Closed	Cost object is closed to all further action
CRTD	Created	Cost object has not yet been released to receive charges
DLFL	Deletion flag	Cost object has been selected for archiving
LKD	Locked	Cost object is temporarily closed to all further action

If you need to charge time to a cost object that is unavailable for charges, contact the person responsible for that cost object.

Enhanced Time Entry Search

The enhanced time entry function provides search capabilities for TIP networks and PM orders. Users who charge time to these cost objects can use the enhanced time entry search to find the appropriate TIP networks and PM orders quickly and easily. The status of the network or order determines if it displays in the enhanced time entry search results. Networks and orders that cannot accept charges do not display.

TIP Networks

Time spent working on a TIP project is recorded by entering the appropriate network, activity, activity element (if required) and functional area numbers in SAP. In order to search for these values, you must know either the TIP number or the project definition for the TIP project.

- TIP Number – number assigned to a TIP project by the State Transportation Improvement Program (STIP)
- Project Definition – number assigned to a project by SAP

You may then narrow the results by date, work center and/or search term.

- Activity Basic Start Date – beginning date for an activity as indicated on the formal TIP schedule; if an activity has an earliest and latest basic start date, the search will consider the date that comes first in the schedule to be the activity basic start date

- Work Center – employee or group of employees who perform specified tasks
- Search Term – key word(s) or part of a word within the description of an activity found in a TIP project

PM Orders

Time spent working on PM orders is recorded by entering the PM order and operation activity numbers in SAP. (Some PM orders may also require a functional area number.) In order to search for these values, you must know the order type. An order type is a code that categorizes orders according to their use and purpose.

You may then narrow the results by plant, work center, planner group or order number.

- Plant – organizational unit that groups together like planner groups
- Work Center – employee or group of employees who perform specified tasks
- Planner Group – categorizes a specific unit/department within a plant
- Order Number – number assigned to a PM order by SAP
- Activity TECO Date – date the activity was put in TECO (technically complete) status

Enter Time

Timesheet data consists of cost objects, time codes (A/A type codes) and labor hours. Hours worked on a particular task must be entered for the appropriate day against the cost object that represents that task.


The CAT2 transaction is used to enter timesheet data. Each CAT2 timesheet represents one week and all cost objects to receive charges for the week can be included on a single timesheet. Each weekly timesheet must account for at least 40 hours.

A data entry profile, key date and personnel number are required in order to create a timesheet. The data entry profile determines the fields and buttons that display on the timesheet. The key date determines the pay week and pay period that displays. Any date within the desired pay week may be entered to display the timesheet for that week.

Once the required information has been entered, and the correct timesheet displays, timesheet data may be entered in the Data Entry Area. The first two rows of the Data Entry Area are display only. The hours listed on the first line (🕒) are the employee's weekly target hours (typically 40), followed by daily target hours (typically 8). The hours listed on the second line (🕒) are the employee's total hours entered, followed by daily hours entered. Subsequent blank rows are used to enter timesheet data.

CAT2 – Enter Time

Use this procedure to enter weekly time using the enhanced time entry function. When entering labor hours against a cost object, 9500 will automatically be populated in the A/AType field.

1. Enter **CAT2** in the **Command** field on the **SAP Easy Access** screen.
2. Click  or press **Enter**. The **Time Sheet: Initial Screen** displays.
3. Ensure ENTE displays in the **Data Entry Profile** field.



If ENTE does not default, your timesheet is not set up to use the Enhanced Time Entry function. Call the NCDOT Help Desk to correct this problem.



4. Enter a *date within the desired pay week* in the **Key date** field, if necessary.



The key date determines the pay week and pay period to which the data is applied.


The current date defaults in the **Key date** field. Only change the date when entering time for a week other than the current pay week.

5. Ensure your personnel number displays in the **Personnel Number** field.

6. Click  or press **Enter** to validate the data.
7. Click . The **Time Sheet: Data Entry View** screen displays.

Search for and Charge Time to TIP Networks

If you do not need to charge time to TIP Networks or do not need to search for a TIP Network using the enhanced time entry function, proceed to the *Search for and Charge Time to PM Orders* section:

8. Click  **Search Activities and Elements**. The **Enhanced Time Entry ('NT')** screen displays.
9. Enter or select a value for the following fields:





TIP number and/or **Project** is required.

