

BEACON *Go Live!*

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BEACON *Go Live!*
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Employee, Manager Self Service *Training Available*

Employees should prepare now to start entering their time management data through the BEACON system, which will be accessible to users via the Employee Self Service (ESS) portal starting Dec. 17.

Online BEACON University training courses are available to help employees and supervisors manage their information and time. For information or to get started, visit <http://www.beacon.nc.gov/training/index.html>.

Employees must complete the BEACON Overview before taking the ESS training. Managers must complete both before taking the Management Self Service (MSS) training.

The BEACON Team recommends that time data be entered weekly. ESS users will enter their time data via the portal website. Employees not using ESS will complete a paper timesheet

and deliver it to their Time Administrator, who will enter the data into BEACON. At DOA, the Personnel Contact for each Division will serve as the Time Administrator.

Supervisors will use the MSS portal to review and approve time before it is available for final processing.

As a reminder, employees must have a NCID account to access ESS. NCID is assigned through your NCMail or personal email account. Employees can self register at the NCID login page, <https://ncid.nc.gov/> (click on First Time NCID User). If you have any difficulty, call the Information Technology Service (ITS) Help Desk at 919-754-6000 (toll free: 1-800-722-3946).

Payroll to be Issued Through *Direct Deposit*

Payroll will be issued by direct deposit for all employees of the Department of Administration and the Office of the Lieutenant Governor who are paid through BEST Shared Services.

Employees will identify one primary account for their payroll deposit but may elect to have portions of their pay directed into as many as three other accounts at the same or other financial institutions. Employees will manage direct deposit designations online by using Employee Self Service (ESS).

Accuracy is important when entering data. Please check and double check your entries to ensure proper designation. Errors can cause delays in receipt of payroll funds.

A request for an exception to the mandatory direct deposit policy must be made in writing to the Office of the State Controller. Checks distributed as approved exceptions to direct deposit will be centrally processed at the Office of State Controller and mailed on pay day through the Mail Service Center to the employee's address of record.

Temporary Payroll Dates *Confirmed*

Transition payroll dates have been confirmed for State temporary employees and those paid through Temporary Solutions. After Jan. 25, these employees will be paid bi-weekly.

	Pay Date	Time Worked
State Temps	Dec. 14	Nov. 1-30
	Jan. 11	Dec. 1-28
	Jan. 25	Dec. 29-Jan. 11
Temporary Solutions	Dec. 14	Nov. 1-25
	Dec. 31	Nov. 26-Dec. 4
	Jan. 11	Dec. 5-28
	Jan. 25	Dec. 29-Jan. 11