



DPS /Community Supervision  
Manager Self Service (MSS)  
Time Administration Job Aid

Rev. 10/14

*This job aid is intended for staff working a 40 hour week and provides the terms, concepts, knowledge, and skills associated with using the Manager Self-Service (MSS) portal for the entry of time and related information.*



# Community Supervision Manager Self Service (MSS) Time Administration

## Disclaimer

This manual is presented for guidance and reference purposes only. It is of a general information and educational nature. Policies and procedures may change.

You should consult the Department of Public Safety, Community Supervision Policy Manual, for the most current information.

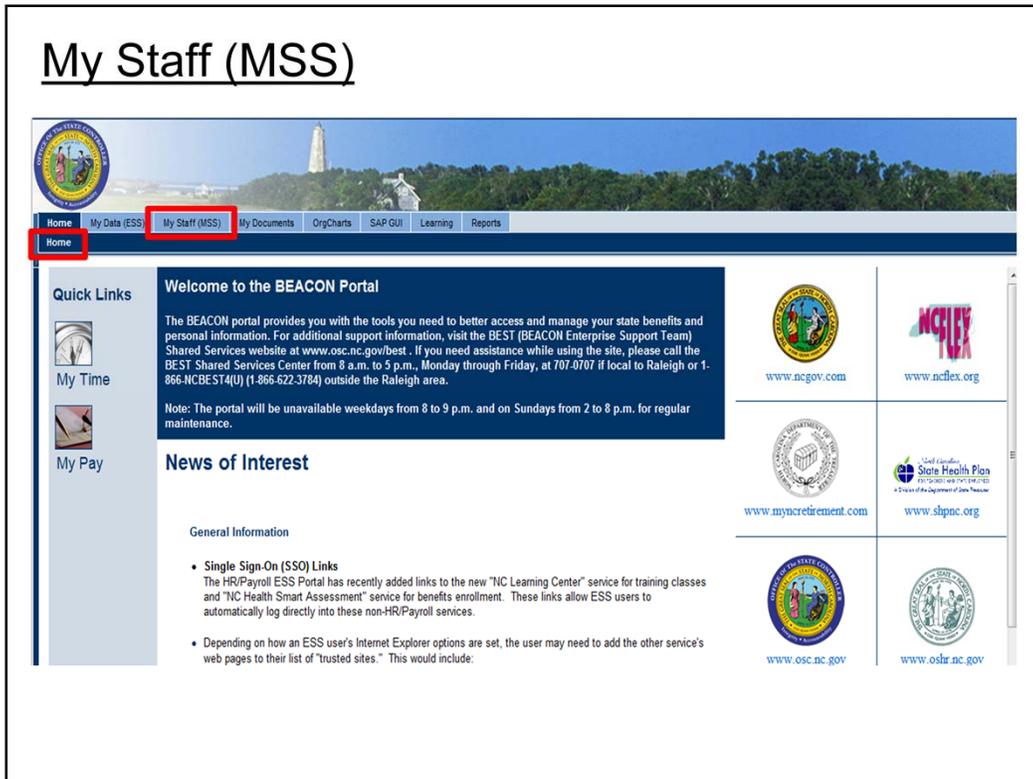
For up-to-date information, visit:

<http://internal.doc.state.nc.us/DCC/Policy/Files/Policy.pdf>

Questions can be directed to your Division Personnel Office.

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To access MSS, managers must log onto BEACON SAP at <https://mybeacon.nc.gov> using their NCID and password.

Manager Self Service (MSS) allows supervisors to go to My Staff MSS tab and:

- View Employee information;
- Review and Approve time sheet data.
- \*\*Do not use the following options—not working properly\*\***
- Review the team calendar (links to Leave Requests);
- Review and Approve Leave Requests and Maintain Substitutions.

**Best Practices:**

- Employees enter Time Entry in ESS from paper timesheets/schedule, review and release to Supervisor.
- Supervisor reviews employee's Time Entry in MSS, compares to Timesheets and schedules, for accuracy. Contacts employee(s) with necessary revisions.
- Once Time Entry is accurate in MSS, Supervisor approves.
- Once approved, OAIV runs CATS\_DA or PT64 and compares timesheets and schedules to entries.
- Any Revisions completed and OAIV checks to ensure accurate.
- Timesheets/documentation is filed. Recommend continuing paper timesheets for eight weeks after location converts to ESS/MSS.
- OA runs required standard hours report, negative balance report, and Time Eval message report.

# Approve Time Sheet Data – View Options

**Upper Screenshot:** Shows the 'Approve Time Sheet Data' screen with the 'View' dropdown menu open. The 'Weekly View - Simple' option is selected. A callout box labeled 'View Options' points to the dropdown menu.

**Middle Screenshot:** Shows the 'Collective Approval' screen with a table of employee time entries. The 'Number' column is highlighted in red, and the value '40 H' is selected. A callout box labeled 'View Options' points to the '40 H' value.

Employee	Empl /appl name	Frm	To	Message	Number	Target Time	Approval	Rejection
5	C	06/22/2014	06/28/2014	[Warning]	40 H	56 H	Approve All	
5	T	06/22/2014	06/28/2014	[Warning]	40 H	56 H	Approve All	
1	H	06/22/2014	06/28/2014	[Warning]	40 H	56 H	Approve All	

**Lower Screenshot:** Shows the 'Indiv. Approval for Employee 578477, Period From 06/22/2014 To 06/28/2014' screen. The 'Number' column is highlighted in red, and the value '40 H' is selected. A callout box labeled 'View Options' points to the '40 H' value.

Date	Employee	Employee Name	A/A Type	A/A Type Desc	Prem No	Premium Desc	Number	Approval	Rejection
06/23/2014	5	rs	9500	Time Worked	02	Evening Premium	8 H	Approve	
06/24/2014	5	rs	9500	Time Worked			8 H	Approve	
06/25/2014	5	rs	9500	Time Worked			8 H	Approve	
06/26/2014	5	rs	9500	Time Worked	02	Evening Premium	8 H	Approve	
06/27/2014	5	rs	9500	Time Worked			8 H	Approve	

**Upper Screenshot:** After clicking on the *My Staff (MSS)* tab, the system defaults to the *Approve Time Sheet Data* in the *Employee Working Times* folder.

## **View Options:**

This screen gives you several options for viewing the employee's time entry prior to approval. Click the *View* dropdown box arrow and select the *Weekly View - Simple*.

**\*\*\*\*Do not select an option with Charge Objects\*\*\*\***

**Middle Screenshot:** Time can be Approved from the *Weekly View - Simple* view

*or*

Click on the hours in the *Number* column (*40 H*) on an individual employee to review the entire week's time entry on that person.

**Lower Screenshot:** When you click on *40 H*, this screen appears. This gives you the daily time entry, *A/A Type & A/A Type Desc*, *Prem No* 02 for Shift Premium, *Premium Description* (Evening 10%) and Number of Hours entered.

Click on the hours in the *Number* column to View any comments entered by the employee.

After reviewing the time entry for an individual employee, click *Previous Step*. This takes you back to the *Collective Approval* screen.

**IMPORTANT NOTE:** Do not approve more than one week at a time on the same day when employees have overtime or supplemental pay (Shift Premium, On Call, Callback, etc.) Approving numerous weeks on the same day could result in incorrect pay, negative holiday comp, incorrect offsets, etc.

