

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.

Timesheet Issues

Employees and Managers

It is very important for employees to key and release their time on a weekly basis. The supervisor should approve time as soon as the time is released from the employee. If an employee earns compensatory (comp) time and uses leave in the month, it will not pull from comp if the timesheet is keyed at the end of the month and approved. Renathe Greene is seeing more and more of these problems with employees' leave records.

For example, one employee used vacation (approved) leave and Beacon pulled the leave time from her bonus leave due to her leave earnings from April not populating until the end of the month when the supervisor approved the timesheet.

Time Entry

Employees—Please be sure you are keying in the correct amount of work time or leave time on a weekly basis.

Managers—Please be sure to review your employees' time records to catch errors in recording of weekly time. In auditing time records for April 2008, Renathe Greene observed several employee time records that did not contain entries equaling a 40 hour work week or no entries at all for a work week.

Reminder—In recording a time entry for Monday, May 26 (Memorial Day), you will need to use a separate entry of 9300—Holiday Leave and record 8 hours for that day. There are rare circumstances in which a supervisor requires an employee to work on a holiday. If you were required to work that day, please e-mail Renathe Greene to make the appropriate changes.

May 2008 Payroll

The message below is from Beacon Staff:

There are currently two payroll cycles operated by the State—biweekly and monthly. To date, these payroll cycles have not coincided under the new Beacon system, but this will change with the May 30 payroll run. On this date more than 89,000 state employees will be paid out of the Beacon system.

We bring this to your attention because we anticipate higher than normal call volumes May 28 through May 30. Although we have staffed accordingly, we want to set the expectation that there may be longer than normal call wait times. Also, because we expect higher traffic than normal to the Beacon portal on May 30, we have dedicated additional hardware resources to help minimize Employee Self Service transaction times.

*Do you have a question
about Beacon? Write to
Ask.Beacon@nclabor.com.*

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



BEACON

North Carolina
Office of the State Controller

BEACON Pay and Time Supplemental Information

On April 1 more than 66,000 Group Two agency employees joined the 19,000 Group One agency employees already using the BEACON system. As with any change, there is an adjustment period needed before employees are comfortable using the system. The project team will continue to distribute information to help make the change more manageable. Suggestions regarding the type of information you would like to see can be sent to beacon.comm@ncosc.net.

TSERS is an acronym which stands for **Teachers' and State Employees' Retirement System**. On employee pay statements generated out of the old system the word **retirement** appeared beside this deduction amount.

Group Two agency employees will receive two W-2 statements in January. One, covering January through March 2008, generated out of the old system. The other, covering April through December 2008, out of the BEACON system. For this reason, on Group Two agency employee pay statements, taxes do not reflect year to date amounts. Instead they reflect taxes being taken out beginning on April 1, 2008.

On employee pay statements, Flexible Spending Account (FSA) amounts are shown as being taken out beginning on January 1, 2008.

Employees categorized as **Positive Time/Actual Pay** must record **all hours, including hours worked and leave taken each payroll cycle**. Failure to record time will result in the employee not being paid.

Positive Time/Exception Pay employees must enter **all time worked, as well as any absences or leave time used**.

Negative Time employees are only required to record **variations to their normal schedule**, such as leave taken. Holiday Leave (9300) is not considered an exception.

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.

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.

Please refer to the original pay statement poster for detailed pay statement information.