



North Carolina Department of Administration

Michael F. Easley, Governor
Britt Cobb, Secretary

Human Resources Management
Valerie J. Ford, Director

August 31, 2007

MEMORANDUM

To: Agency Core HR/Payroll and Personnel Contact Users
From: Valerie J. Ford
Subject: BEACON HR/Payroll Training Information Timeline

As the BEACON HR/Payroll Project nears its implementation date of January 1, 2008, you will begin to receive some information concerning the training activities and courses you will be participating in as system users. Before that information is sent out, I would like to take this opportunity to provide you with a timeline of the events that will lead up to the start of BEACON training.

As a culmination of the joint efforts between HR Directors and BEACON Change Agents from all the agencies and the BEACON Project Team, information about how the system will be integrated into your work is now available. In the next few days and weeks, you will be contacted by your manager or supervisor for a discussion about this integration. During that conversation, you will also be notified of any training courses you will attend to learn how to use the BEACON system. These discussions should be wrapped up by mid-September, depending on each user's training schedule.

System users will begin to receive invitations to training sessions beginning this week and invitations will continue throughout the training efforts into late fall. Core user training will begin for some participants as early as Monday, September 17, and continue through November. The training sessions you will be invited to attend will be based on the BEACON system procedures and tasks you will need to perform your job. You will not need to attend any training that does not directly relate to your job functions.

If you have questions or concerns regarding the BEACON HR/Payroll Project after meeting with your manager or supervisor, please feel free to contact me. I look forward to working with each of you to ensure a smooth transition into the BEACON system.

VJF/

Mailing Address:
1322 Mail Service Center
Raleigh, N.C. 27699-1322

Telephone (919) 807-2480
Fax (919) 715-7669
State Courier #51-01-00

Location:
116 West Jones Street
Raleigh, North Carolina

An Equal Opportunity/Affirmative Action Employer