



CREATE CHARGE OBJECTS ASSIGNMENTS AND ASSIGNMENT GROUPS IN FIORI

FIO-31 | BUSINESS PROCESS PROCEDURE

FIO

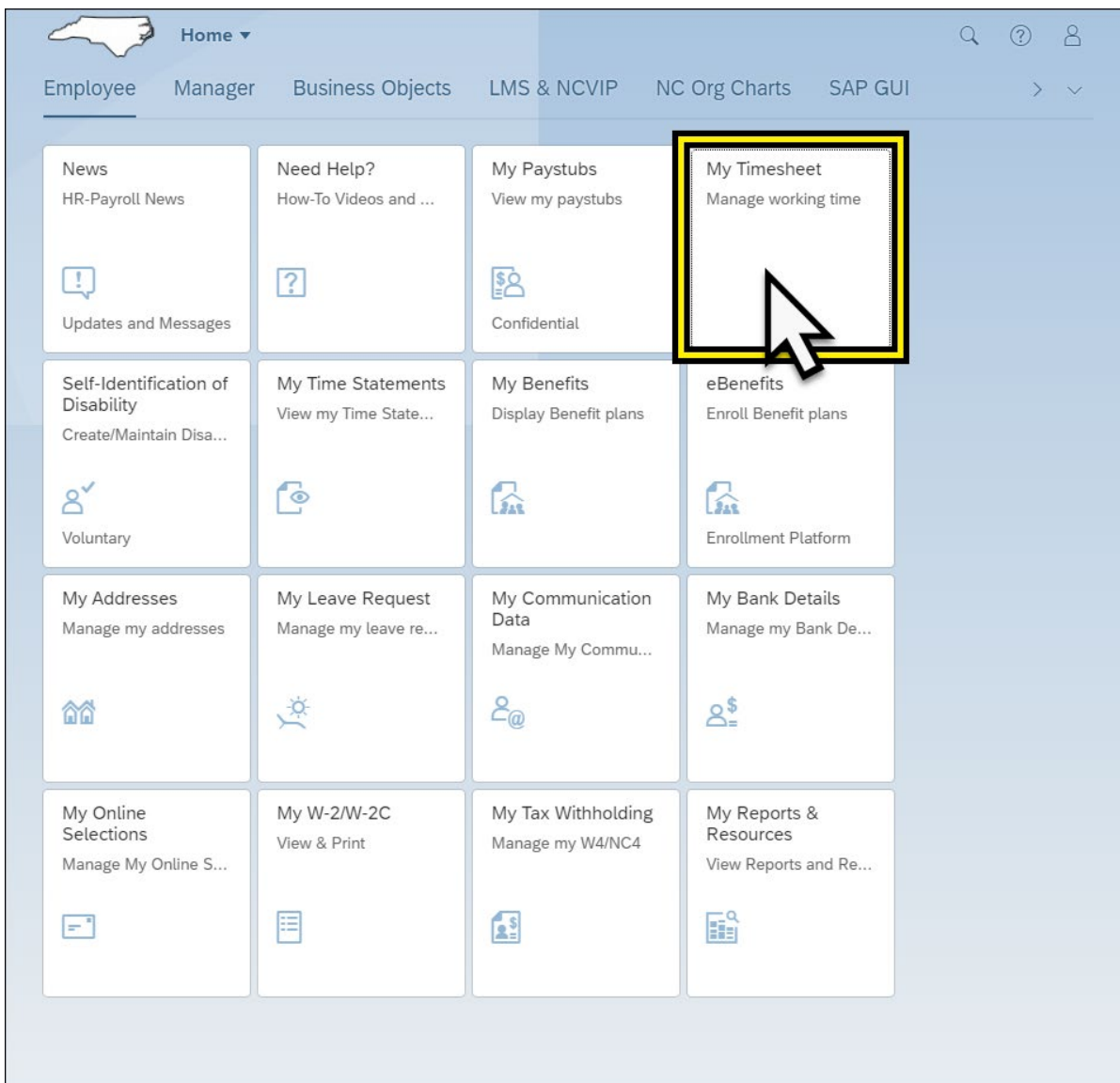
The purpose of this Business Process Procedure is to explain how to record time in Fiori with Charge Objects.

Record Time in Fiori with Charge Objects

The following process is used when an employee needs to record time against Charge Objects using a saved template for a set time and is best practice if there is not an uploaded Worklist of Charge Objects. This process requires two steps with the My Timesheet application. The first step is to Create Assignment then the second step is to Create Assignment group.

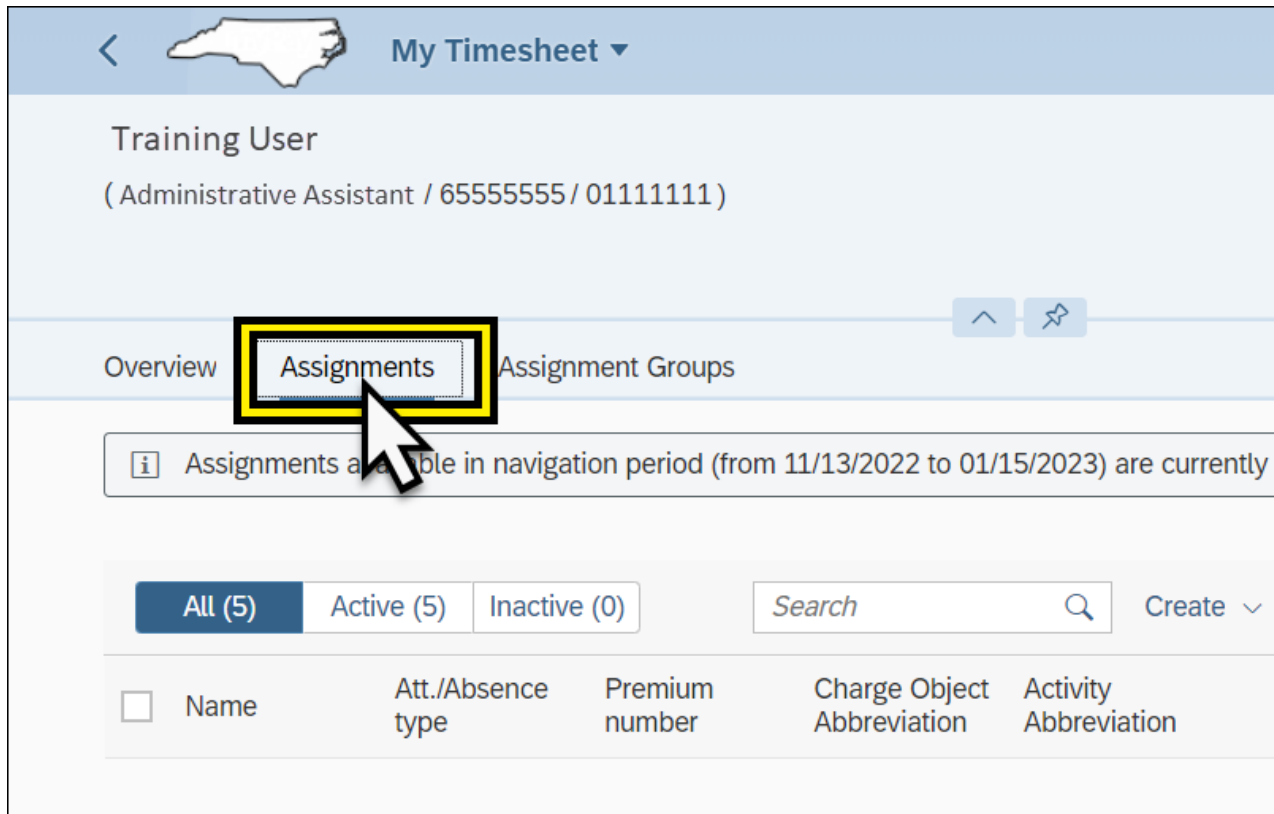
Create Assignment

1. Navigate to the **My Timesheet** application within Fiori.



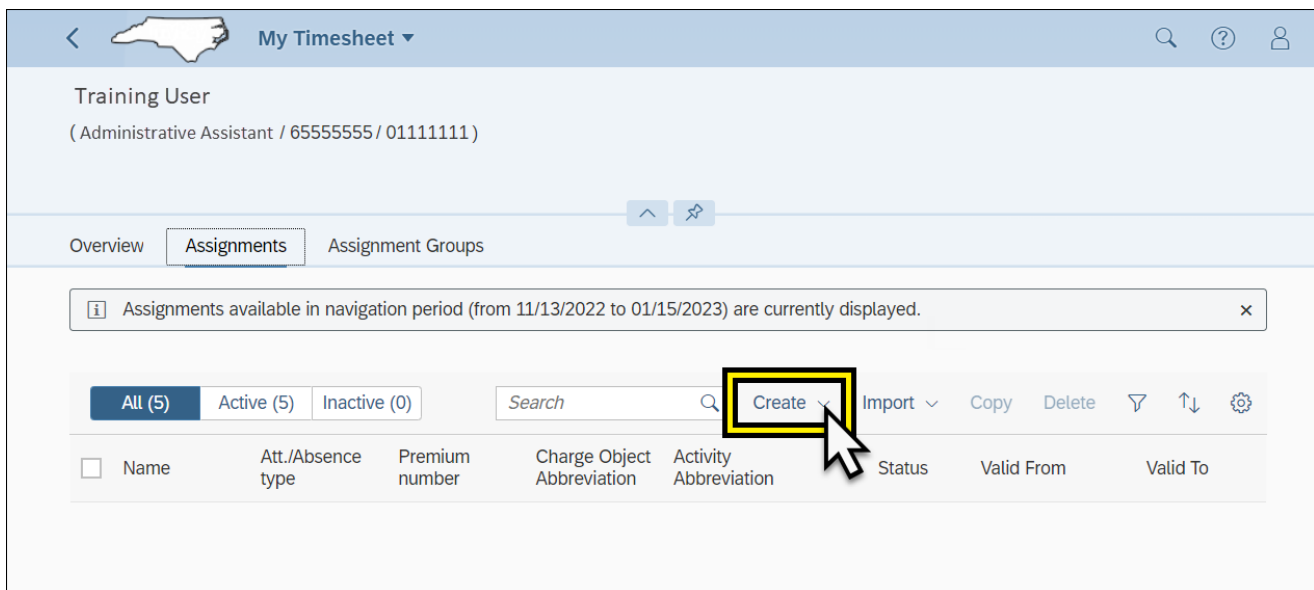
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2. Click the **Assignments** tab from the edit tab options (Overview, Assignments, Assignment Groups).



The screenshot shows the 'My Timesheet' application interface. At the top, there is a navigation bar with a back arrow, a North Carolina state icon, and the text 'My Timesheet'. Below this, the user's name 'Training User' and their role '(Administrative Assistant / 65555555 / 01111111)' are displayed. A horizontal menu contains three tabs: 'Overview', 'Assignments', and 'Assignment Groups'. The 'Assignments' tab is highlighted with a yellow box, and a mouse cursor is pointing at it. Below the tabs, there is a notification box with an information icon and the text: 'Assignments available in navigation period (from 11/13/2022 to 01/15/2023) are currently'. Underneath the notification, there are three filter buttons: 'All (5)', 'Active (5)', and 'Inactive (0)'. To the right of these buttons is a search input field with the placeholder text 'Search' and a magnifying glass icon, followed by a 'Create' button with a dropdown arrow. Below the filters and search field, a table header is visible with columns: 'Name', 'Att./Absence type', 'Premium number', 'Charge Object Abbreviation', and 'Activity Abbreviation'.

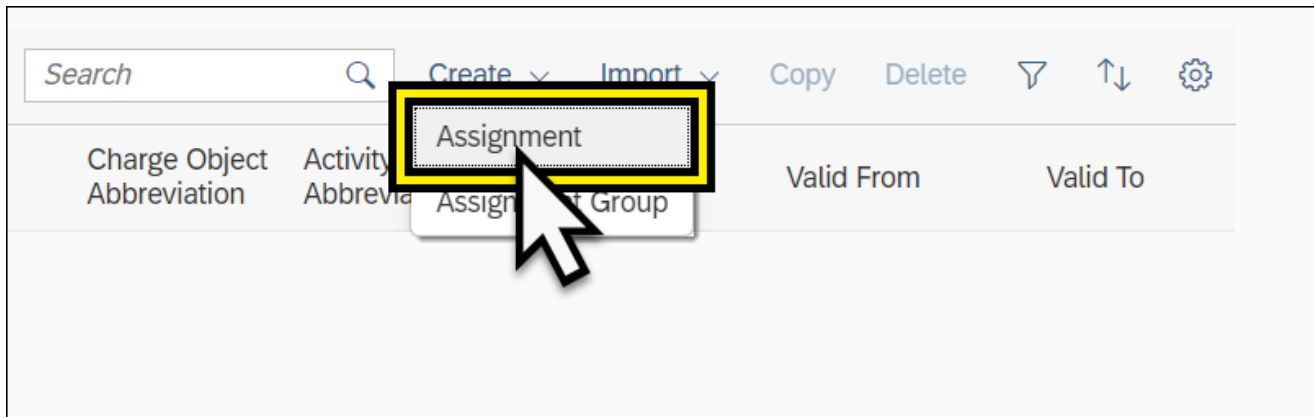
3. Click the dropdown arrow next to **Create** from the edit tabs options (Create, Import, Copy, Delete). Create dropdown menu from the My Timesheet application assignments.



This screenshot shows the same 'My Timesheet' application interface as the previous one, but with the 'Create' button highlighted by a yellow box. A mouse cursor is clicking on the dropdown arrow of the 'Create' button. The table header below the 'Create' button now includes an additional column: 'Status'. The other columns remain the same: 'Name', 'Att./Absence type', 'Premium number', 'Charge Object Abbreviation', and 'Activity Abbreviation'. The notification box and filter buttons are also present in the same positions as in the previous screenshot.

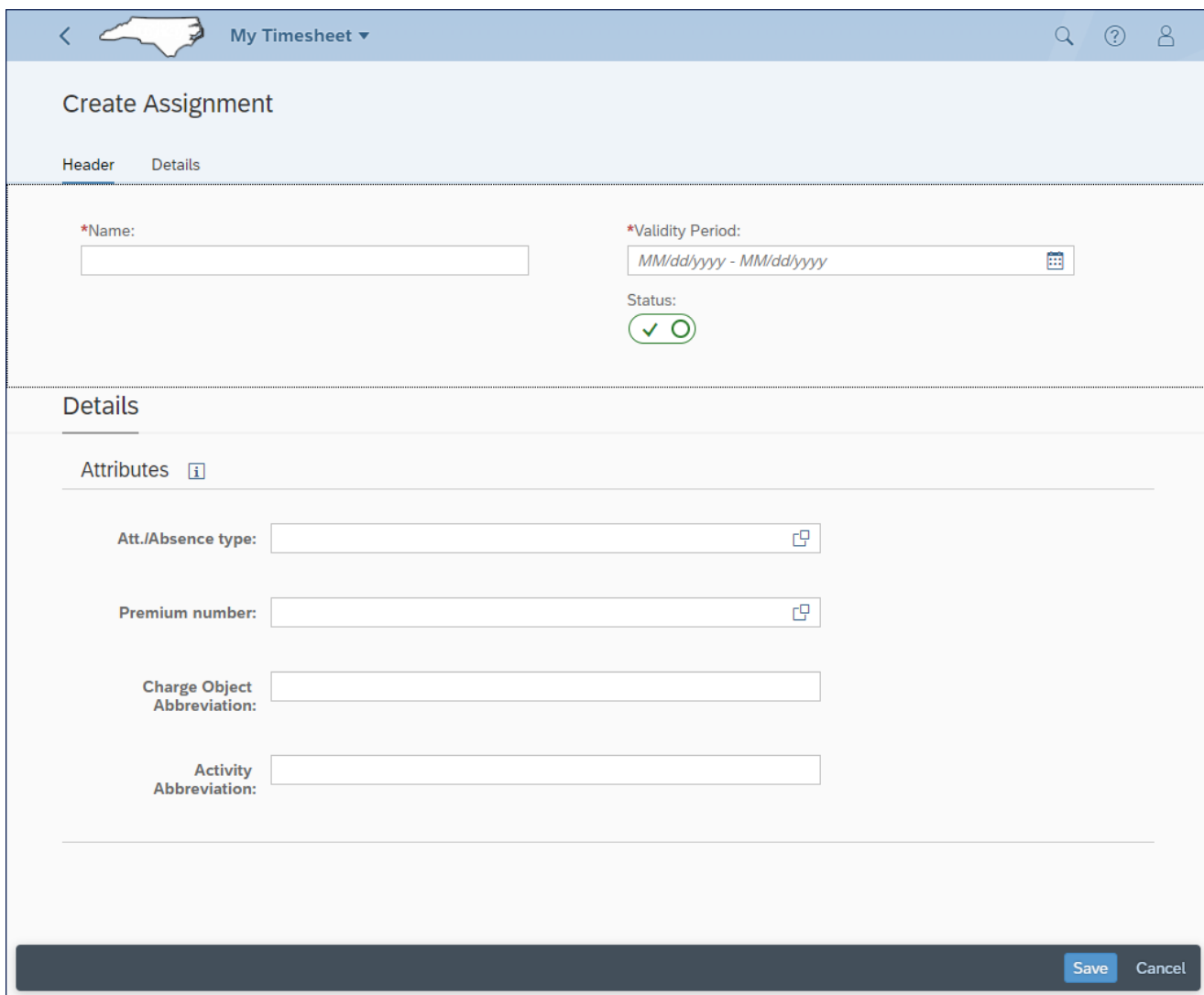
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4. Select **Assignment** from the dropdown list.



A screenshot of a software interface showing a dropdown menu. The menu is open, and the option 'Assignment' is highlighted with a yellow border. A mouse cursor is pointing at the 'Assignment' option. The menu is part of a larger interface with a search bar and various action buttons like 'Create', 'Import', 'Copy', 'Delete', 'Filter', 'Sort', and 'Settings'. Below the menu, there are columns for 'Charge Object Abbreviation', 'Activity Abbreviation', 'Assignment Group', 'Valid From', and 'Valid To'.

