

BEACON *Go Live!*

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Governor Mike Easley
State of North Carolina

Britt Cobb, Secretary
N.C. Department of Administration

Valerie Ford, Director
Michael Bogan,
Assistant Director
DOA Human Resources
Management

DOA Human Resources
Management
1322 Mail Service Center
Raleigh, N.C. 27699-1322

Phone: 919-807-2480
Fax: 919-715-7669

www.doa.state.nc.us/hrm

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Attendance/Absence Change for Negative Time *Employees*

As a result of the Phase II transition of remaining state agencies to the BEACON system, there has been a change in the Attendance/Absence code used to record *extra time worked* by Negative Time employees.

Negative Time employees are employees who are Exempt from FLSA (Fair Labor Standards Act.) These employees **only** record Exceptions to their regular working schedule in BEACON, such as vacation and sick leave. The previous code was 9510, but such time must now be recorded as:

9500
(Additional Time Worked)

This code is now used for **Negative Time** employees to record hours that reflect times worked **outside** of their normal work schedule.

Employee Self Service *Updates*

Changes have been made to the Employee Self Service (ESS) portal that allow employees direct access to updating personal information. They include:

- Tax Withholding Information

ESS will only allow employees to select the following exemption types: Not Exempt, or Exempt, Reportable.

The following exemption types were removed from the selection in ESS: Exempt, Not Reportable, and Exempt, Partially Reportable.

If an employee wants to claim Exempt, Not Reportable or Exempt, Partially Reportable, they must go through BEST Shared Services (919-707-0707) to maintain their tax withholdings.

When a withholding record is created or changed, there will be a seven-day delay before the change goes into effect. Employees do have the option to identify a future start date.

- Creating/Updating Secondary Deposit Accounts

When making a change to an existing supplemental direct deposit account or setting up a new supplemental or direct deposit account, employees should make the change effective beginning the first day of the upcoming pay period. For employees who are paid monthly, that would be the first day of each month. For employees who are paid bi-weekly, that would be the first day of the upcoming biweekly payroll cycle. Please visit www.ncosc.net/BEST/support/payroll/Biweekly_Payroll_Dates.pdf for more information.

Manager Self Service *Updates*

Changes also have been made to the Management Self Service (MSS) portal that allows managers access to new reports and scheduling options, including:

- Manager Self Service Reports

These reports act as a supplement to MSS Time Approval by allowing managers to, among other things, monitor all working times entered into ESS by direct reports, reconcile previously approved times and identify time that has been saved, but not yet submitted for approval.

For more information on these reports and how to use them, visit the BEACON Help site at <http://help.mybeacon.nc.gov/beaconhelp/TOC4.html>

- Maintaining Substitutions in MSS

Managers can use this function to create shift substitutions for their employees. In situations when an employee is unable to work a regular shift, the employee's manager can substitute another employee for that shift by creating a substitution record.

For more information on this and other MSS functionality, visit <http://help.mybeacon.nc.gov/beaconhelp/TOC4.html>