## Approve Time Sheet Data – Review

The screenshot shows the 'Approve Time Sheet Data' screen. The navigation menu on the left includes 'My Work Overview', 'My Team', 'Employee Information', 'Employee Working Times', 'Team Calendar', 'Leave Request Approval', 'Maintain Substitutions', 'Reporting', 'Work Schedule Job Aid', and 'My Help'. The 'Approve Time Sheet Data' option is selected under 'Employee Working Times'. The main content area shows a 'Collective Approval' process with three steps: 'Collective Approval' (step 1), 'Review and Save' (step 2), and 'Completed' (step 3). Below the process flow is a table of employee time sheet data. The table has columns for Employee, Empl/appl name, From, To, Message, Number, Target Time, and Approval. The 'Number' column is highlighted in red for several rows, indicating a message. The 'Approval' column has a dropdown menu with options: 'Approve All', 'Approve All', 'Reject All', and 'Resubmit All'. A red arrow points to the 'Review' button at the bottom of the table.

After returning to the Collective Approval screen, (Designated with a “1”), you will see a list of columns:  
 --Employee Personnel Numbers and Employee/appl. Name— Employees that have submitted time entry to the supervisor for final approval;

--From and To dates (Sunday through Saturday) of time forwarded to supervisor. (Notice the last line is for the week of July 4<sup>th</sup> (6/29/14 – 7/5/14). The EE is on vacation this week and entered her time prior to leaving. If these dates are for the current week or future dates, you do not want to approve until the appropriate time. (Select Resubmit All from the dropdown to hold—see below.)

--Message: (Indicated by a yellow square with an exclamation mark.) In this example, the messages mean “The released times fall short of (or exceed) the target time” (56).

--Number: Total Hours entered. (Highlighted in red due to the caution message.)

--Target Time: Total Target Hours for the week. The 56-hour examples indicate PPO’s on a Day Flex schedule of eight (8) hours a day x 7 days = 56. PPO schedules allow them to work five eight-hour days any days Sunday through Saturday.

The Target Time for 40 Hours indicates employees working 5 days a week, Monday through Friday, eight hours a day.

### Approval:

Approve All allows the supervisor to approve everyone at one time.

Reject All – **\*\*\*Do not use, does not work properly!\*\*\***

Resubmit All: Allows the supervisor to place an employee’s time On Hold in order to approve at a later time. Ex: Employee needs to correct an entry and the supervisor Resubmits until employee corrects.

RejectionReason: **\*\*\*Do not use. DPS doesn’t use the Reject All option!\*\*\***

Once the weeks you want to approve are the only ones with Approve All in the Approval column, you simply need to click Review.

# Approve Time Sheet Data – Save

Employee	Employee Name	AJA Type	AJA Type Desc	Prem No	Premium Desc	Date	Number
57	is	9500	Time Worked			06/23/2014	8 H
57	is	9500	Time Worked			06/24/2014	8 H
57	is	9500	Time Worked			06/25/2014	8 H
57	is	9500	Time Worked	02	Evening Premium	06/26/2014	8 H
57	is	9500	Time Worked			06/27/2014	8 H
Total							40 H
5f	e	9712	Special Leave			06/23/2014	8 H
5f	e	9500	Time Worked			06/24/2014	4 H
5f	e	9000	Approved Leave			06/24/2014	4 H
5f	e	9500	Time Worked			06/25/2014	8 H
5f	e	9500	Time Worked			06/26/2014	8 H
5f	e	9500	Time Worked			06/27/2014	8 H
1f		9000	Approved Leave			07/02/2014	8 H
1f		9000	Approved Leave			07/03/2014	8 H
1f		9300	Holiday Leave			07/04/2014	8 H
Total							40 H

You are in Step 2 Review and Save.

Once you've reviewed all of the employees' time entry for accuracy, selected Resubmit All on employees to hold for future approval, you are ready to Approve.

Click Save.

You'll receive this message:

**Approve Time by Manager**

1 Collective Approval      2 Review and Save      3 Completed

**i Your data has been saved.**

What do you want to do next?  
[Approve Additional Working Times](#)

You have now completed approving time for this time period.

To go back to the main approval screen, click Approve Additional Working Times.

To exit the Approve Working Times service, click the X to close the internet browser session.