Refer to the *Enhanced Time Entry Search* section for additional information about the values entered in these fields.

- **How far out U want search?** – activity basic start date (results in activities for the selected **TIP number** or **Project** that start on or before the date entered)
- **TIP number** – single TIP number or range of TIP numbers
- **Project** – single project definition or range of project definitions
- **Work center** – single work center or range of work centers
- **Search term** – key word(s) or part of a word in the activity description



Click in the **How far out U want search?**, **TIP number** or **Project** field, then click  to search for appropriate values, if necessary.


Click  to the right of the **TIP number**, **Project**, **Work center** or **Search term** fields if you want to enter or exclude multiple non-consecutive values or ranges of values.

Select the desired tab, then enter multiple single values or ranges for the desired field.

- **Select Single Values** – enter multiple non-consecutive values to be included in selection criteria
- **Select Ranges** – enter multiple non-consecutive ranges to be included in the selection criteria
- **Exclude Single Values** – enter multiple non-consecutive values to be excluded from the selection criteria
- **Exclude Ranges** – enter multiple non-consecutive ranges to be



excluded in the selection criteria

Click  when finished.

10. Select one of the following radio buttons:
 - **Only Activity Elements** – displays results matching activity elements only
 - **Only Activities** – displays results matching activities only
 - **Both Activities & Elements** – displays results matching both activities and activity elements
11. Click . The **Enhanced Time Entry ('NT') – TIP Networks** screen displays.
12. Click to the left of the line item to copy.


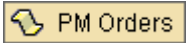


If you want to select more than one line item, click to the left of the first line item, then press and hold **Ctrl** to select additional line items.

13. Click . The **Time Sheet: Data Entry View** screen displays with the descriptions of the selected line items in the first **Name** column.
14. Enter the *number of hours worked on each line item* in the appropriate **[Day or Date]** field(s).
15. Click  or press **Enter**. The activity element descriptions for the line items display in the second **Name** column.

Search for and Charge Time to PM Orders

If you do not need to charge time to PM orders or do not need to search for a PM order using the Enhanced Time Entry function, proceed to the *Charge Time to Additional Cost Objects* section.

16. Click . The **Enhanced Time Entry ('NT')** screen displays.
17. Click .
18. Enter or select data for the following fields:





Refer to the *Enhanced Time Entry Search* section for additional information about the values entered in these fields.



- **Order Type** (required) – single order type or range of order types
- **Plant** – single plant or range of plants
- **Work center** – single work center or range of work centers

- **Planner Group** – single planner group or range of planner groups
- **PM Order** – single PM order or range of PM orders
- **Show TECO activities since** – activity TECO date (results in activities TECO'ed on or after the date entered)




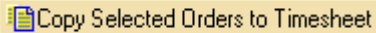

Click in the **Order Type, Plant, Planner Group, PM Order** or **Show TECO activities since** field, then click  to search for appropriate values, if necessary.

Click  to the right of the data entry fields to enter multiple non-consecutive values or ranges of values.

19. Click . The **Enhanced Time Entry ('NT') – PM Orders** screen displays.
20. Click  to the left of the line item to copy.



If you want to select more than one line item, click  to the left of the first line item, then press and hold **Ctrl** to select additional line items.



21. Click . The **Time Sheet: Data Entry View** screen displays with the descriptions of the selected line items in the first **Name** column.
22. Enter the *number of hours worked on each line item* in the appropriate **[Day or Date]** field(s).
23. Click  or press **Enter**. Operation short text descriptions for the line items display in the second **Name** column.


Charge Time to Additional Cost Objects



If you do not need to charge time to additional cost objects, proceed to the *Enter Leave Taken* section.


24. Enter or select values on the first available blank row in the **Date Entry Area** using the table below to help you identify other required data:


If you are entering...	you must also enter...	Comments
Receiver WBS element	Func area	
Rec. Order	Activity (operation activity) - for PM orders only	Some orders may also require Func area
Network	Activity SOp (Activity Element) Func area	Activity elements are not required for all networks

 Click in the desired field, then click  to search for appropriate values, if necessary.

 The **Worklist** section of the timesheet displays cost objects to which you have charged time during the past two months. If the cost object you wish to enter displays in the **Worklist** section, you can copy the information to the **Data Entry Area**.

