

BEACON *Go Live!*

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Overview of Common BEACON Attendance/Absence *Types*

The BEACON Attendance/Absence Codes have fine-tuned the way we record our time in the new BEACON HR/Payroll System. Please review the codes below, and keep these descriptions handy to assist you in completing your weekly timesheets.

A/A Type	Description
9000 (Approved Leave)	Use this code to reflect a normal absence. This code will deduct from the employee's leave balances in the following order: Holiday Comp, Overtime Comp, On Call Comp, Travel Comp, Vacation, Bonus Leave and Advanced Leave.
9200 (Sick Leave)	Use this code to reflect an absence due to illness. It will deduct from an employee's Sick Leave quota, then Received Shared Leave and Advanced Sick Leave, if those are available to the employee.
9300 (Holiday Leave)	Positive Time employees should record 9300 in the 30 days prior to a holiday, on the holiday, or 30 days following the holiday, to designate a holiday absence. Note that time worked on a holiday will automatically reduce the Holiday Quota by the number of hours worked, up to 8 hours, and apply those hours to the Holiday Comp quota. Employees using Holiday Comp (not Holiday Leave) should use the 9000 code. Negative Time employees do not record 9300.
9400 (Leave without Pay)	Use this code to reflect an unpaid absence. This will result in docking of pay for the number of hours recorded.
9500 (Time Worked)	Positive Time employees use this code to record hours worked including regular hours, additional hours and time worked on a holiday.
9510 (Additional Time Worked)	This code is used by Negative Time employees to record hours that reflect times worked outside of their normal work schedule.
9511 (Remote Call Back)	Use this code to reflect the actual amount of time worked remotely. Do not add time to meet the 30 minute minimum, just actual time worked. If less than 30 minutes, the difference will be computed and added to the employee's pay automatically.
9512 (Adverse Weather Make-Up)	Use this code to reflect hours worked specifically to pay back an Adverse Weather liability. Hours recorded as A/A 9500 in excess of the employee's work schedule in an overtime period will also pay back an outstanding liability.
9515 (Travel Time 1X)	Results in hour-for-hour comp time in accordance with state policy.
9545 (Adverse Weather)	Use this code to reflect time off during an Adverse Weather event. Using this code will result in a liability being generated from the employee to the State for hours the employee must make up in the next 365 days. Employees who do not satisfy their liability in one year will be required to forfeit leave or be docked.

9516 (Callback)	Use this code to reflect the actual amount of time worked, if eligible for Callback . Do not add time to reach the 2 hour minimum, just actual time worked. If less than 2 hours, the difference will be computed and added to the employee's pay automatically.
9517 (On-Call)	Use this code to reflect time spent On-Call, but not at work . On-Call hours are accrued as Comp Time or paid at the On-Call rate specified for the position. Employees must be On-Call eligible.
9550 (Civil Leave – Jury Duty)	Use this code to reflect an absence for Jury Duty.
9560 (Community Service Leave)	Use this code to reflect an absence for Community Service. May be used in full day increments, not to exceed 24 hours in a year.
9565 (Community Service Tutoring)	Use this code to reflect a Community Service absence for Tutoring. May only be used in 1 hour increments, not to exceed 36 hours per year. Employees must have Community Service, or Community Service for Tutoring, <i>but not both</i> .
9570 (Educational Leave)	Use this code to reflect an absence for approved Educational purposes.
9620 (Military Training Leave)	Use this code to reflect an absence for Military Training – appropriate documentation is required.
9630 (Military Active Duty)	Use this code to reflect the first 30 days of leave for an employee who has been called to Active Duty.
9680 (Injury Absence Workers Comp)	Use this code to reflect an absence to attend to medical matters related to an on-going workers comp case (i.e., Doctor/PT appointments when employee has returned to work).

Annual Health Insurance *Enrollment*

If you need to make changes in your annual health insurance election, please do so right away with BEACON Employee Self Service (ESS) at the “My Benefits” tab. Current Indemnity Plan members *must* select a Preferred Provider Organization (PPO) during this time period.

For additional enrollment help, go to <http://help.mybeacon.nc.gov/beaconhelp> and download a complete Benefits step-by-step Enrollment Job Aid guide. Here are handy tips for updating your profile:

- To add dependents, select the “My Data (ESS)” tab and then click on the “My Personal Data” link. *Note: New dependents not currently on your plan must be added first.*
- To start the Annual enrollment, return to select “My Benefits” link.
- Under the “Adjustment Reason Enrollments” heading, look for the “State Health Plan Annual Enrollment” link and then click on Hlth Ins Annl Enroll to start your enrollment.
- The health plan you are currently enrolled in will be listed. If you are not enrolled in a health plan, use the “Add Plan” to select a health plan or use the “Edit Plan” to change your health plan selection. To stop your health plan, select “Remove Plan.”
- After clicking Add or Edit Plan, select your PPO option.
- After selecting your PPO option:
 1. Click on “Select Dependents” to add or change your dependents to the plan.
 2. Click on “Review Enrollment” to review benefits selection.
 3. Once satisfied with section, click the “Save” button.

Note: Your selections are not saved until you click the “Save” button and have received the confirmation statement stating: “Your Plan Selections Have Been Saved.”

Be sure to complete any forms that may be needed to finish your enrollment. Forms are available on the “My Benefits” page of ESS under the “My State Health Plan” heading or from the Human Resources Management office. Submit your State Health Plan forms to: