



# DISPLAY LEAVE FORMS

## ESS-3 | BUSINESS PROCESS PROCEDURE

ESS

The purpose of this BPP is to explain how to access leave forms in the Integrated HR/Payroll System.

### Trigger:

Use this document to view and print commonly used leave forms currently found in ESS.

### Business Process Procedure Overview:

Certain types of leave require that forms be filled out by employees and Agency HR. The time related forms are located directly on the My Working Times screen in ESS:

<b>Voluntary Shared Leave Application Form</b>	Application for employees who are applying to receive Voluntary Shared Leave (VSL).
<b>Voluntary Shared Leave Donor Form</b>	Form allowing employees to donate Sick/Vacation Leave to an employee as VSL.
<b>Advanced Leave Form</b>	Application for an employee attempting to receive Advanced Leave.

## Access Leave Forms

1. From the Integrated HR/Payroll System Home Page, Click the **My Data (ESS)** tab or click **My Time** under Quick Links to go directly to the My Working Time screen.

Welcome: Simon Monsen 80000120

Home | **My Data (ESS)** | OrgCharts | Business Objects | Home Page Admin | Browser Admin | SAP GUI | LMS & NCVIP

Home > Home

• Home

### Quick Links

- My Time**
- My Pay

### Welcome to the OSC Integrated HR-Payroll System

This system provides you with the tools you need to better access and manage your state benefits and personal information. For additional support information, visit the BEST Shared Services website at [www.osc.nc.gov/state-employees/BEST](http://www.osc.nc.gov/state-employees/BEST). If you need assistance while using the site, please call the BEST Shared Services Center from 8 a.m. to 5 p.m., Monday through Friday, at 919-707-0707 if local to Raleigh or 1-866-NCBEST4(U) (1-866-622-3784) outside the Raleigh area.

Note: The portal will be unavailable weekdays from 8 to 9 p.m. and on Sundays from 2 to 8 p.m. for regular maintenance.


### News of Interest

- Click My Working Time.

My Data (ESS) > Overview > Overview

**Overview**

Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.

 **My Working Time**  
Record your working times, plan your leave, and display your time data.  
[Quick Links](#)  
[Record Working Time](#)


 **My Pay**  
Display your pay statement or print/reprint your W-2/W-2c.

 **My Benefits**  
Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's annual enrollment periods; access State Health Plan forms.

 **My Personal Data**  
Manage your addresses, direct deposit, and tax withholding information.

- The **My Working Time** screen will display. The leave forms are located under My Leave Requests > State of North Carolina Leave Forms section titled **State of North Carolina Leave Forms**.

**My Working Time**



**My Time Sheets**

[Record Working Time](#)

You can record your working time here.  
In the last 30 days there are 6 workdays on which you have recorded not enough or too many hours.  
Your recorded times have been approved up to 04/05/2019.

[Release Working Time Data](#)

You have released all your recorded times.

**My Leave Requests**

[Leave Request](#)  
Request leave and other types of absences.

[Quota Overview](#)  
Display your leave balance(s).

**State of North Carolina Leave Forms**

[Voluntary Shared Leave Application Form](#)

[Voluntary Shared Leave Donor Form](#)

[Advance Leave Form](#)

**My Time Statements**

[Time Statement for a Chosen Period](#)

- Click the form to be displayed.

**State of North Carolina Leave Forms**

[Voluntary Shared Leave Application Form](#)

[Voluntary Shared Leave Donor Form](#)

[Advance Leave Form](#)

- Once the desired form is selected, the pdf document located on the OSC Training website will display. Shown below is the Voluntary Shared Leave Application form. Other options include Voluntary Shared Leave Donor form and Advanced Leave form



**Note:** The completed Voluntary Shared Leave Application form must be taken to the agency’s Human Resources office.

- To save or print the form, click the appropriate icon.

### Additional Resources

For additional assistance, contact BEST Shared Services:

<b>Phone (Raleigh Area)</b>	(919) 707-0707
<b>Phone (Toll Free)</b>	(866) 622-3784
<b>Email:</b>	BEST@osc.nc.gov

**OSC Training website:**

<https://www.osc.nc.gov/state-agency-resources/training>

**OSHR Policy:**

<https://oshr.nc.gov/policies-forms/leave>