

BEACON *Go Live!*

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BEACON *Go Live!*
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Please print and post
a copy for colleagues
without Internet access.

Employee Self Service *Goes Live on Jan. 2*

Employee Self Service (ESS) is an online tool that allows employees to view and update personal information on file with the State, as well as manage some work-related data using any computer with an Internet connection. ESS is your electronic point of entry into the BEACON system.

Any changes you make to your information using ESS will be updated immediately throughout the system.

Employees are strongly encouraged to take the BEACON ESS training courses online at www.beacon.nc.gov/training. The course outlines the kinds of information you can view or change on ESS, as well as detailed instructions on how to view data or make changes.

One course focuses on time entry and the other shows how to navigate and conduct other transactions in ESS. The courses are available to all state employees working for agencies that are using BEACON. ESS support can also be found at <http://help.mybeacon.nc.gov/beaconhelp>.

BEACON Cards *Mailed*

Check your mailboxes! BEACON mailed the new Personal Identification Cards last Friday, Dec. 14. These cards were mailed to all DOA and Lieutenant Governor employees who have registered with NCID.

The Personal Identification Card will show your eight-digit personal identification number for use with both BEACON and the ORBIT Retirement System. This ID number will replace your Social Security Number as your personnel record identifier and will follow you for the remainder of your state employment.

Pay Statements *Accessible Electronically*

Effective Jan. 1, most employees will no longer receive hard copies of pay statements in the BEACON system. Employees may view and independently print their own monthly or bi-weekly statements through Employee Self Service (ESS).

Divisions that choose to print pay statements will be responsible for distributing them to their employees.

Total compensation statements, W-4 tax withholding and W-2 reprints will be available to employees through ESS.

Manager Self *Service*

Manager Self Service (MSS), also known as “My Staff,” is a part of the BEACON system that provides a single access point for managers to view information about their staff members and perform managerial tasks, including approving time and leave requests and finding employee contact information. Access is limited to designated managers.

Users will access MSS by logging into the BEACON system at <https://mybeacon.nc.gov> and entering their NCID and password. To visit the MSS section of the BEACON portal, click on the My Staff tab on the top menu. Use the drop down menu on the left-hand side of the page to navigate through the tasks available to you.

Managers need to take the BEACON MSS training course online at www.beacon.nc.gov/training to learn more about the full range of functions MSS provides. This course is available for all managers working in agencies that use the BEACON system.

New Timekeeping *Categories*

Employees entering time online through Employee Self Service (ESS) will log into the BEACON portal and select the “My Time” quick link. Employees will be categorized into one of the three time groupings listed below:

- **Positive time/Exception pay:** All employees who are **subject to FLSA** fall into this category. This means that the employee must enter all of his or her time worked as well as any absence or leave time used.
- **Negative time:** All employees who are **exempt from FLSA** will enter their time as “negative.” Employees in this category only need to record variations from his or her normal schedule, such as leave taken.
- **Positive time/Actual pay:** Temporary employees will enter their time as “Positive time/Actual pay.” These employees must record all hours worked. Not recording time will result in the employee not being paid.

Time and Leave in the BEACON *System*

Before BEACON, most employees recorded time worked and leave taken using a paper time sheet. With BEACON, most employees will use Employee Self Service (ESS) to document timekeeping, as well as manage benefits and personal data.

ESS also will be used to request leave through the “My Time” portal (see icon at right). Your manager will see your request for leave and will approve or deny it using the Manager Self Service (MSS).



My Time



Happy Holidays

BEACON *Go Live!* will return on Jan. 3 with more information to help DOA and Lieutenant Governor employees to successfully manage their payroll and personal data. Best wishes to you and your family for safe and enjoyable holidays.