

BEACON NEWS

for NCDOL EMPLOYEES

Cherie Berry
Commissioner of Labor

**NCDOL
Human Resources**
1101 Mail Service Center
Raleigh, NC 27699-1101
(919) 733-6943

Nancy Lipscomb
Director

Lee White
Assistant Director

**NCDOL
Budget and Management**
1101 Mail Service Center
Raleigh, NC 27699-1101
(919) 733-7426

Jack Brinson
Director

Janet Rust
Assistant Director

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

In This Issue of *Beacon News*

This issue of *Beacon News* addresses timesheet, benefits and pay statement issues.

We will publish *Beacon News* twice each month on the NCDOL Internet site. The Beacon pages on the Internet will have a link allowing all employees to submit questions regarding Beacon. Paulette Hernandez in Human Resources will receive those questions and ensure the appropriate staff member receives them.

Employee Self Service (ESS)

Leave Request in Beacon

We have learned (from BEST Shared Services and from other agencies that started using Beacon in January) that the leave request system in Beacon causes more problems than it is worth right now. Our advice is to not use it. Maybe we will be able to use it in the future, but for now we recommend that everyone follow the process for requesting leave that you followed before Beacon.

Leave Balance Quotas

Remember that your leave balance quotas will not update with the leave you earn in any month until your supervisor has approved your timesheet that shows you working for half or more of the workdays in the month. Also, unlike changes you make to your benefits, changes made by you or your manager in the timesheet system do not update until Beacon runs a system update overnight.

Timesheet Changes After Manager Approval

If you or your manager discovers an error has been made to your timesheet, please contact Human Resources.

Family Medical Leave Act (FMLA) Leave

Unlike our past leave system; an employee cannot designate leave as FMLA leave on his or her timesheet. Once an employee has been qualified for FMLA, the FMLA absences are recorded on the employee's timesheet as approved leave or sick leave. The leave administrator in Human Resources then has to apply the approved leave or sick leave to FMLA. Send an e-mail to Renathe Greene telling her what leave should be designated as FMLA. The paperwork required to request FMLA is the same as before Beacon.

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 partial-day or 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.

There are additional codes that will be used infrequently, and Human Resources/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

Pay Statement for April 30, 2008

To view your pay statement, you must access it through your ESS account—My Pay tab. The last pay statement mailed by payroll was for March 2008. See the sample pay statement on page 4.

Benefits in Beacon

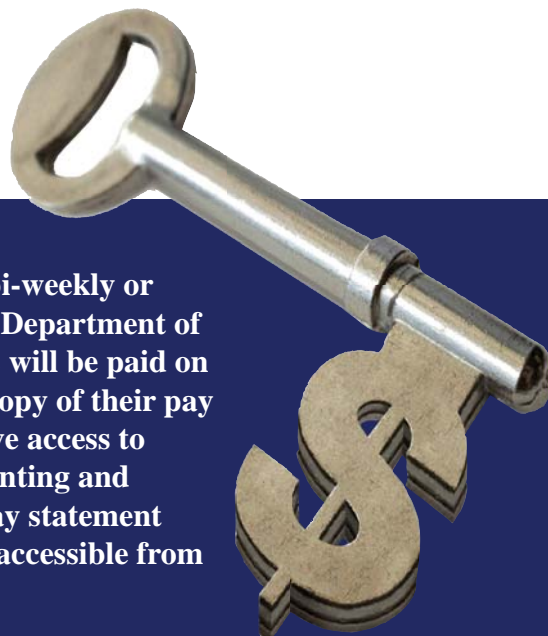
The first issue of *Beacon News* mentioned the importance of notifying Human Resources within 30 days after you experience qualifying family status change events that could affect your insurance. This includes the State Health Plan and all NCFlex programs.

John Doe was the example used in the last newsletter. He recently got married and wanted to add his wife, Jane, to his health insurance. John should have notified Human Resources within 30 days of the wedding so that Human Resources could open an adjustment reason in Beacon for him to add Jane to his health insurance. Marriage isn't the only qualifying reason to make changes to your health insurance.

Some other examples of qualifying family status change events include:

- Birth, adoption or becoming legal guardian of a child
- Court order to provide insurance coverage for a child
- Divorce or separation
- Death of a dependent
- Change in full-time college student status
- Change in spouse's employment
- Annual enrollment period at spouse's employer

If you experience any of these qualifying family status change events, it is important to notify Human Resources within 30 days of the event so that you can make any needed changes to your insurance plan(s). Beacon is date driven so your window of opportunity to make changes to your insurance is exactly 30 days from the date of the event. Please contact Stacey Thompson in Human Resources should you experience any family status change events that would affect your insurance.



ESS Generated Pay Statement

All employees in agencies using BEACON will be paid on either a bi-weekly or monthly pay cycle. All other pay cycles have been eliminated. Only Department of Transportation employees and temporary employees in all agencies will be paid on a bi-weekly basis. Most state employees will either print or view a copy of their pay statement using Employee Self Service. If an employee does not have access to Employee Self Service that employee's agency is responsible for printing and distributing the employee's pay statement. Following is a sample pay statement generated from Employee Self Service. ESS pay statements will be accessible from the BEACON portal for a minimum of five years.

Pay Period: 02/01/2008 through 02/29/2008 1				Name: Flo Doe		Personnel No: 00124747 2	
Check Date: 02/29/2008				Organization: Office of State Controller			
Earnings		Deductions	Taxes	Net Pay	Deductions		YTD
Current:	5028.83 -	301.73 -	1,235.97 =	3,491.13	* TSERS	301.73	603.46
YTD:	10,057.66 -	603.46 -	2,540.21 =	7,215.72	Total Deductions	301.73	603.46
Earnings		Hours	Current	YTD			
Regular Salary			4,796.75	9,825.58	4		
Paid Holiday	8.00		232.08	232.08			
Total Earnings		3	5,028.83	10,057.66			
Tax Authority	Tax Type	Status	EXMT AddlAmt	Cur Tax	YTD Tax	Cur Txbl Earnings	YTD Txbl Earnings
Federal	Withholding	Married		544.27	1,133.80	4,727.10	9,755.93
Federal	Social Security		5	311.78	623.57	5,028.83	10,057.66
Federal	Medicare			72.92	145.84	5,028.83	10,057.66
North Carolina	Withholding	Married		307.00	637.00	4,727.10	9,755.93
Total Taxes				1,235.97	2,540.21 6		
Payment	Account	Type	Amount				
Branch Bank & Trust	488036*	Checking	3,491.13	7			
*** MESSAGES ***							
Deduction Codes: # - Pretax Deduction * - Tax Deferred Deduction				8			

- 1** Pay Period Beginning and End Date
- 2** Employee Identification Number
- 3** Earnings, to include
 - ◆ Regular Salary
 - ◆ Overtime Pay
 - ◆ Vacation Leave
 - ◆ Holiday Leave
 - ◆ Other Types of Pay
- 4** Pre-tax, Tax Deferred and Post-tax Deductions
- 5** Individualized W-4 Withholding information
- 6** Taxes
- 7** Net Pay and Deposit Account Information
- 8** Messages

Note: This is sample pay statement meant to demonstrate where different pieces of information will appear on your pay statement in the BEACON System. Your pay statement may vary slightly depending on your pay rate, deductions, benefits plans, etc. Also, TSERS is an acronym which stands for Teachers' and State Employees' Retirement System.