Click  to the left of the line to be copied, then click . The cost object and associated data displays in the **Data Entry Area**.

25. Enter the *number of hours worked on the line item* in the appropriate **[Day or Date]** field(s).
26. Click  or press **Enter**.



 If you receive an error message indicating that the cost object is unavailable for charges, contact your supervisor or the person responsible for the cost object.

27. Repeat steps 24 – 26 to charge time to additional cost objects, if necessary.

Enter Leave Taken


If you did not take any leave, proceed to the *Complete Timesheet* section.

28. Enter or select the appropriate *A/A type code for any leave taken* in the **A/AType** field for the first available blank row in the **Data Entry Area**.


 Click in the **A/AType** field, then click  to search for the appropriate A/A type code, if necessary.



9000 – Approved Leave
9200 – Sick Leave
9300 – Holiday Leave


29. Enter the *number of hours of leave taken* in the appropriate **[Day or Date]** field(s).
30. Click  or press **Enter**.
31. Repeat steps 28 – 30 for each additional A/A type codes, if necessary.


Complete Timesheet


32. Click  to validate your entries.




If the **Information** dialog box displays, click . Continue with step 33.


If the **Display Messages** dialog box displays, review the messages and determine if changes need to be made. Click , and make changes as necessary. Repeat step 32 to validate your changes.

If an error message displays in the status bar, determine what changes need to be made. Make changes as necessary, then click . Repeat step 32 to validate your changes.

33. Click  to save your timesheet. The following message displays:
Your data has been saved.




Any messages received in step 32 that did not require changes will display again. Click  to clear the dialog box.

34. Click  to exit this transaction.

Validate Time

Time validation checks timesheets for compliance with State and NCDOT policies and compares hours of leave time entered to an employee's existing quota balances. For example, it ensures that the timesheet accounts for at least 40 hours and that the employee has enough leave available to cover any absence entered on the timesheet.


The ZCAPS transaction is used to validate time. If an error () displays during validation, the error must be corrected in CAT2 and ZCAPS must be executed again. All time must be entered and corrected by your department's weekly deadline.



An uncorrected error may result in no pay for the week.


ZCAPS – Validate Time

ZCAPS displays the results of time validation and the status of time data. Errors cannot be corrected from within ZCAPS, but a timesheet can be viewed for troubleshooting purposes.

1. Enter ZCAPS in the **Command** field on the **SAP Easy Access** screen.
2. Click  or press **Enter**. The **Validate and Approve Time Sheet Data** screen displays.
3. Enter a *date from the desired pay period* in the **Key Date** field, if necessary.



If you are validating a timesheet from a previous pay period, you must enter a date from within that pay period.

4. Enter *your personnel number* in the **Personnel Number** field.
5. Enter *your cost center number* in the **Cost center** field.
6. Click  to update the **Pay Period**, **Week1** and **Week2** fields.
7. Select the radio button for the week you wish to validate.
8. Ensure the **Step 1: Show all time records for the selected week** radio button is selected in the **Output** section.



To display only time records that have not yet been approved and those with errors, select the **Step 2: Show exceptions and unapproved time only** radio button.

9. Click . The **Validate and Approve Time Sheet Data** screen displays.





If the message *Pay Period not found in table ZHR_PAY_PERIOD* displays, correct the entry in the **Key Date** field. ZCAPS cannot be used to validate time entered prior to 12/15/2007.



If you selected the **Step 2: Show exceptions and unapproved time only** radio button in step 8 and nothing displays, then all time records have been approved for the selected week and there are no errors.

10. Verify that  displays in the **Status** column.



If  displays in the **Status** column, review the message in the **Description** column, then click  to exit this transaction. Execute CAT2 to correct the error, then repeat the *ZCAPS – Validate Time* procedure to validate the corrections.


To view the timesheet before exiting ZCAPS, perform the following:

1. Click your personnel number in the **Employee** column.
2. Click .
3. Review the timesheet.
4. Click .

11. Review the **Time approval status** column.



If  displays, the time data has not yet been approved.

If  displays, the time data has been approved.

12. Click  to exit this transaction.

CAT2 – Change Timesheet

Employees should correct any errors on their timesheets, whether or not they were identified by ZCAPS validation. Timesheets are changed using CAT2. Incorrect data may include:

- Cost objects
- A/A types
- Hours of time worked or leave taken



Current Week

The current week's timesheet data can be changed at any time before the weekly departmental deadline.

