

Submitting Time to Temporary Solutions

Contact us:

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There are three ways to submit time worked to Temporary Solutions:

- 1) the employee enters it directly into the Integrated HR-Payroll System via the Fiori online portal at <https://portal.osc.nc.gov/app>
- 2) scan and email the paper timesheet to TS.Timesheets@nc.gov; or
- 3) hand-deliver the paper timesheet to the Temporary Solutions office.

The employee must have a state-issued NCID to enter time directly into the Integrated HR-Payroll System online portal or mobile app. NCIDs are authorized by the respective employing agency.

Please note the following when completing the Temporary Solutions paper timesheet to help ensure timely and accurate processing:

- Only one timesheet should be submitted per pay period for an employee. Do not combine dates that are not in the same pay period. The pay period schedule is maintained by the North Carolina Office of State Controller (OSC). It can be found by visiting www.osc.nc.gov, searching “payroll calendars” on the site, and selecting the PDF file for Payroll Calendar - Pay Periods.
- The entire timesheet should be completed, including having signatures of both the employee and supervisor. The employee’s full legal name should be listed on the timesheet along with their assigned personnel number.
- The employee as well as their working agency should maintain a copy of the timesheet for any potential future reference.

A small number of agency employers require temporary employees to submit time differently, such as through an alternate timekeeping system or by turning in timesheets to the agency for forwarding to Temporary Solutions.

The deadline for submitting a complete, correct, and signed paper timesheet in person at the Temporary Solutions office or via email is 12:00 noon on the Monday following the end of the pay period. The pay period schedule can be found by visiting www.osc.nc.gov, searching “payroll calendars” on the site, and selecting the PDF file for Payroll Calendar - Pay Periods. The employee may not receive payment if their timesheet is submitted past the deadline.

If an employee submits their time directly into the Integrated HR-Payroll System, formerly called BEACON, via the online portal or mobile app, they must ensure that the time is released and approved by their supervisor no later than the day before payroll finalization. The employee will not be paid on the next scheduled pay day if their time is not approved by their supervisor in the Integrated HR-Payroll System before finalization for that pay period.

Temporary Solutions

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Visit us at:

[NC OSHR: Temporary Solutions](#)
to learn more about our work



NORTH CAROLINA Office of
State Human Resources
Temporary Solutions

Neither Temporary Solutions, the employing agency, nor OSC can change or force a late payment for the next pay day once payroll finalizes. Finalization dates can be found on the OSC payroll calendars by visiting www.osc.nc.gov, searching “payroll calendars” on the site, and selecting the Excel or PDF files for Payroll Calendar – Monthly Quarter View or Monthly Individual View. Bi-weekly finalization dates appear as “04XX PY Finalization” with XX identifying the bi-weekly pay period 01-26.