

# BEACON *Go Live!*

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## Permanent Employees Begin Entering Time *Jan. 14*

Regular full/and or part-time employees will not be able to enter their time worked and/or taken into the BEACON Employee Self Service (ESS) System until Jan. 14. The delay is due to the fact that prior vacation and sick leave balances have not been loaded into the system yet.

This does not apply to temporary employees, who are classified as "positive time actual pay." This group of employees is able to enter their time now since they do not earn vacation or sick leave.

## Viewing/Checking *Leave Balances*

Effective Jan. 14, the BEACON system will automatically manage your leave earnings and provide employees with up-to-date balances, including:

- Sick Leave
- Vacation Leave
- Community Service Leave
- Military Leave (if applicable)

When using BEACON's Employee Self Service (ESS), you can view your leave balances online. Leave balance information will be included on the pay statement, as well. The Pay Statement will only be available to view at the end of that pay period. The first viewing available will occur on Jan. 31.

## Leave *Hierarchy*

There is now a standard hierarchy in place across state government for taking leave. When leave is requested and approved, the system will automatically deduct leave balances in the following order:



1. Holiday Comp 2. OT Comp 3. On-Call Comp 4. Travel Comp 5. Vacation 6. Bonus Leave 7. Advanced Leave

If the first "bucket" is empty, the system will automatically deduct from the next "bucket" in line.