Once the timesheet is opened (see the *CAT2 – Enter Time* procedure), changes may be as simple as correcting a number in a field or deleting a line.



To delete a line, perform the following:

1. Click  to the left of the row(s) to be deleted.
2. Click . The selected row(s) is deleted.

Refer to the *CAT2 – Enter Time* procedure to make other changes to a timesheet. After you have made the changes, refer to the *ZCAPS – Validate Time* procedure to validate the changes.



Under no circumstances should the current week's time be changed to compensate for an earlier error. Make the change to the original timesheet.

Previous Week

Corrections may also be made to timesheets entered for previous pay periods. These changes will be reflected in the upcoming pay period.

Changes to a previous pay week require additional steps:

1. Obtain permission from management to change the timesheet.
2. Change the original entry in CAT2 using a date within the pay week containing the error as the key date. (See *Current Week* instructions to access CAT2.)
3. Execute ZCAPS using same key date.
4. Contact Paymaster to notify them of the type of change and the date for which it was made.
5. Print and sign revised timesheet.
6. Obtain management signature and turn in revised timesheet.




Do not change timesheets prior to December 15, 2007.

Print Timesheet


Timesheets should be printed only after they have been validated and show no errors in ZCAPS. All timesheets must be signed by the employee and management and turned in by the weekly departmental deadline.

ZHR1 – Print Timesheet

1. Enter *ZHR1* in the **Command** field on the **SAP Easy Access** screen.
2. Click  or press **Enter**. The **FR-01C Field Payroll Timesheet Print Program** screen displays.
3. Enter *your cost center number* in the **Cost Center** field, if necessary.
4. Enter *your personnel number* in the **Personnel Number** field, if necessary.
5. Change the *key date* in the **Date Over-ride** field, if necessary.







If you are printing a timesheet from a previous pay week, you must enter a date from within that pay week.

6. Click . The **Print:** dialog box displays with a default printer number in the **Output Device** field.



If the system does not display a default printer or you do not wish to use the default, perform the following:


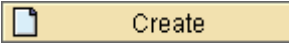
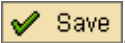
1. Clear the **Output Device** field.
2. Click  to the right of the **Output Device** field.
3. Click .
4. Double click the desired printer.

7. Ensure the **Print immediately** and **Delete After Output** checkboxes are selected.
8. Click  **Print**. The **FR-01C Field Payroll Timesheet Print Program** screen displays and the timesheet prints.
9. Click  to exit this transaction.

Tips & Tricks




Configure Timesheet

Columns in the Data Entry Area of the timesheet can be reorganized to suit your needs. The new layout may then be saved as your default timesheet configuration. Use this procedure to move and resize columns on your timesheet, if desired.

1. To the left of a column heading, click and drag the border left or right to adjust the width of the column, if desired.
2. Click and drag the column heading left or right to change the location of the column, if desired.
3. Click  in the **Data Entry Area**. The **Table Settings** dialog box displays.
4. Enter a *variant name* in the **Variant** field.
5. Ensure that the **Use as standard setting** checkbox selected.
6. Click . The following message displays:
Setting [variant name] successfully saved.
7. Click .

CAT3 – Display Timesheet

Use this procedure to display any timesheet created in CAT2. The key date entered determines the timesheet that displays. Data cannot be changed from within this transaction.

1. Enter **CAT3** in the **Command** field on the **SAP Easy Access** screen.
2. Click  or press **Enter**. The **Time Sheet: Initial Screen** displays.
3. Ensure ENTE displays in the **Data Entry Profile** field.
4. Enter a *date within the pay week you want to display* in the **Key date** field, if necessary.
5. Ensure your personnel number displays in the **Personnel Number** field.
6. Click . The **Time Sheet: Data Entry View** screen displays.
7. Review the timesheet.
8. Click  to exit this transaction.



PT50 – Quota Overview

PT50 displays quota balances by personnel number. A quota balance is the remaining available balance of an employee's leave time, which may include approved leave, sick leave, OT comp (comp time), holiday, bonus leave, etc. PT50 is a copy of official BEACON records.



