

BEACON NEWS

for NCDOL EMPLOYEES

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Beacon News for NCDOL Employees is an online publication of the N.C. Department of Labor. Please share a copy with colleagues who do not have Internet access.

Welcome to Beacon News

We launch the *Beacon News* hoping that NCDOL employees and managers will find useful information in order to access and manage the information in the Employee Self Service (ESS) account and the Manager Self Service (MSS) account.

This newsletter will be published twice a month on the NCDOL Web site. The Beacon pages on the Internet will also contain a link allowing all employees to submit questions regarding Beacon. Paulette Hernandez in Human Resources will receive those questions and forward them to the appropriate staff member.

My Time in ESS

Beginning yesterday, April 14, 2008, your leave balances were available in your ESS account. We suggest that today you enter your last two weeks of work and leave time and approve and release the timesheet to your manager. Once your manager approves your timesheet, the leave you earn this month will be credited to your account.

Important Fact: The Beacon timesheet system is integrated with state policy requirements and procedures. Our old timesheet system was not integrated.

The table below lists some additional facts to remember about the old timesheet system versus Beacon.

Old Time Sheet System

Compensatory Time was a separate column on the timesheet.

The State's Leave Hierarchy Policy was not automatically applied.

Payroll functions were not integrated with the time keeping system.

Time was entered in minutes.

Vacation Leave was a separate category.

New Time Sheet System

Compensatory time is automatically calculated at the end of a workweek and is credited to the employee's available compensatory leave.

The State's Leave Hierarchy Policy is automatically applied. For example, vacation leave can't be taken if employee has a compensatory time balance.

Payroll functions are integrated with the time keeping system.

Time is entered in decimals, which represent minutes. (See chart on last page.)

Code 9000: Approved Leave. Replaces the term vacation leave.

Important Fact: The workweek designation showing on your timesheet may not be accurate if your bureau doesn't work Sunday through Saturday. As of right now, Beacon defaults to only one work week designation to print on the time sheet. If your work week is different, it is right on your position's file, which only HR/Payroll can see, but doesn't show correctly on your time sheet. Because Beacon calculates your work time and compensatory time according to your position's designation, your time will be recorded accurately. Beacon is working to reprogram SAP so your correct work week will show.

Timesheet Codes for Work Time and Leave Time

NCDOL employees will use the following codes most often:

9000: *Approved Leave*. To reflect a normal absence. This code will deduct from the employee's leave balances in the following order: Holiday Comp, OT Comp, On Call Comp, Travel Comp, Vacation, Bonus Leave, Advanced Leave

9200: *Sick Leave*. 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 a holiday, to designate a holiday absence. Note: 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.

9500: *Time Worked*. Record hours worked including regular hours, additional hours and time worked on a holiday.

9560: *Community Service Leave*. To reflect a community service. May be used in full-day increments, not to exceed 24 hours in a year.

9565: *Community Service Tutoring*. To reflect a community service absence for tutoring. May only be used in 1 hour increments, not to exceed 36 hours per year. Employees may have community service, or community service for tutoring, not both.

NCDOL employees will **never** use the following codes:

9510: *Additional Time Worked*. Restricted to use by certain medical classes to record hours worked beyond regularly scheduled hours.

9511: *Remote Callback*. To reflect the actual amount of time worked remotely.

9516: *Callback*. To reflect the actual amount of time worked, if eligible for callback.

9517: *On-Call*. To reflect time spent on-call, but not at work.

9685: *Injury Leave*. To reflect an absence due to injury on the job for law enforcement, teachers and custody officers before the matter has been turned over for workers' comp.

There are additional codes that will be used infrequently, and HR/Payroll will work with employees and managers when those need to be used.

Entering Work Time and Leave Time

Below is a conversion chart from minutes to decimals.

Beacon Minutes/Decimals Conversion for Time Entry

Minutes	Decimals	Minutes	Decimals	Minutes	Decimals	Minutes	Decimals	Minutes	Decimals	Minutes	Decimals
1	0.02	11	0.18	21	0.35	31	0.52	41	0.68	51	0.85
2	0.03	12	0.2	22	0.37	32	0.53	42	0.7	52	0.87
3	0.05	13	0.22	23	0.38	33	0.55	43	0.72	53	0.88
4	0.07	14	0.23	24	0.4	34	0.57	44	0.73	54	0.9
5	0.08	15	0.25	25	0.42	35	0.58	45	0.75	55	0.92
6	0.1	16	0.27	26	0.43	36	0.6	46	0.77	56	0.93
7	0.12	17	0.28	27	0.45	37	0.62	47	0.78	57	0.95
8	0.13	18	0.3	28	0.47	38	0.63	48	0.8	58	0.97
9	0.15	19	0.32	29	0.48	39	0.65	49	0.82	59	0.98
10	0.17	20	0.33	30	0.5	40	0.67	50	0.83	60	1

Benefits in Beacon

Please log onto “My Benefits” in your Beacon ESS and check to be sure the correct State Health Plan, NCFlex,* 401(k) (Prudential), and 457(b) (Great West) are listed for you. Please do this by April 18. If you are missing any of these, please contact Best Shared Services at 707-0707 or 1-866-622-3784, and they will make the correction. It is important that your benefits are listed correctly in Beacon to avoid missing any premium deductions.

Agency supplemental plans such as Aflac and Colonial Life insurance policies, as well as Assurant Dental, and Prudential Long-Term Care, will not show up under “My Benefits” because they are not plans that are offered to all state agencies. Parking fees and any bank deductions (such as loan payments), as well as SEANC dues, Combined Campaign deductions, and college savings programs will not show under “My Benefits” because they are technically not considered benefits. All of these deductions, as well as NC Pre-Paid Legal Program deductions, may be viewed beginning April 30 by clicking on “My Pay” and then “Pay Statement.” It will be very important to review your April pay statement on April 30 to be sure that the correct deductions are there.

*If you are enrolled in Superior Vision and it is not listed under “My Benefits,” please email Stacey.Thompson@nclabor.com for further instruction.

Important Fact: The timeframe for obtaining a benefit due to a life changing event is integrated into Beacon.

Example: NCDOL employee John Doe gets married on April 14, 2008, and wants to add spouse Jane to his state health plan by using Beacon. John Doe **must** contact Stacey Thompson in HR as soon as possible so Stacey Thompson can open up John’s ability to add wife Jane to his plan. If John fails to notify Stacey within 30 days after his marriage, John will have to wait until annual enrollment to add Jane to his policy.