

BEACON *Go Live!*

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BEACON *Go Live!*
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Payroll Processing *Deadlines*

BEACON now processes the payroll for all temporary and permanent employees. To ensure that an employee's pay is accurate for the next pay cycle, Personnel Contacts must notify the Human Resources Management Office of any salary administration and personnel adjustments by the 20th day of each month.

Examples of such actions include new hire start dates, any employee going on leave without pay (LWOP), reinstatements from leave without pay, separations from employment due to resignations, the ending of temporary assignments or as a result of disciplinary actions.

Managing Benefit *Changes*

BEST Shared Services has prepared a one-page Benefits Enrollment Guide for state employees. To learn more about making changes through Employee Self Service (ESS) visit http://www.ncosc.net/BEST/support/Benefits_ESS_Enrollment_Guide.pdf.

Using ESS, employees can self manage changes to their benefits during the following times:

- When you first become eligible, such as within 30 days of your hire or eligibility date.
- During the State-defined annual open enrollment periods.

When you experience a life-changing event, such as marriage, divorce, birth of a child, or when a spouse's job changes, please contact Alfreda Melton in Human Resources Management at Alfreda.Melton@ncmail.net or 807-2481 about the benefits changes *before* going to ESS.

Employees must send copies of all change forms to BEST Shared Services either through fax or U.S. Mail. Please refer to the Benefits Enrollment Guide for the fax number and mailing address.

View Pay *Statements*

To view your Pay and Total Compensation statements, go to ESS and click on the "My Pay" link. You can view your pre- and post-tax deductions, W4 withholding information, taxes, net pay, accumulated leave balances and important messages related to your deductions. Employees will be able to view all 2008 statements as the year proceeds.

Note that if you are looking at a previous statement, your leave quota amounts do not default back to the quota amounts at the time of the statement. Leave balances, regardless of when you pull up the statement, are always shown as of that current date.

NC *FLEX*

Please review your pay statements to ensure that your deductions have been transferred correctly in BEACON. Note that the online NC FLEX system (www.ncflexonline.org) is no longer available for DOA employees to make changes to their benefits structure. All changes must be made during the open enrollment periods or as a result of a life changing event.

Mark your calendars: The State Health Plan's open enrollment is scheduled for April 1-25. Employees who currently have the Comprehensive Major Medical (Indemnity) Plan will have to select a Basic, Standard or Plus PPO design plan as the Indemnity Plan will no longer be available after July 1.