

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.

BEACON *Overview*

Welcome to **BEACON Go Live!**, a new weekly newsletter designed to help employees of the Department of Administration and the Office of the Lieutenant Governor learn more about the BEACON (**B**uilding **E**nterprise **A**ccess for **C**ore **O**perational **N**eeds) human resources and payroll system, which is scheduled to go live the first of the new year.

“Our goal is to offer tips and suggestions to help transition to the new system,” said Valerie Ford, DOA’s Human Resources (HR) Director. “We are eager to help everyone get on board as soon as possible.”

To self register for NCID, visit <https://ncid.nc.gov/>. See story on page 2.

The first group of DOA employees whose payroll and HR data will be processed through BEACON will be our temporary employees (see story below). Formal BEACON training is being offered now to various administrators and will be available soon to everyone.

“There is no need to wait for a class,” Ford said. “I encourage all DOA employees to go online and take the web-based overview. Through a simple process of clicking through sections, users will get a good look at how BEACON will completely transform the way we do business.”

Those interested in taking the online class may access it at any time, including during regular work hours with supervisor approval. To get started, visit www.beacon.nc.gov/training/library.html, then click on “BEACON Overview” in the orange bar on the left side of the screen.

You will need your NCID logon and password to enroll in the online class. Employees without computer access may request a printed copy of the course through their supervisor or by contacting DOA Human Resources at 919-807-2480.

DOA’s Temporary Employees First to *“Go Live”*

DOA’s temporary employees will be the first to “go live” with BEACON. They will switch from a monthly to a bi-weekly pay period cycle beginning Dec. 15.

Covered employees include those funded by permanent positions and through Temporary Solutions.

Paychecks received on Dec. 14 will cover the work period ending Nov. 30 for state temporaries and Nov. 25 for those paid through Temporary Solutions. Paychecks issued on Jan. 11, 2008, will cover the work period from Dec. 15-Dec. 28 for both.

A decision regarding how to address payroll for Nov. 26 –Dec. 14 will be announced soon.

Temporary employees will continue to receive checks every two weeks covering the preceding two-week period.

Temporary employees may notice a slight decrease in the total amount they receive per paycheck when BEACON is implemented. This is because the total number of pay periods will increase from 24 (two semi-monthly payments a month) over 12 months to 26 (one payment every two weeks over 52 weeks).

In May and October, temporary employees will actually receive three paychecks. Employees will receive exactly the same amount of annual pay as they did before, it will just be spread over a different pay cycle.

Use NCID to Access, Update BEACON *Information*

Regardless of whether an employee's work routine involves use of a computer, all employees must acquire a North Carolina Identity Management (NCID) logon and password by Jan. 1, 2008, to access and update personnel data on BEACON.

The employee's unique NCID will provide online access to both the Employee Self Service and Management Self Service portals. Those with a NCID logon and password, but without computer access at work, may update their BEACON information by calling BEST (BEACON Enterprise Support Team) Shared Services at 919-707-0707 (toll free, 1-866-622-3784). This service will begin on Dec. 17 and operate weekdays between 7 a.m. and 7 p.m.

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).

Your NCID may be a combination of your first and last name, such as your first and middle initial and last name, or some other combination depending on the frequency with which your name appears among state government employees. An example of an NCID for Suzy Q. Carolina would be **sqcarolina**.

Once you are registered, secure your NCID information in a safe location and change your password every three months.

Employees without NCMail email accounts should use their personal email account to acquire an NCID. Free email accounts are available through several search engines, such as **Yahoo** and **Google**.

To learn more about NCID, visit the **Frequently Asked Questions link**.



BEACON

Personal Identification Card

All employees of DOA and the Office of the Lieutenant Governor who have registered with NCID will be assigned an eight-digit personal identification number for use with 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 government career.

ID cards are scheduled to be mailed to employees' home addresses around the third week of December. The mailing also will provide additional information about the BEACON and ORBIT systems.

It is important for employees to retain the ID card because their assigned number will be required for interactions with BEST Shared Services (919-707-0770 or 1-866-622-3784). In addition, it will be used to identify an employee and make requested adjustments in the retirement system after you have left state government service.

Employee Self Service Offers *Advantages*

Through Employee Self Service (ESS), BEACON will enable employees to make basic human resource transactions themselves via the Internet instead of going through their manager or HR/Payroll staff.

The direct access provided by ESS will eliminate concerns about who to call or what form to use regarding management of personal information. ESS will be accessible through any web browser.

With minimal training, which will be provided in the coming weeks, state employees will be able to:

- Update personal information (such as address, phone number(s), dependants) through a secure web connection
- View and print past and current pay stubs
- Access multiple-year W-2 information
- View available vacation time
- Enroll in the State Health Plan and for NC Flex benefits

The BEACON HR/Payroll Project team is working to assist state government employees who do not have access to the Internet. Details will be announced when plans are finalized.