



# North Carolina Department of Administration

Michael F. Easley, Governor  
Britt Cobb, Secretary

Human Resources Management  
Valerie J. Ford, Director

August 23, 2007

## MEMORANDUM

To: Executive Management Team  
Division Directors

From: Valerie J. Ford

Subject: BEACON

Thank you for joining the BEACON Communications Agents and me on Wednesday, August 29<sup>th</sup> at 2:30 p.m. in the Commission Room for a preview of the BEACON (Building Enterprise Access for North Carolina's Core Operation Needs) System. The BEACON Project is the first initiative of a collaborative effort between the State Controller's Office, Office of State Budget and Management, Office of State Personnel and Information Technology Services, designed to transform the way the State conducts business by modernizing and standardizing key business processes. BEACON is expected to increase operational efficiency and improve access for all employees to information in the HR/Payroll systems.

The BEACON Project replaces three systems - PMIS (Personnel Management Information System), Central Payroll and DOT Payroll with one HR/Payroll System providing web portal access for its users. DOA is one of eleven (11) agencies scheduled to implement or "go-live" in January 2008. Approximately 41,000 permanent and temporary employees and 3,000 core HR/Payroll staff will be affected in this first phase. The remaining agencies will link to the system in April 2008.

In the coming days, you will hear more about BEACON University, a customized training program for system non-core users and core users. Non-core users will receive a web-based overview of BEACON with information on how to navigate the Employee Self Service, navigate the Manager Self Service and perform various report features. Core users (HR/Payroll staff, Personnel Contacts and Division Directors who currently have access to PMIS) will not only receive a web-based overview of the system but are matched to instructor-led courses designed to review processes and policies, provide hands-on job training, and offer support to them through additional practice sessions if needed. Even after phase one goes live, training facilities will remain in tact as practice and transition centers to support end users through the change.

*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

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Data entry/validation and viewing capabilities performed by the HR/Payroll staff have been mapped to the same functional access in the new system. Likewise, the viewing capabilities that some Directors and the Personnel Contacts had in PMIS have also been mapped to the new system. Training on the new system commences for the core users beginning mid-September.

The BEACON Training Team recently developed an Individual Transition Plan (ITP) for each of your staff identified to date as a core user which explains their roles in the new system and training requirements. I will have those plans available for your review prior to Wednesday. I encourage you to provide this information to your employees to help them feel comfortable with the system changes. To make this transition to the new system smoother, you may also need to arrange work so that employees can attend the training as scheduled as well as begin the dialogue with other employees to encourage their use of the Employee Self Service when it becomes available. I am available to provide tips and suggestions to assist you in the conversations with your employees about the system.

Attached is draft correspondence to be sent to your core users by the end of next week. Early September, the BEACON Training Team will begin sending training schedules directly to each employee. By November all the training should be completed and employees will be given access to the BEACON system to practice. Questions about the training schedule can be directed to me at 919-807-2319 or to Sondra Chavis at 919-807-2484.

VJF/

Attachment