5. The Create Assignment Screen is then filled in with the necessary information.

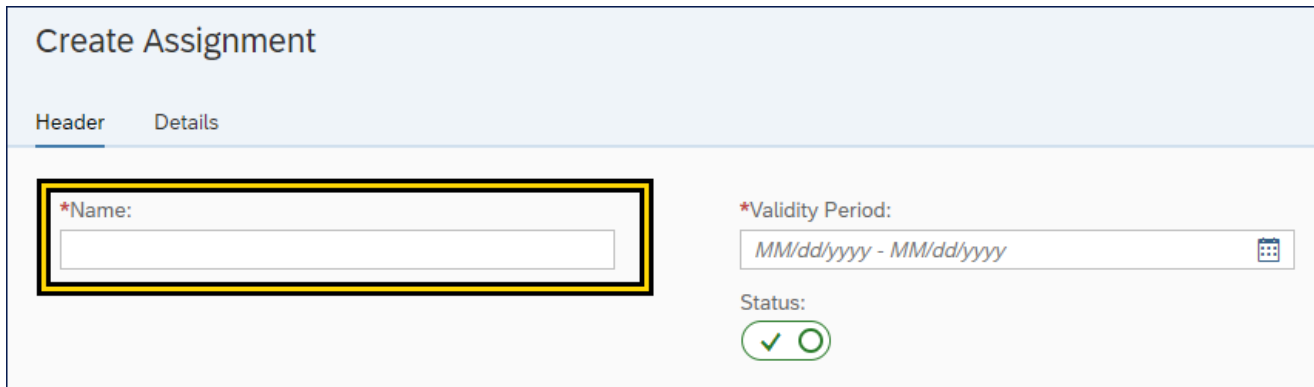


A screenshot of the 'Create Assignment' screen in a software application. The screen is titled 'Create Assignment' and has a header section with 'Header' and 'Details' tabs. The 'Header' tab is active, showing fields for '*Name:' (a text input field), '*Validity Period:' (a date range input field with a calendar icon), and 'Status:' (a radio button with a green checkmark). The 'Details' tab is also visible, showing an 'Attributes' section with an information icon. Below the attributes, there are four input fields: 'Att./Absence type:', 'Premium number:', 'Charge Object Abbreviation:', and 'Activity Abbreviation:'. At the bottom right of the screen, there are 'Save' and 'Cancel' buttons.

NOTE: The Charge Object Fields are displayed based on the settings specific to the user. In the example shown above the employee is assigned two Charge Object Fields.

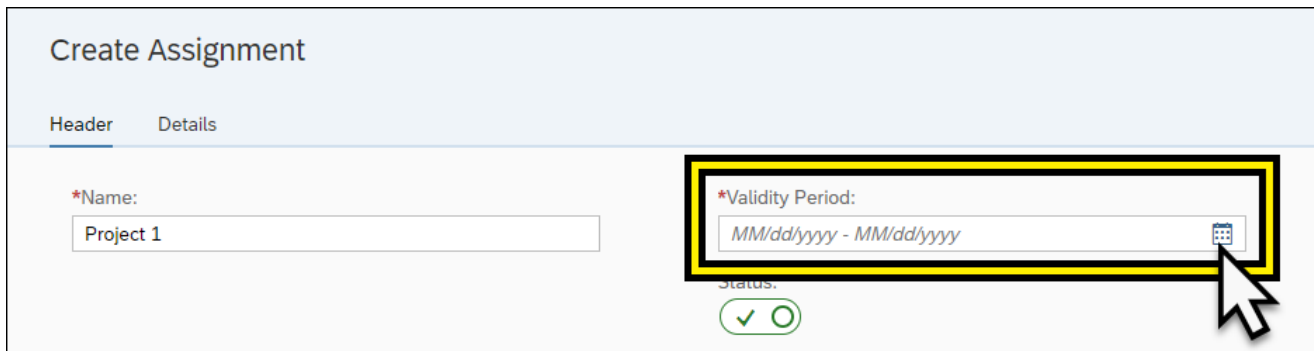
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- Complete the header section **Name** field with the name of the Assignment. All Assignment names must be unique, no two assignments can have the same name.



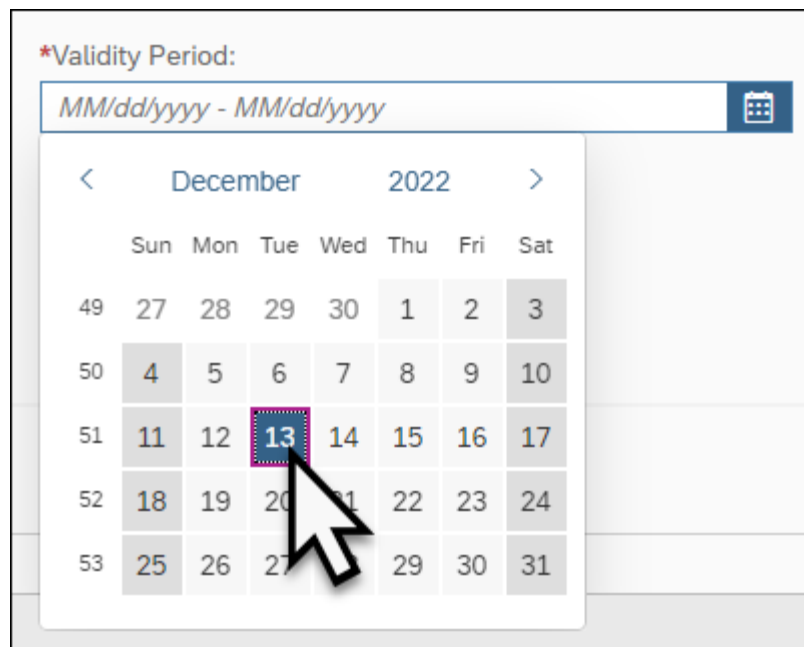
The screenshot shows the 'Create Assignment' form with the 'Header' tab selected. The '*Name:' field is highlighted with a yellow box. The '*Validity Period:' field contains the placeholder text 'MM/dd/yyyy - MM/dd/yyyy' and a calendar icon. The 'Status:' field shows a green checkmark and a circle.

- Enter the **Validity Period** by clicking on the calendar in the right edge of the field.



The screenshot shows the 'Create Assignment' form with the 'Header' tab selected. The '*Name:' field contains 'Project 1'. The '*Validity Period:' field is highlighted with a yellow box, and a mouse cursor is clicking the calendar icon on the right side of the field. The 'Status:' field shows a green checkmark and a circle.

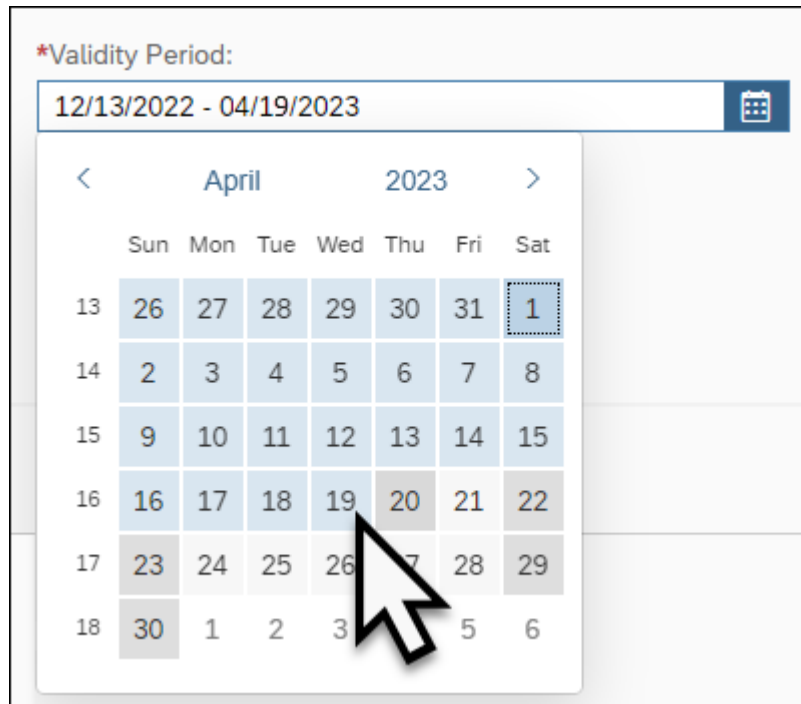
- Select the starting date.



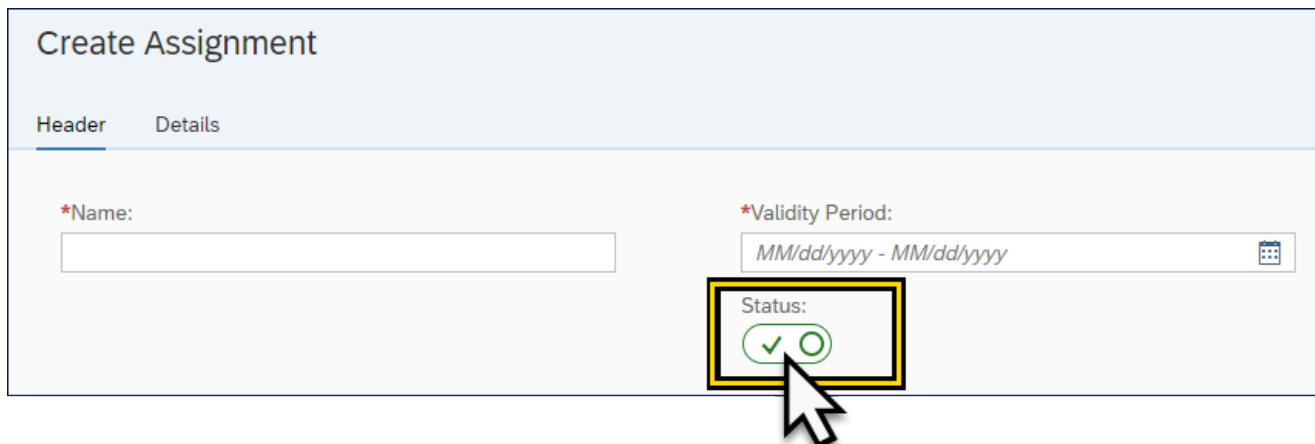
The screenshot shows a calendar for December 2022. The date 13 is highlighted with a red box, and a mouse cursor is clicking it. The calendar is displayed in a grid format with days of the week and dates.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
49	27	28	29	30	1	2	3
50	4	5	6	7	8	9	10
51	11	12	13	14	15	16	17
52	18	19	20	21	22	23	24
53	25	26	27	28	29	30	31

9. Then select the ending date.




10. The Assignment Status is defaulted to Active but can be changed to inactive by clicking on the **Status** switch. Deactivated assignments cannot be used and will not be visible in the selection drop down list within the time entry mode.