## Team Calendar, Leave Request Approval and Maintain Substitutions



**These options do not work correctly.  
*Do not use!***

### Notes:

# General Information

The screenshot shows the 'Employee Search' interface. On the left is a 'Detailed Navigation' menu with the following structure:

- My Work System
  - My Team
    - Employee Information** (circled in red)
      - General Information** (highlighted)
      - Employee Working Times
    - Reporting
      - Time Leveling Report
      - Working Time Report
      - Quota Balances Overview
    - Work Schedule Job Aid
  - My Help
    - MSS Help

The main area displays a table of employees with the following columns: Name, Personnel Number, Organizational Unit, Position, Personnel Area, and Personnel Subarea. The table contains five rows of data:

Name	Personnel Number	Organizational Unit	Position	Personnel Area	Personnel Subarea
C	77	COR SO COO DS3 CC D3 AA JDM-19B CPPO-F	Probation/Parole Officer	Public Safety	7day Norm
L	37	COR SO COO DS3 CC D3 AA JDM-19B CPPO-F	Probation/Parole Officer	Public Safety	7day Norm
E	40	COR SO COO DS3 CC D3 AA JDM-19B CPPO-F	Probation/Parole Officer	Public Safety	7day Norm
L	01	COR SO COO DS3 CC D3 AA JDM-19B CPPO-F	Judicial Services Coordinator	Public Safety	7day Norm
E	92	COR SO COO DS3 CC D3 AA JDM-19B CPPO-F	Probation/Parole Officer	Public Safety	7day Norm

Below the table is a 'General Data' section with the following information:

**Contract Data**  
Contract Text: [redacted]  
Start Date: 09/28/1998  
Cap. Util. Lvl: 100

**Communication Data**  
E-Mail Address: C [redacted]  
Office: [redacted]  
Telephone: 910-947-6177

**Organizational Assignment** [Organizational Assignments](#)  
Org. Unit: COR SO COO DS3 CC D3 AA JDM-19B CPPO-F  
Position: Probation/Parole Officer  
Cost Center: DPS SUSPENSE

**Personnel Structure**  
Personnel Area: Public Safety  
Pers. Subarea: 7day Norm  
EE Group: SPA Employees

Data as of 07/03/2014, 10:17:43 [Refresh](#)

In the My Team folder, click on the Employee Information folder, click on General Information.

This takes you to the Employee Search screen which displays General Information for employees you supervise.

Click on the employee's name to display details in the General Data section.

**Note:** You will also see Monitoring of Tasks and Company Property. This information defaults from the employees' master records, when applicable.

This is a "View Only" screen. The supervisor cannot enter or change information in this section.

# General Information

The screenshot displays the 'Employee Search' interface. On the left, a 'Detailed Navigation' pane shows a tree structure with 'My Team' expanded, and 'Employee Information' and 'General Information' highlighted with a red circle. The main area shows a table of search results with columns: Name, Personnel Number, Organizational Unit, Position, Personnel Area, and Personnel Subarea. A 'Personalize' button is located in the top right of the table header, with a red arrow pointing to it. A 'Personalization of Data Columns' dialog box is open, showing a list of columns with checkboxes: Name, Personnel Number, Organizational Unit, Position, Personnel Area, and Personnel Subarea. Below the table, there are sections for 'General Data', 'Contract Data', 'Communication Data', 'Organizational Assignment', and 'Personnel Structure'.