Use PT50 only to determine why you received a *No quota available* or *Insufficient quota balance* error in ZCAPS. Balances displayed in PT50 may differ from those in Employee Self Service (ESS) because they are only updated after time is entered, approved and transferred. The quota balances displayed in BEACON or on the ESS web site are up-to-date.





In addition to quota balances, this report displays payroll-relevant master data such as personnel area, employee subgroup, cost center and work schedule rule.

1. Enter *PT50* in the **Command** field on the **SAP Easy Access** screen.
2. Click  or press **Enter**. The **Quota Overview** screen displays.
3. Enter *your personnel number* in the **Personnel no.** field, if necessary.
4. Click  or press **Enter** to validate the personnel number. The screen updates to display the employee's name and master data.
5. Ensure the **Selection dates** tab is selected. The current month's dates display in the **Selections intervals** section.



Selection intervals fields:


- **Deduction period** – period in which the employee can deduct from a quota balance
- **Validity period** – period in which the quota is in effect
- **Generation period** – not applicable

6. Click one of the following time intervals. The dates in the **Selection intervals** section update accordingly.
 -  **From today** - displays the employee's quota balances as of the last time they were updated
 -  **Current Period** - displays quota balances for the current month-to-date
 -  **Calendar year** - displays quota balances for the calendar year-to-date
 -  **All** - displays quota balances since December 15, 2007 (the day BEACON took effect)


7. Select the **Absence quotas** tab. The total for each type of quota balance displays, even if the employee is not eligible for the quota type.



The totals do not necessarily reflect the employee's current quota balance.

8. Click  **Expand** to display each pay week within the selected time interval.




Ignore data on the  rows.

Amounts on subsequent rows represent the quota balance for each DOT work week (Saturday through Friday) within the chosen time interval.

All numbers other than dates represent hours.

If viewing the current week's quota balances, the **Deduction to** date will always be 12/31/9999 to allow the entry of time for the next pay week.

9. Click  to exit this transaction.

Appendix

Time Coding Decimal Equivalents

Time may be recorded in hundredths of an hour, up to two decimal places. Do not use decimals that are not on this chart; they may cause errors in SAP.

Mins	Dec.
1	.02
2	.03
3	.05
4	.07
5	.08
6	.1
7	.12
8	.13
9	.15
10	.17
11	.18
12	.2
13	.22
14	.23
15	.25

Mins	Dec.
16	.27
17	.28
18	.3
19	.32
20	.33
21	.35
22	.37
23	.38
24	.4
25	.42
26	.43
27	.45
28	.47
29	.48
30	.5

Mins	Dec.
31	.52
32	.53
33	.55
34	.57
35	.58
36	.6
37	.62
38	.63
39	.65
40	.67
41	.68
42	.7
43	.72
44	.73
45	.75

Mins	Dec.
46	.77
47	.78
48	.8
49	.82
50	.83
51	.85
52	.87
53	.88
54	.9
55	.92
56	.93
57	.95
58	.97
59	.98
60	1

Time Entry Policy Resources

For questions regarding NCDOT payroll policies, it is recommended that you contact your payroll person (Division level) and have them contact the NCDOT Payroll unit.

For further information, refer to the following manuals:

- **NCDOT Human Resources Manual** – includes Emergency Call Back Pay in Salary Administration section
<https://intranet.dot.state.nc.us/portal/Default.aspx?TabId=186&xsfid=1124>
- **State Personnel Manual – Section 4 – Salary Administration**
<http://www.osp.state.nc.us/manuals/man4.html>
- **State Personnel Manual – Section 5 – Leave**
<http://www.osp.state.nc.us/manuals/man5.html>
- **Fair Labor Standards Act – Hours of Work and Overtime Compensation**
www.osp.state.nc.us/manuals/man4.html

If you have any further questions regarding the policies, please contact Human Resources.

Time Entry Policies Contacts

For questions regarding Workers' Compensation and Payroll policies, please call:

BEST Shared Services
(919) 707-0707
1 (866) NCBEST4U
Email: best@ncosc.net

Workers' Compensation
(919) 250-4200

NCDOT Payroll Unit
(919) 733-3624

For specific phone numbers within the NCDOT Payroll unit, please refer to the following website:

<https://apps.dot.state.nc.us/dot/directory/authenitcated/UnitPage.aspx?id=5483>

Time Entry Problems

NCDOT Help Desk
(919) 861-3840
(800) 368-2778