11. The Details section contains the Attributes for the assignment, including:
- Att./Absence type
 - Premium number (If applicable)
 - Charge Object
 - Activity Abbreviation
 - Element Abbreviation (If applicable)
 - Sub-element Abbreviation (If applicable)

Details

Attributes 

Att./Absence type:

Premium number:

Charge Object Abbreviation:

Activity Abbreviation:

NOTE: The Charge Object Fields are displayed based on the settings specific to the user. There may be up to four fields. In the example shown above the employee is assigned two Charge Object Fields. Element Abbreviation and Sub-element Abbreviation are not applicable in the displayed example.

12. Click the **Att./Absence type** field to select the Att./Absence type.

Details

Attributes i

Att./Absence type:

Select: Att./Absence type

Search with Att./Absence type Go

Maximum Hits:

Items (37)

Att./Absence type(Key)	Description
9000	Approved Leave
9100	Bonus Leave
9128	CDE Comp Leave
9200	Sick Leave
9238	Parental Lv (8 wks)
9239	Parental Lv (4 wks)
9300	Holiday Leave
9400	Leave without Pay
9500	Time Worked
9510	Additional Time Worked

Cancel

13. If applicable, click the **Premium number** field to select the Premium number.

The image shows a 'Details' form with an 'Attributes' section. The 'Premium number' field is highlighted with a mouse cursor. A search modal is open, titled 'Select: Premium number', showing a search bar, a 'Go' button, and a table of premium options.

Premium number(Key)	
01	Night Premium
02	Evening Premium
06	Stop Premium
07	Single Custody Day
08	Double Custody Day
09	Single Custody Eve
10	Double Custody Eve
11	Single Custody Night
12	Double Custody Night

NOTE: While the charge objects are used more broadly, it is also possible for an employee to create an assignment for Att./Abs type and a premium, but not charge objects, or Att./Abs types and only Charge Objects, or both.

14. Click into the Charge Object Fields and enter the necessary information.

Charge Object Abbreviation:	<input type="text" value="Proj1"/> <i>Proj1</i>
Activity Abbreviation:	<input type="text" value="Even1"/>

15. Once the required information is completed click **Save**.

My Timesheet

Create Assignment

Header Details

*Name:

*Validity Period:

Status:

Details

Attributes ⓘ

Att./Absence type:
Time Worked

Premium number:
Evening Premium

Charge Object Abbreviation:
Proj1

Activity Abbreviation:
Even1

Save Cancel

16. Repeat Steps 3 thru 15 to create additional Assignments.

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17. Once assignments are created, they can be modified by going to the **Assignments** tab within the My Timesheet application.

Overview **Assignments** Assignment Groups

Valid assignments within navigation period (from 11/13/2022 to 01/15/2023) are currently available for selection.

November 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
46	6	7	8	9	10	11
47	13	14	15	16	17	18
48	20	21	22	23	24	25
49	27	28	29	30		

Weekly Recorded/Target 0 / 40 Enter Records

Recorded / Target	Assignment	Entered	Draft	Status
Sunday, December 11, 2022				
0.00 / 0.00		0.00 Hours	<input type="checkbox"/>	
Attributes:				
Monday, December 12, 2022				

18. Select the arrow to the right of Assignment, which needs to be edited.

My Timesheet

Training User
(Administrative Assistant / 65555555 / 01111111)

Overview **Assignments** Assignment Groups

Assignments available in navigation period (from 11/13/2022 to 01/15/2023) are currently displayed.

All (3) Active (3) Inactive (0) Search Create Import Copy Delete

<input type="checkbox"/>	Name	Att./Absence type	Premium number	Charge Object Abbreviation	Activity Abbreviation	Status	Valid From	Valid To
<input type="checkbox"/>	Charge Object	9500		COExple	EX	Active	12/13/2022	04/19/2023
<input type="checkbox"/>	Project 1	9500	02	Proj1	Even1	Active	12/13/2022	04/19/2023
<input type="checkbox"/>	Project 2	9500	06	Proj2	NoPre	Active	12/13/2022	04/19/2023

19. Click **Edit**.

The screenshot shows the 'Charge Object' page in the 'My Timesheet' system. The page title is 'Charge Object' and it is currently 'Active'. The 'Valid From' date is December 13, 2022, and the 'Valid To' date is April 19, 2023. The 'Attributes' section contains the following information: 'Att./Absence type: 9500', 'Premium number:', 'Charge Object Abbreviation: COExple', and 'Activity Abbreviation: EX'. The 'Edit' button is highlighted with a yellow box and a mouse cursor is pointing at it.

20. Make the necessary changes and click **Save**.

The screenshot shows the 'Charge Object' page in the 'My Timesheet' system, with the 'Details' section expanded. The 'Header' section contains the following information: '*Name: Charge Object', '*Validity Period: 12/13/2022 - 04/19/2023', and 'Status: [checked]'. The 'Details' section contains the following information: 'Att./Absence type: 9500', 'Premium number:', 'Charge Object Abbreviation: COExple', and 'Activity Abbreviation: EXCO'. The 'Save' button is highlighted with a yellow box and a mouse cursor is pointing at it.

Create an Assignment Group

The Create an Assignment Group works in parallel with the Create Assignment Steps from the above section. The Create Assignment Group should be done if the created Assignment needs to be added to a template, or Group.

1. Click the **Assignments** tab from the edit tab options (Overview, Assignments, Assignment Groups).

My Timesheet ▾

Training User
(Administrative Assistant / 65555555 / 01111111)

Overview **Assignments** Assignment Groups

Assignments available in navigation period (from 11/13/2022 to 01/15/2023) are currently

All (5) Active (5) Inactive (0) Search Create ▾

<input type="checkbox"/>	Name	Att./Absence type	Premium number	Charge Object Abbreviation	Activity Abbreviation
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2. Click **Create** from edit tabs options (Create, Import, Copy, Delete).

The screenshot shows the 'My Timesheet' interface for a 'Training User'. The 'Assignments' tab is active. A notification bar at the top states: 'Assignments available in navigation period (from 11/13/2022 to 01/15/2023) are currently displayed.' Below this, there are filter buttons for 'All (3)', 'Active (3)', and 'Inactive (0)'. A search bar is present. To the right of the search bar, the 'Create' button is highlighted with a yellow box and a mouse cursor. Other buttons include 'Import', 'Copy', and 'Delete'. Below the buttons is a table with columns: Name, Att./Absence type, Premium number, Charge Object Abbreviation, Activity Abbreviation, Status, Valid From, and Valid To. The table contains three rows: 'Charge Object', 'Project 1', and 'Project 2', all with a status of 'Active'.

<input type="checkbox"/>	Name	Att./Absence type	Premium number	Charge Object Abbreviation	Activity Abbreviation	Status	Valid From	Valid To
<input type="checkbox"/>	Charge Object	9500		COExple	EXCO	Active	12/13/2022	04/19/2023 >
<input type="checkbox"/>	Project 1	9500	02	Proj1	Even1	Active	12/13/2022	04/19/2023 >
<input type="checkbox"/>	Project 2	9500	06	Proj2	NoPre	Active	12/13/2022	04/19/2023 >

3. Select **Assignment Group** from the dropdown list.

This screenshot is similar to the previous one, but the 'Create' dropdown menu is open. The 'Assignment Group' option is highlighted with a yellow box and a mouse cursor. The 'Assignment' option is also visible above it. The rest of the interface, including the notification bar, filter buttons, search bar, and table, remains the same as in the previous screenshot.

4. The Create Group screen is divided into two sections Header and Assignments in the Group.

Create Group

General Information Assignments in the Group

*Name:

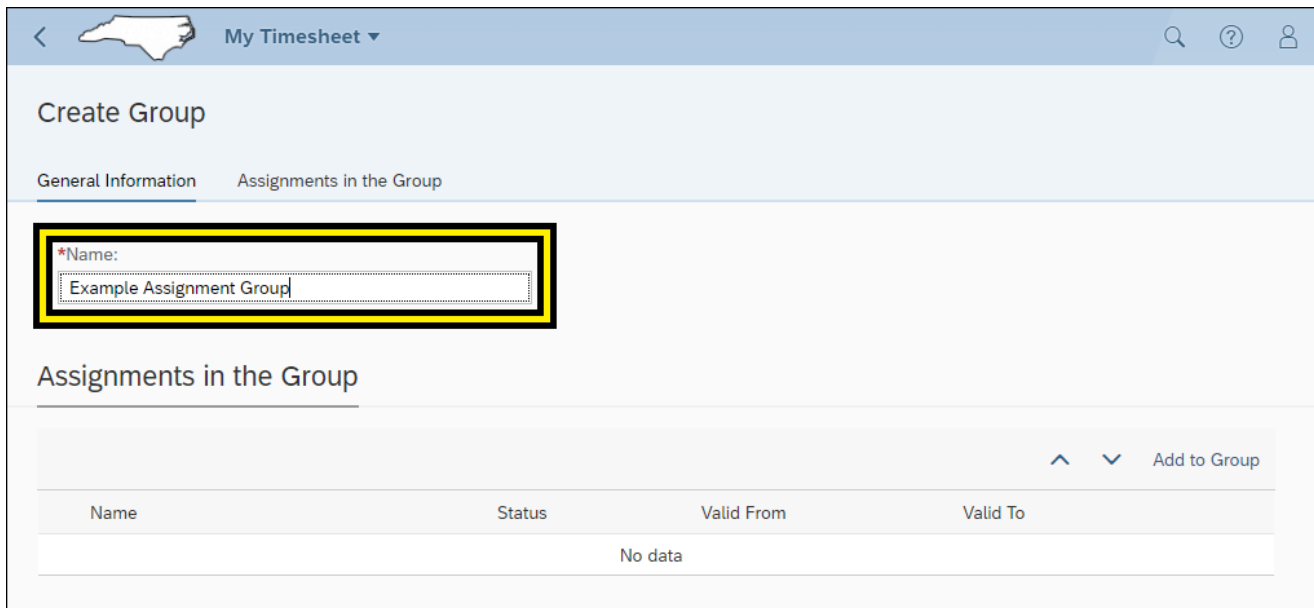
Assignments in the Group

^ v Add to Group

Name	Status	Valid From	Valid To
No data			

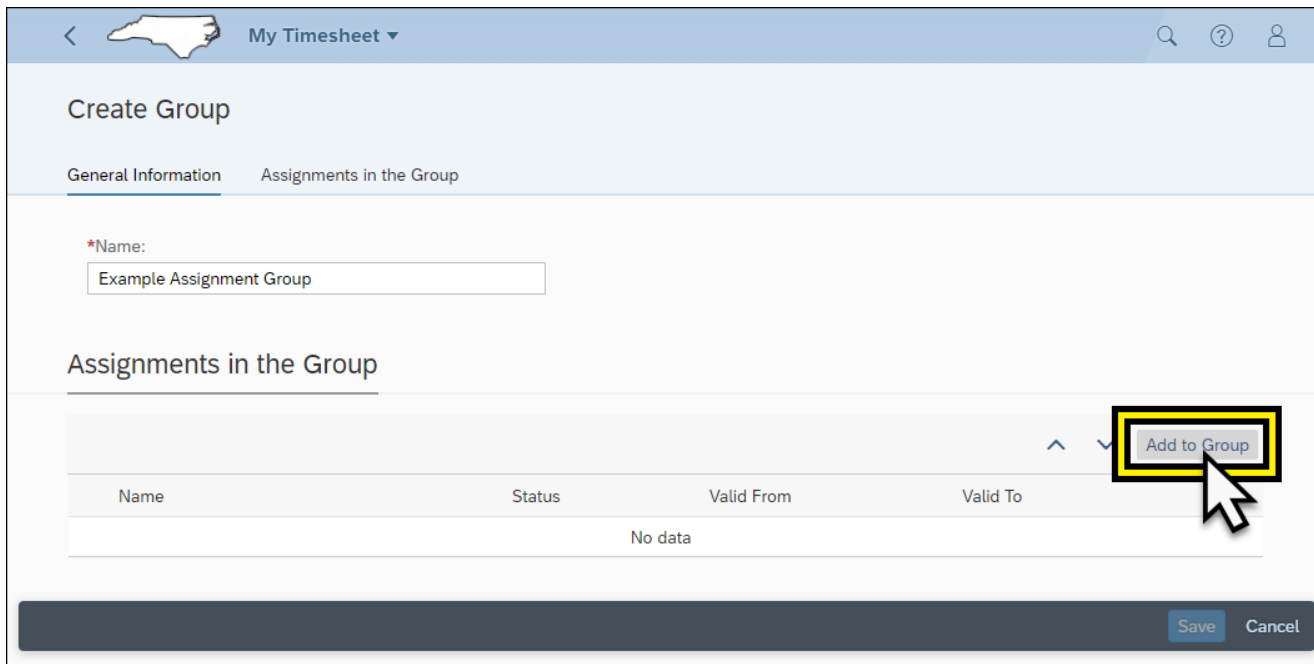
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5. Enter the Name of the Assignment Group in the header **Name** field. This name will appear in the Select Assignment list in the time entry edit mode. Each Assignment Group name must be unique, no two Assignment Groups can have the same name.



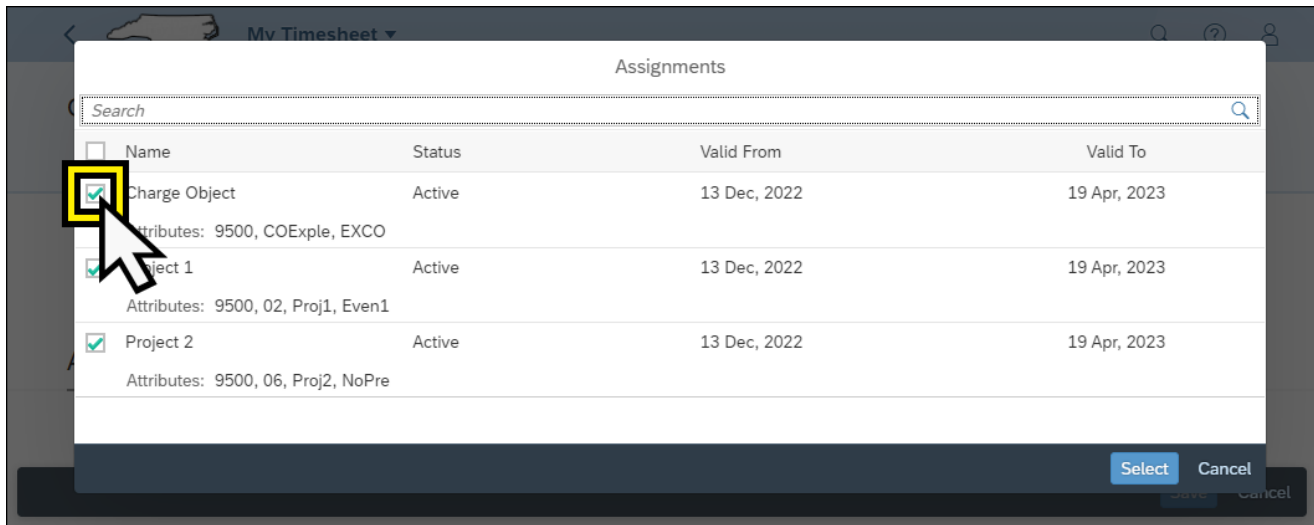
The screenshot shows the 'Create Group' form in the 'My Timesheet' application. The form has two tabs: 'General Information' and 'Assignments in the Group'. The 'Name' field is highlighted with a yellow box and contains the text 'Example Assignment Group'. Below the form, there is a table with columns 'Name', 'Status', 'Valid From', and 'Valid To'. The table is currently empty, showing 'No data'.

6. Click **Add to Group** to add the Assignments you created in create assignment section on page 1. When Add to Group is selected, a list of created Assignments generates.



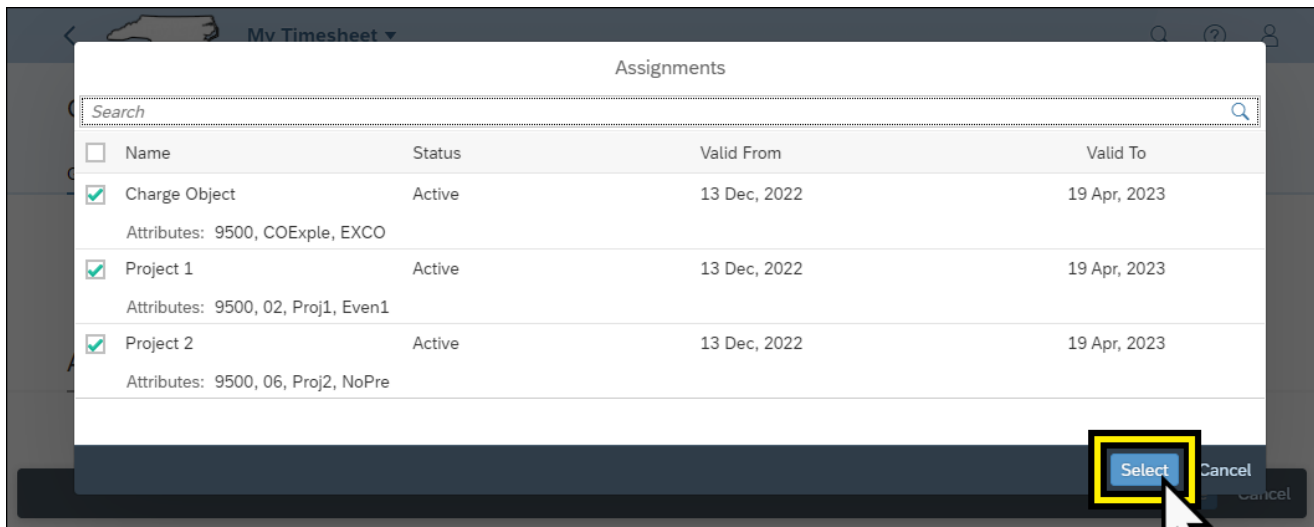
The screenshot shows the 'Create Group' form in the 'My Timesheet' application. The 'Name' field contains the text 'Example Assignment Group'. Below the form, there is a table with columns 'Name', 'Status', 'Valid From', and 'Valid To'. The table is currently empty, showing 'No data'. The 'Add to Group' button is highlighted with a yellow box and a mouse cursor is pointing at it. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

7. Click the checkbox beside all Assignments that are to be added to the group.



NOTE: In the example shown, the Charge Object Assignment created is shown in the Assignment list as the Charge Object Example. In addition, Project 1 and Project 2 have been selected for addition to the Assignment Group.

8. Click **Select** on the Assignments list.



9. Click **Save** to complete the Assignment Group Creation.

Create Group

General Information Assignments in the Group

*Name:

Assignments in the Group

Name	Status	Valid From	Valid To	
<input checked="" type="radio"/> Charge Object Attributes: 9500, COExple, EXCO	Active	Tuesday, December 13, 2022	Wednesday, April 19, 2023	Remove
<input type="radio"/> Project 1 Attributes: 9500, 02, Proj1, Even1	Active	Tuesday, December 13, 2022	Wednesday, April 19, 2023	Remove
<input type="radio"/> Project 2 Attributes: 9500, 06, Proj2, NoPre	Active	Tuesday, December 13, 2022	Wednesday, April 19, 2023	Remove

Save Cancel

10. The Assignment Groups will then populate in the **Assignment Groups** action tab.

Training User
 (Administrative Assistant / 65555555 / 01111111)

Overview Assignments **Assignment Groups**

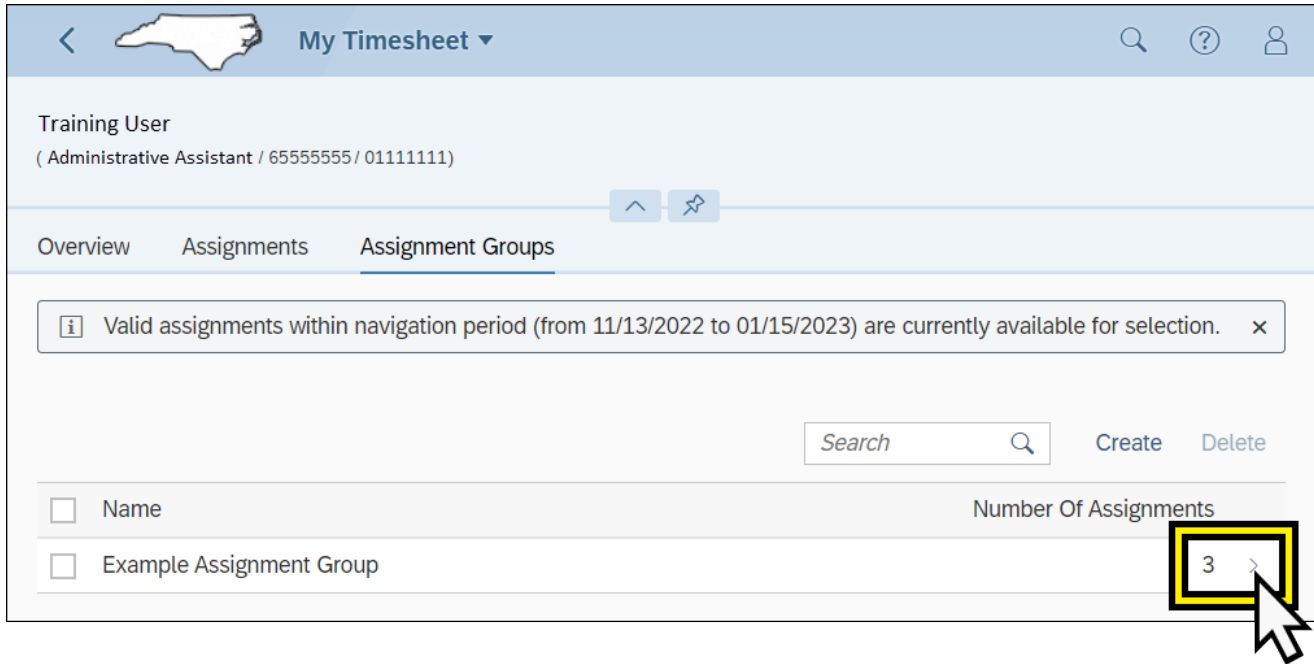
Valid assignments within navigation period (from 11/13/2022 to 01/15/2023) are currently available for selection.

Search Create Delete

<input type="checkbox"/> Name	Number Of Assignments
<input type="checkbox"/> Example Assignment Group	3 >

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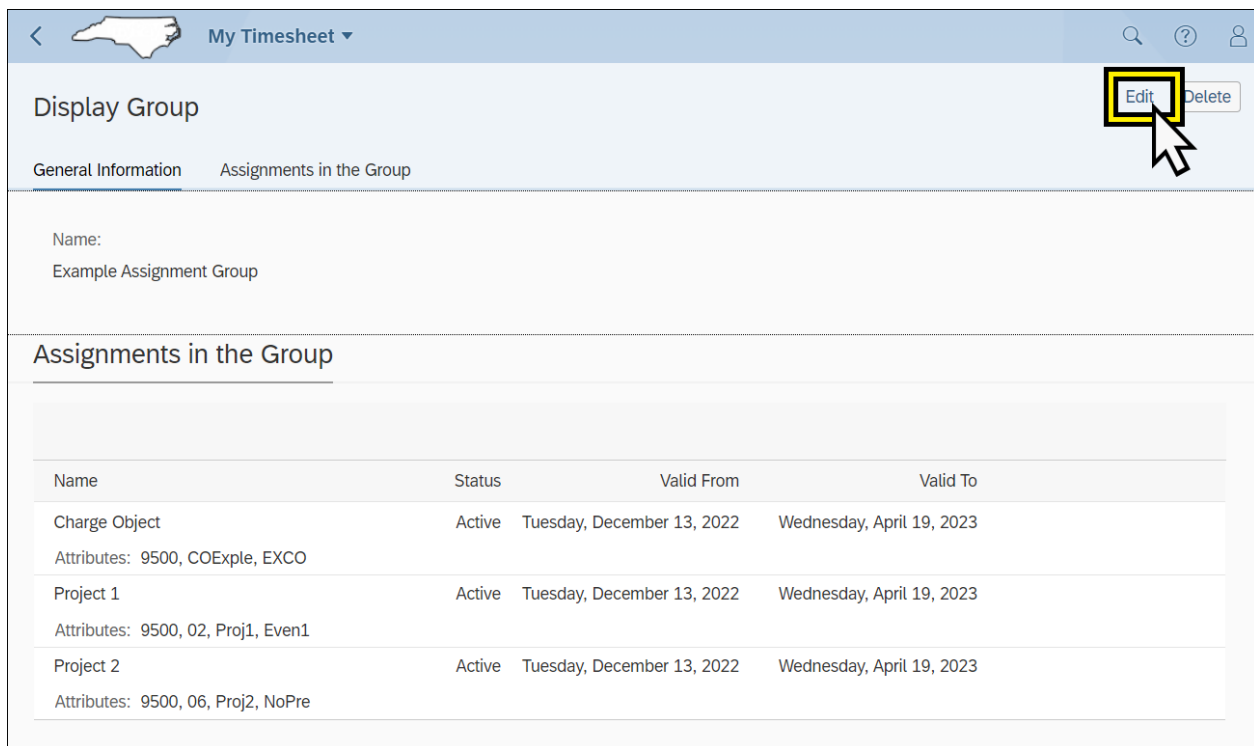
11. The Assignment Groups can be modified by navigating to the Assignment Groups tab within the My timesheet application.
12. Click the arrow to the right of the Assignment Group that needs to be modified.



The screenshot shows the 'My Timesheet' application interface. At the top, there is a navigation bar with a back arrow, a North Carolina map icon, and the text 'My Timesheet'. Below this, the user's name 'Training User' and role '(Administrative Assistant / 65555555 / 011111111)' are displayed. The main content area has three tabs: 'Overview', 'Assignments', and 'Assignment Groups'. A notification box states: 'Valid assignments within navigation period (from 11/13/2022 to 01/15/2023) are currently available for selection.' Below the notification, there is a search bar and buttons for 'Create' and 'Delete'. A table lists assignment groups with columns for 'Name' and 'Number Of Assignments'. The 'Example Assignment Group' is highlighted, and a yellow box around the number '3' in the 'Number Of Assignments' column has a mouse cursor pointing to a right-pointing arrow.

Name	Number Of Assignments
Example Assignment Group	3

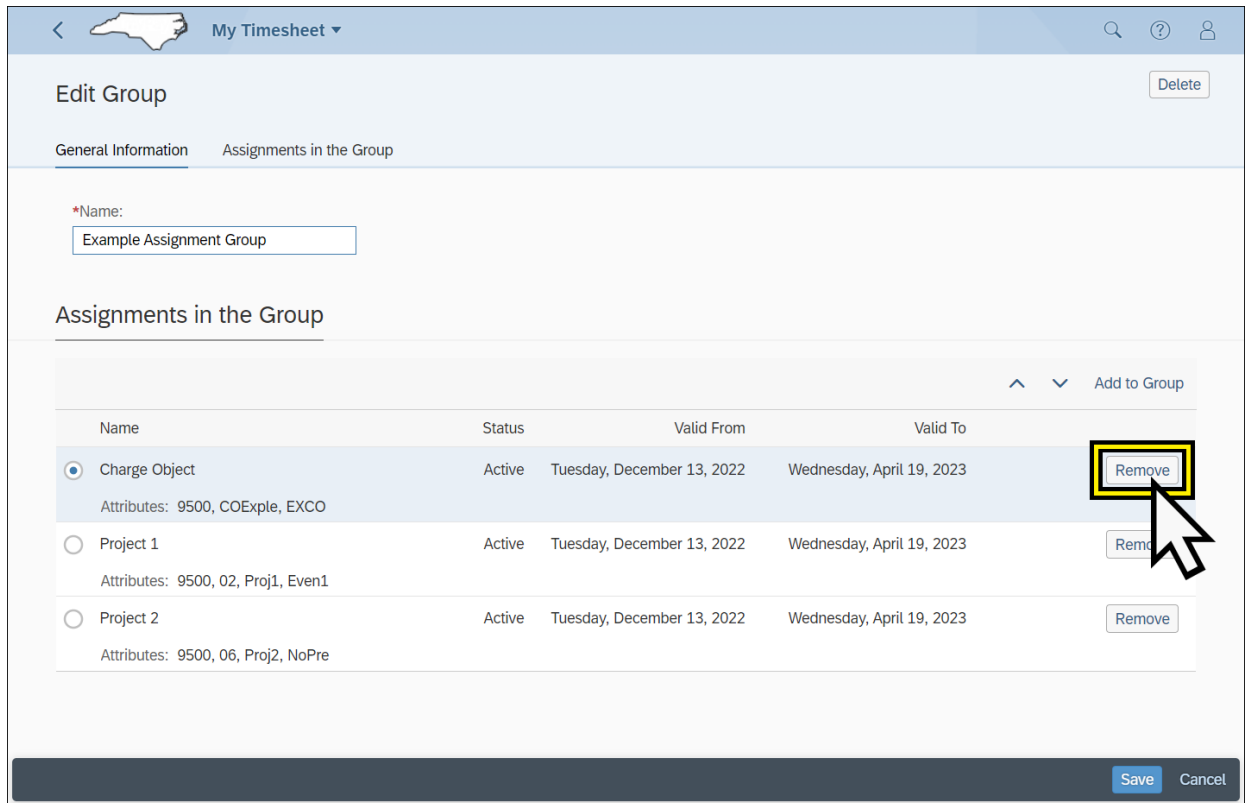
13. Click **Edit** to modify the Assignment Group.



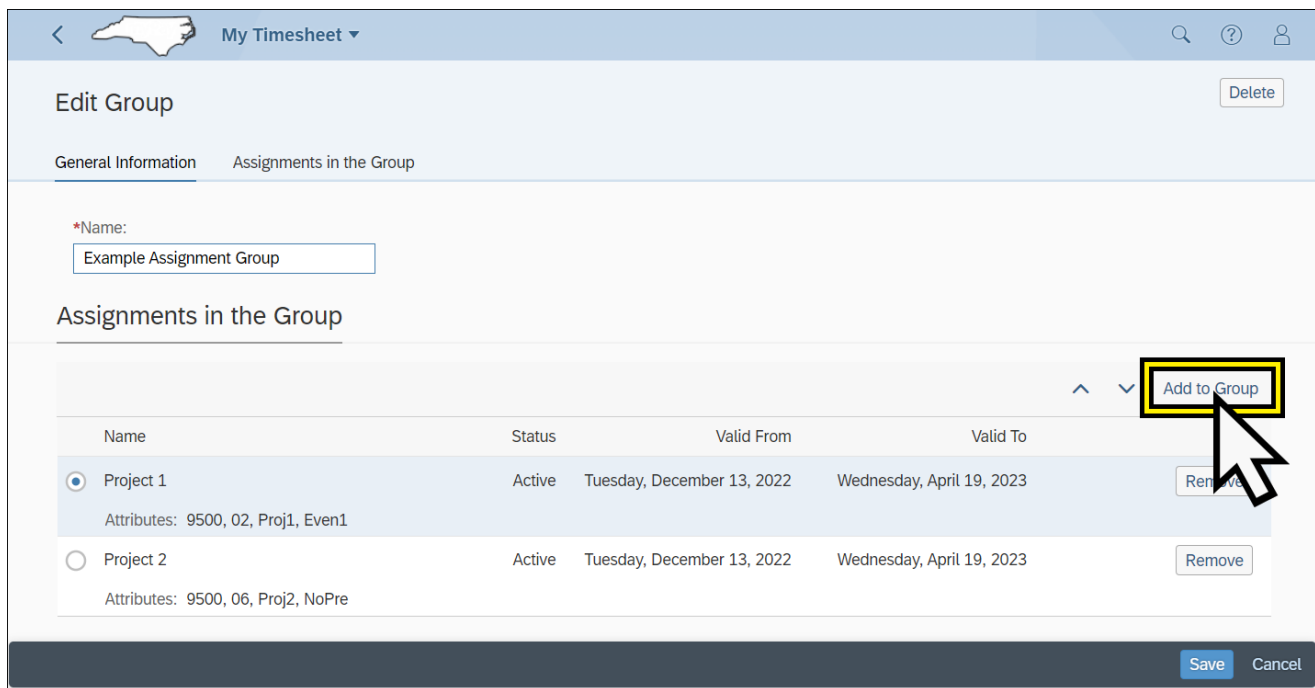
The screenshot shows the 'Display Group' page in the 'My Timesheet' application. The page title is 'Display Group'. There are two tabs: 'General Information' and 'Assignments in the Group'. The 'Edit' button is highlighted with a yellow box and a mouse cursor. Below the tabs, the 'Name' field is set to 'Example Assignment Group'. The 'Assignments in the Group' section contains a table with the following data:

Name	Status	Valid From	Valid To
Charge Object Attributes: 9500, COExple, EXCO	Active	Tuesday, December 13, 2022	Wednesday, April 19, 2023
Project 1 Attributes: 9500, 02, Proj1, Even1	Active	Tuesday, December 13, 2022	Wednesday, April 19, 2023
Project 2 Attributes: 9500, 06, Proj2, NoPre	Active	Tuesday, December 13, 2022	Wednesday, April 19, 2023

14. Assignment Groups can be removed by selecting the assignment and click **Remove**.



15. Assignment Groups can be added by selecting **Add To Group** and select the appropriate Assignment Group to add.



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16. Once the Assignments and Assignment Groups are confirmed as valid/accurate, click **Save**.

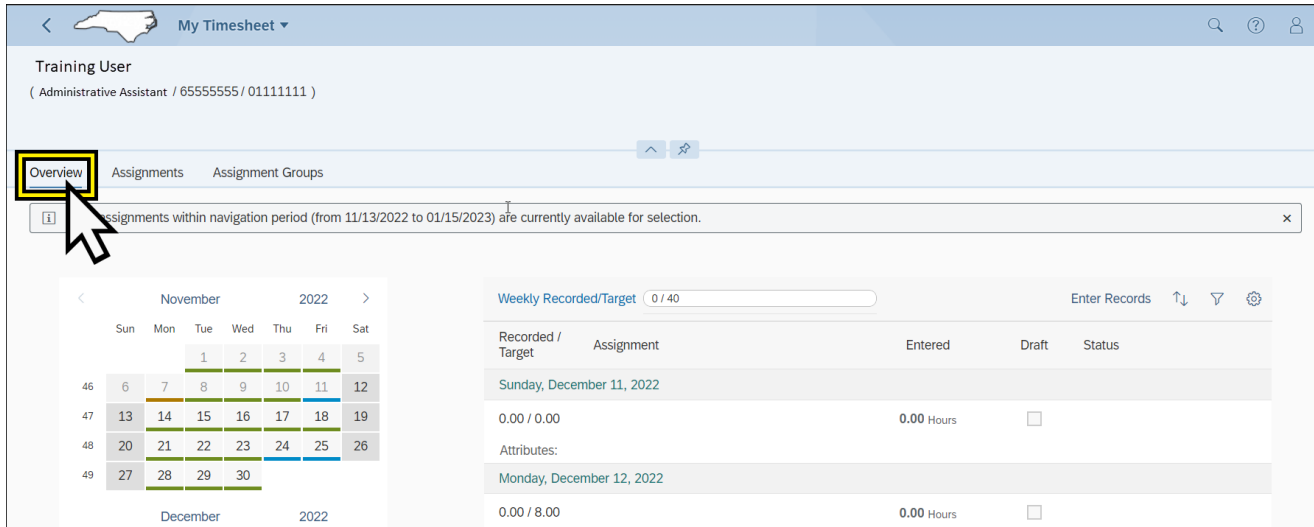
The screenshot shows a web application interface for editing an assignment group. At the top, there is a navigation bar with a back arrow, a map of North Carolina, and the text 'My Timesheet'. To the right of the navigation bar are search, help, and user profile icons. Below the navigation bar is the title 'Edit Group' and a 'Delete' button. There are two tabs: 'General Information' and 'Assignments in the Group', with the second tab being active. Below the tabs is a table with columns for Name, Status, Valid From, Valid To, and an 'Add to Group' button. The table contains two rows of data. The first row is selected with a radio button. Below the table is a dark grey bar with 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a yellow box and a mouse cursor.

Name	Status	Valid From	Valid To	
<input checked="" type="radio"/> Project 1 Attributes: 9500, 02, Proj1, Even1	Active	Tuesday, December 13, 2022	Wednesday, April 19, 2023	Remove
<input type="radio"/> Project 2 Attributes: 9500, 06, Proj2, NoPre	Active	Tuesday, December 13, 2022	Wednesday, April 19, 2023	Remove

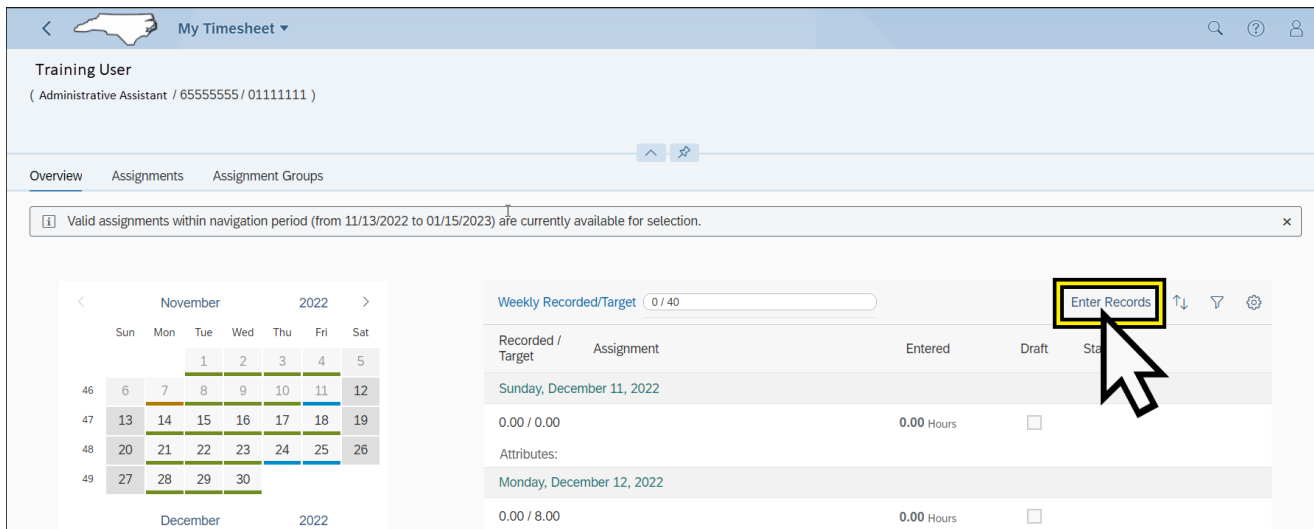
Entering Time Against Charge Objects

Assignments and Assignment Groups created from the sections above (Create Assignment and Create an Assignment Group) can be used to record time against charge objects within the time entry area of the overview tab with the My Timesheet application.

1. Click the **Overview** tab from the edit tab options (Overview, Assignment, Assignment Groups).

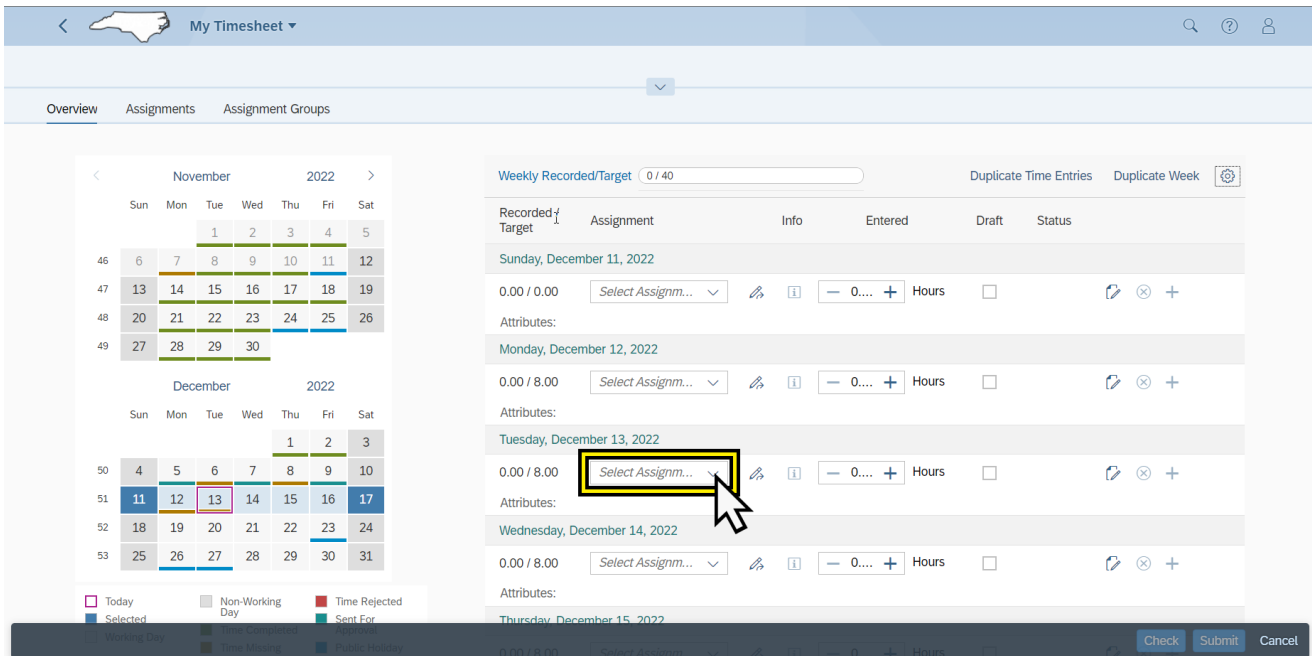


2. Click **Enter Records**.

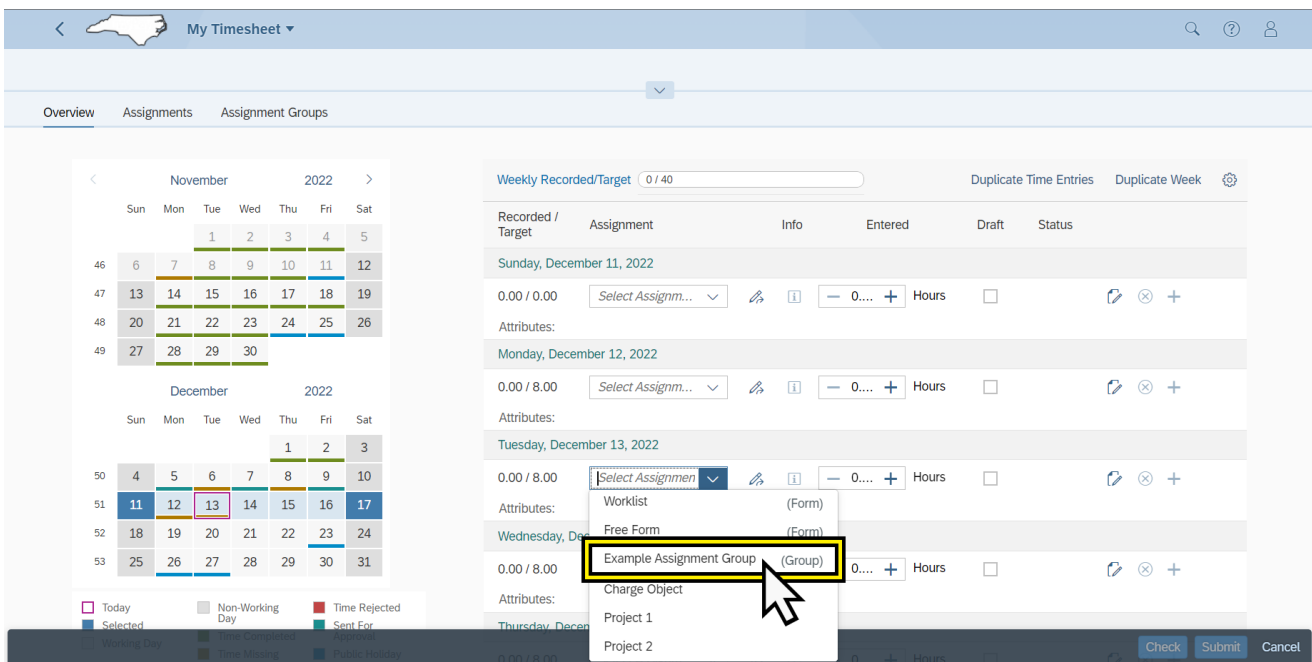


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3. Navigate to the date of the time entry and select the dropdown list from the **Select Assignment** field.



4. Select the **Assignment Group** from the dropdown, the example shown below displays the Assignment Group called Example Assignment Group.



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- If an Assignment Group is selected, from the list of Assignments with multiple assignments in the group, the time can be split between the assignments on each day selected.

The screenshot shows the 'My Timesheet' interface. On the left is a calendar for November and December 2022. The main area displays a table of assignments for the week of December 11-14, 2022. The table has columns for 'Recorded / Target', 'Assignment', 'Info', 'Entered', 'Draft', and 'Status'. The Tuesday, December 13, 2022 entry is highlighted with a yellow box and contains two rows of assignments: 'Project 1' and 'Project 2', both with '0.00 / 8.00' hours recorded. Arrows point to the '0...' input field in the 'Entered' column for both rows.

- Enter the appropriate hours for each Assignment for the day.

This is a close-up view of the assignment entry for Tuesday, December 13, 2022. It shows two rows of assignments. The first row is for 'Project 1' with '8.00 / 8.00' hours entered in the 'Entered' column. The second row is for 'Project 2' with '8.00 / 8.00' hours entered in the 'Entered' column. The 'Entered' column contains a text input field with '8.00' and a '+' button to the right. The 'Status' column contains a checkbox and a '+' button.

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7. Click **Check** to ensure there no errors.

The screenshot shows the 'My Timesheet' interface. On the left is a calendar for November and December 2022. The main area displays a table of time entries with columns for 'Recorded / Target', 'Assignment', 'Info', 'Entered', 'Draft', and 'Status'. The entries are grouped by date from Sunday, December 11, 2022, to Wednesday, December 14, 2022. At the bottom right, there are three buttons: 'Check', 'Submit', and 'Cancel'. The 'Check' button is highlighted with a yellow box, and a mouse cursor is pointing at it.

8. Click **Submit** to save the time entries.

This screenshot is identical to the previous one, showing the 'My Timesheet' interface with the same calendar and time entries. In this view, the 'Submit' button at the bottom right is highlighted with a yellow box, and a mouse cursor is pointing at it.

Additional Resources

- [Welcome to Fiori](#)
 - <https://www.osc.nc.gov/state-agency-resources/welcome-fiori>
- [My Timesheet](#)
 - <https://www.osc.nc.gov/media/5424/open>
- [My Timesheet Video](#)
 - <https://osc.cloud.nc.gov/FIORI20/MyTimesheets-Employees.mp4>

Change Record

- 11/30/22 – Initial creation – L. Lee
- 12/6/22 – Content edits – J. Boyette
- 12/14/22 – Content updates – L. Lee
- 01/04/23 - Content updates – L. Lee
- 02/07/23 – Grammatical Edits – L. Lee