Name	Personnel Number	Organizational Unit	Position	Personnel Area	Personnel Subarea
(	77	COR SO C00 DS3 CC D3 AA JDM-19B CPP0-F	Probation/Parole Officer	Public Safety	7day Norm
↓	37	COR SO C00 DS3 CC D3 AA JDM-19B CPP0-F	Probation/Parole Officer	Public Safety	7day Norm
↓	40	COR SO C00 DS3 CC D3 AA JDM-19B CPP0-F	Probation/Parole Officer	Public Safety	7day Norm
↓	01	COR SO C00 DS3 CC D3 AA JDM-19B CPP0-F	Judicial		
£	92	COR SO C00 DS3 CC D3 AA JDM-19B CPP0-F	Probation/Parole Officer	Public Safety	7day Norm

**Personalization of Data Columns**

- Name
- Personnel Number
- Organizational Unit
- Position
- Personnel Area
- Personnel Subarea

Buttons: Save, Cancel

While in the General Information tab, you can Personalize the columns .  
Click on Personalize icon and a pop-up window appears with options for the Personalization of the Data Columns.  
Click on the box(es) to select or unselect the options.  
Click on Save to view your selections.

## Reporting - Time Leveling Report

The screenshot displays the 'Reporting - Time Leveling Report' interface. On the left, a 'Detailed Navigation' pane shows a tree structure with 'Reporting' expanded and 'Time Leveling Report' selected. The main area is titled 'Time Leveling Report' and contains a 'Selection' section with date pickers for 'From' (06/22/2014) and 'To' (06/26/2014), a 'First day of week' dropdown set to '1 - Sunday', and a list of employees with columns for 'Pers No.' and 'Name of employee or applicant'. Below the list are 'Select all', 'Deselect all', and 'Execute' buttons. At the bottom, there is an 'Employee Leveling Details' section with an 'Excel Export' button and a table with columns: Pers No., Name, From date, To Date, Period, Target, Recorded, and Variance.

### Time Leveling Report

The Time Leveling Report is located in the My Team Workset in MSS. Managers can use the Time Leveling Report to supplement the MSS Time Approval process with the following activities:

- Identify employees with missing time;
- Identify employees with hours LESS THAN their target hours;
- Identify employees with hours MORE THAN their target hours.

Managers can view the report output on-line or export the data to Excel.

The Selection part of the report provides the following reporting options:

- From (date): The start date for the reporting period. The system defaults to the current week (Sun - Sat).
- To (date): The end date for the reporting period.
- First Day of Week: The system default is Sunday which is correct for Community Supervision staff; therefore, do not change.
- After entering the date range, make the Employee selection(s) to be reported.
- A list of the manager's Direct Report employees are displayed:
  - Click Select All for all employees from the list .
  - Click Deselect All to remove employees from the list (and make another selection).
  - To Select One Employee, click the employee from the list.
  - To Select Specific Employees from the list, but not all, hold the CTRL key on your keyboard, then click the employees from the list.

When all reporting options are selected click Execute.

# Reporting - Time Leveling Report

Time Leveling Report

Time Leveling Report

Selection

From: 06/22/2014 To: 06/28/2014

First day of week: 1 - Sunday

Pers.No. Name of employee or applicant

Select all Deselect all Execute

Employee Leveling Details

Excel Export

Pers.No.	Name	From date	To Date	Period	Target	Recorded	Variance
0		06/22/2014	06/28/2014	26 2014	56	40	-16
0	ne	06/22/2014	06/28/2014	26 2014	56	40	-16
0		06/22/2014	06/28/2014	26 2014	40	40	0
0		06/22/2014	06/28/2014	26 2014	56	40	-16
0		06/22/2014	06/28/2014	26 2014	56	122	66
0		06/22/2014	06/28/2014	26 2014	56	40	-16
0		06/22/2014	06/28/2014	26 2014	56	40	-16
0		06/22/2014	06/28/2014	26 2014	40	40	0
0	ge	06/22/2014	06/28/2014	26 2014	40	40	0
0		06/22/2014	06/28/2014	26 2014	56	40	-16
0		06/22/2014	06/28/2014	26 2014	56	40	-16

This report shows the difference between the Target Hours and the Recorded Hours.

This could be used as a report to audit Overtime.

The Variance column gives you the total hours short or total hours that exceed the Target hours.

In this report the -16 hours indicate those PPOs that are on the Flex schedule with target hours of 56. If you'll look at the Recorded Hours you will see 40 hours, which means they met their standard hours for the week. If the recorded hours are less than 40, the employee must enter enough hours to meet the 40-hour standard. (Indicated in yellow/orange.)

The employee on Line 5 had a Variance of 66 hours, recorded hours 122. This employee was On-Call during this week, resulting in the excess hours.

Green indicates a variance of -0-

If the employee had not released their time to the supervisor, the total in the variance column would be in red, with a total of -40 or -56, depending on the Target Hours.

When reporting with multiple records, scroll to the bottom to use the Next Page buttons to display the additional data.

To download the report data into a MS Excel spreadsheet, click the link Excel Export.

# Reporting - Working Time Report

Detailed Navigation	
•	<b>My Work Overview</b>
▼	My Team
▶	Employee Information
▶	Employee Working Times
▼	Reporting
▪	Time Leveling Report
▪	<u>Working Time Report</u>
▪	Quota Balances Overview

## Working Time Report

### Working Times Report

#### Selection

From: 06/29/2014 To: 07/05/2014

In process     Released for approval     Approved  
 Approval rejected     Changed after approval     Canceled

Attendance/Absence Type: ALL

Pers.No.	Name of employee or applicant
00	
00	
01	sh
01	
01	e

Select all    Deselect all    Execute

#### Employee Time Details

Excel Export

Name	Pers. No.	Date	Status	Hours	A/A Type	Prem. no.	Short Text	Charge Object	Activity	Element	Sub-element

## Working Time Report

The **Working Time Report** is located in the **My Team** Workset in MSS. Managers use the **Working Times Report** to supplement the MSS Time Approval process with the following activities:

- Monitor all working times entered into ESS by their direct report employees
- Identify time that has been saved, but not yet submitted for approval
- Reconcile previously approved times
- Monitor by Attendance or Absence type (e.g. Sick time)

Managers can view the report output on-line or export the data to Excel.

- In the "Selection" section, select the timeframe you wish to view. (Default is the current week.)
- Select the appropriate options you want to see in your Report. (The system automatically defaults with all boxes selected.)
- Click on the drop down arrow to select the "A/A" types to be included in the Report. (The system automatically defaults to "All".)
- To select an individual, select the box to the left of the personnel number.
- To view all employees, click on the **Select All** button.
- Click **Execute** to load your report.

# Reporting - Working Time Report

Working Time Report

Working Times Report

**Selection**

From: 06/22/2014 To: 06/28/2014

In process   
  Released for approval   
  Approved  
 Approval rejected   
  Changed after approval   
  Canceled

Attendance/Absence Type: ALL

Pers. No.	Name of employee or applicant
0	ig
0	
0	rsh
0	ll
0	ke

Select all    Deselect all    Execute

**Employee Time Details**

Excel Export

Name	Pers. No.	Date	Status	Hours	A/A Type	Prem. no.	Short Text	Charge O
...	77	20140623	APPROVED	8	9500	02		
...	77	20140624	APPROVED	8	9500			
...	77	20140625	APPROVED	8	9500			
...	77	20140626	APPROVED	8	9500	02		
...	77	20140627	APPROVED	8	9500			
...	77	20140629	RELEASED FOR APPROVAL	8	9500	02		
...	77	20140630	RELEASED FOR APPROVAL	8	9500			
...	77	20140701	RELEASED FOR APPROVAL	8	9500			
...	77	20140702	RELEASED FOR APPROVAL	4	9000			
...	77	20140702	RELEASED FOR APPROVAL	4	9500			
...	77	20140704	RELEASED FOR APPROVAL	8	9300			
				80				

Short Text: Will show up to 40 characters of any notes entered by the employee.  
Ex: overtime.

This example shows a selection for All employees, all A/A codes, with all options checked for the week of 6/22/2014 to 6/28/2014.

The Short Text column will show up to 40 characters of any notes entered by the employee (ex: worked over due to court).

