

# BEACON NEWS

for NCDOL EMPLOYEES

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## Timesheet Approval

Human Resources gets numerous calls per week regarding timesheets. Many questions are the result of employees not inputting time on a weekly basis and supervisors not approving timesheets on a weekly basis.

Effective immediately, HR recommends the following: Employee inputs and releases the timesheet for the previous week no later than close of business (5 p.m.) each Monday. The supervisor approves and releases all direct reports' timesheets no later than close of business (5 p.m.) each Tuesday.

Remember that Beacon takes overnight from the time your supervisor approves your leave for the updated leave balances to show up.

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## Questions and Answers

**Q.** Is there any way we can get a printout of our time for the entire month, as in the past, rather than having to print it out each week? That would help save paper and our nerves. Thanks.

**A.** Unfortunately no, since Beacon is not monthly driven but daily/weekly driven. This may be something that will be developed in the future. The Beacon system is a package system that is used around the world and is designed to think by recording work a week at a time. If things change, we will let everyone know. You are certainly not alone with this complaint. Other employees at all levels and at all state agencies have expressed a desire for this ability. I hope the state decides to pay for this change to the package system. We will see.

**Q.** With the 10-hour workday, we will have employees who are out sick or on leave for a day or more during this time. When employees are out, they will need to record 10 hours of leave for that day. The system would not accept the 10 hours of approved leave or sick time. It kept changing the time back to 8 hours. Any help on this will be appreciated. Employees have started working their 10-hour days this week, and I can see this becoming a problem quickly.

**A.** The system will only allow 8 hours of leave to be taken on a given day—approved leave, sick leave, etc. An employee has two options—they can either make up the 10 hours on the day they were supposed to have off or use 8 hours for the sick day and record 2 hours leave taken on the day off. As long as the workweek equals 40 hours.

**Q.** When someone reviews their own “Quota Overview” of their available leave time in regards to the column headings, what does *entitlement* mean and what does *remainder* mean?

**A.** *Entitlement:* The entitlement balance shows the amount the employee has accrued so far.  
*Remainder:* The remainder balance shows the current balance (Entitlement minus Used).

**Q.** Our leave balances in Beacon have not yet been updated to reflect our leave earnings (as indicated in the Remainder column in Quota Overview) in spite of the fact that our time records have been approved by our supervisors, and we’ve worked more than half the month. What’s happening?

**A.** You do not earn leave for the month until you have recorded working at least half the month. Your supervisor will have to approve this time to generate the leave accrual addition. Remember that Beacon takes overnight from the time your supervisor approves your leave for the updated leave balances to show up.

### 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