When reporting with multiple records, scroll to the bottom to use the Next Page buttons to display the additional data.

To download the report data into an MS Excel spreadsheet, click the Excel Export.

## Reporting – Quota Balances Overview for Supervisors



### Quota Balances Overview

Quota Balances Overview

Pers. No.	Name
00	ig
00	
01	rsh
01	ll
01	ke

#### Employee Quota Details (Balances as of Today's Date)

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave	04/01/2008	12/31/9999	765.23 HOURS	223.98 HOURS
Sick Leave	04/01/2008	12/31/9999	825.15 HOURS	222.65 HOURS
Overtime Comp Time	03/20/2009	12/31/9999	14.00 HOURS	0.00 HOURS
Holiday Comp Time	07/04/2008	12/31/9999	108.00 HOURS	0.00 HOURS
Travel Compensatory Time	04/12/2009	12/31/9999	23.50 HOURS	0.00 HOURS

Exit

### Quota Balances Overview Report

The Quota Balances Overview report is intended for the use of supervisors using MSS.

This tool is useful when an employee has low quota balances.

It allows the supervisor to view their team members and the quota balances available *prior to approving time entry*.

Click on any team member to view his/her quota balances at the right.

Click on a different team member to view his/her quota balances.

**NOTE:** Time that is pending or not approved yet will not affect the quota balances.

Information is only available for viewing.

## Work Schedule Job Aid & MSS Help



<http://www.osc.nc.gov/training/osctd/help/index.html>

### Website for MSS Help:



For Assistance, contact your Personnel Office.

## **Most Common Time Entry Errors**

- Time Entered on incorrect week(s). System defaults to current week. Employee must back up to appropriate week(s) prior to entering time.
- Not approving time timely (must be approved by supervisor by end of business on Wednesday for the previous week).
- Time Entry doesn't match Timesheet and/or Projected Schedule
- Incorrect A/A codes on paper timesheet and/or entered in BEACON
  - Ex: 9517/On-Call recorded as 9516/Callback – (\$2.00 Hour versus Overtime) (24.00/9516/Callback instead of 24.00/9517 On-Call results in 24 hours at employee's hourly rate of pay instead of \$2. hour.)
  - Accidentally entering work time on a Holiday causing overpayments (HPP), entering leave instead of work hours, etc.
- Incorrect use of Push Codes
- Hours entered are short of the 40-Hour Standard requirement
- Not entering time at all—missing entire weeks
- Comments missing for justification of overtime, training, Callback timeframes, split shift hours, etc.

## BEACON Attendance/Absence (A/A) Types

<b>A/A Types</b>	<b>Description</b>	<b>A/A Types</b>	<b>Description</b>
9000	Approved Leave	9550	Civil Leave – Jury Duty
9200	Sick Leave	9560	Community Service Leave
9300	Holiday Leave	9565	Community Svc Tutoring
9400	Leave Without Pay	9566	Literacy Volunteer Leave
9500	Time Worked	9620	Military Training Leave
9511	Remote Callback	9630	Military Active Duty
9512	Adverse Weather Make-Up	9680	Injury Absence WC
9515	Travel Time 1x	9685	Injury Leave
9516	Callback	9711	FY2012-2013 Special Lv
9517	On-Call	9712	FY2013-2014 Special Lv
9545	Adverse Weather Leave		

**Go to this website for the A/A Types Descriptions:**

<http://www.osc.nc.gov/training/osctd/help/Time%20Management/Job%20Aids/AttendanceAbsenceTypesDefined.pdf>

## BEACON Minutes/Decimals Conversions for Time Entry

Minutes	Decimals	Minutes	Decimals	Minutes	Decimals	Minutes	Decimals
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.3	33	0.55	48	0.8
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.1	21	0.35	36	0.6	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.4	39	0.65	54	0.9
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.2	27	0.45	42	0.7	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.5	45	0.75	60	1

Notes: