HR Payroll System

The HR Payroll System

The Human Resource Payroll Integrated System, originally known as BEACON, is the primary program for maintaining employee master data to include hours worked and leave applied. This is also the system used for enrolling in and maintaining some benefits. Payroll is integrated with time management. Specifically, Time Entry, Leave and Pay are all maintained by the system and, closely connected to, affected by, and dependent on one another. This section explains the inter-related components of Time Entry, Leave and Pay.

ID Number

You will receive an employee ID number that is unique to you and is randomly generated and assigned by the ORBIT retirement system. This number (also known as your "Personnel ID Number") will not only serve as your ID number during your active duty as a state employee, but will also be your means of identity in the retirement system even after you leave state government service or retire. The first step to receiving an ID Number is setting up an NCID account.

NCID Account

The North Carolina Identity Management Service – Next Generation (NCID-NG) is the standard identity and access management platform provided by the Office of Information and Technology Services. NCID-NG is a Web-based application that provides a secure environment for state agency, local government, business and individual users to log in and gain access to real-time resources, such as customer-based applications.

The NCID Login is utilized for the processing of payroll, enrolling and maintaining of benefits, and for utilizing the employee Learning Management System for training. Your NCID account and permanent password will be created on your first day of employment with the department. Your local NCID Administrator should provide you with assistance on that process.

Your NCID password must be updated every 90 days. If you do not login within 90 days, your password expires, or you have 3 failed login attempts, your NCID access will be locked. In order to reset your login, you should contact your local NCID Administrator. A list of NCID Administrators is located here:
https://www.ncid.its.state.nc.us/StateAgencyListing.asp

Position Settings in the HR Payroll System

Each employee's position has the following designations:

1. A designated, predefined work schedule
2. A holiday calendar
3. A work period
4. Position settings which determine eligibility for:
    - OT/Comp Time/Gap
    - Shift Premium Pay
    - On-Call/Emergency Call Back
    - Holiday Premium Rate
5. Compensatory Time Aging Limit

The position settings and time entry are the foundation for how an employee's time is processed and, ultimately, paid in the HR Payroll SAP. These settings are determined by executive management when a position is created.

EMPLOYEE SELF-SERVICE (ESS) AND MANAGER SELF-SERVICE (MSS):

The Human Resource Payroll System offers an online self-service option known as Employee Self-Service (ESS) and a Manager Self-Service (MSS). Employees have access to ESS as follows:

Employee Self-Service (ESS) WITHOUT Time Entry:
ESS without Time Entry means employees have access to enroll and update benefit and other employee information, however, do NOT enter work time, leave, or submit leave requests in ESS.

Employee Self-Service (ESS) WITH Time Entry:
In addition to having access to enroll and update benefit and employee information, employees who work at locations that have (ESS) WITH Time Entry have been authorized to enter their time and leave in ESS.

Please refer to your supervisor and/or manager to determine whether your location has access to ESS with or without Time Entry. IMPORTANT NOTE: ***If your work location is NOT authorized to enter time and leave in ESS and you enter time and/or leave using ESS, your pay and/or leave could be adversely affected.***

EMPLOYEE SELF-SERVICE (ESS):

In ESS, employees have easy access to information and services. ESS is organized as follows and employees using ESS can do the following:

My Personal Data	• Update/change Address (Permanent Residence and Emergency Contact) • Update/change Tax Withholding Information • Add/Update Family Member/Dependents • Change Bank Information
My Working Time	• *****Enter working time and leave*** *(see note below);* • *****Request leave from supervisor*** *(see note below);* • View and print Leave Quota balances. *****Note: Only certain locations have authorization to enter time, leave and submit leave requests in ESS. Please refer to your supervisor/manager to determine if you should enter your time and leave in ESS.***
My Pay	• View and print past and current paystubs; • Access multi-year W-2 information (Total Compensation Statement)
My Benefits	• Enroll in State Health Plan and NCFlex programs; • Add/Change beneficiary information for NCFlex programs; • Access to 401K and Deferred Comp websites for enrollment.

MANAGER SELF-SERVICE (MSS):

MSS allows managers to:

- Review and approve time entry of their employees;

- Review and approve leave requests;
- Access to general information on their employees;
- Ability to run various Time Reports.

Note: Since MSS is used by supervisors/managers primarily to approve time entry and leave requests of employees, locations that have not been authorized to enter time/leave in ESS will not have MSS.

Employee Self Service Overview - Training
The Office of State Controller has developed a course entitled "Employee Self Service Overview" to help familiarize all employees with the ESS portal. Employees will be required to complete the ESS Overview training as part of New Hire Orientation. This training will explain what is available in ESS and how employees can enroll and make changes to their benefits and other employee information using ESS. The training can be accessed here:
http://www.osc.nc.gov/beacon/training/wbt/ess_menu.html

BEST Shared Services

BEST Shared Services is the organization created to support the HR Payroll community including:

- Employees,
- Managers, and
- Agency HR.

BEST Shared Services will:

- Provide HR, benefits, and payroll administration services;
- Address HR and payroll questions and processing needs;
- Coordinate with agency HR and payroll groups to resolve employee issues;
- Provide support for reporting activities;
- Provide system maintenance and assistance.

As an employee, you may need to contact BEST Shared Services to resolve issues relating to payroll deductions, benefit enrollment, etc.

BEST Shared Services contact information is as follows:

Phone#:	866-622-3784	Phone# (Raleigh Area):	919-707-0707
Fax#:	919-855-6861		
Email:	best@ncosc.net		
Website:	http://www.ncosc.net/BEST		

When calling BEST Shared Services, it is recommended that you have your Personnel ID number available.

Time Entry in the HR Payroll System

All DPS employees have access to Employee Self-Service (ESS) to enroll and update benefits and employee information. However, only certain DPS locations have been authorized to have access to Employee Self-Service (ESS) **WITH** Time Entry. Therefore, depending on the work location, Time Entry into the HR Payroll System will be by the Employee or Time Administrator as follows:

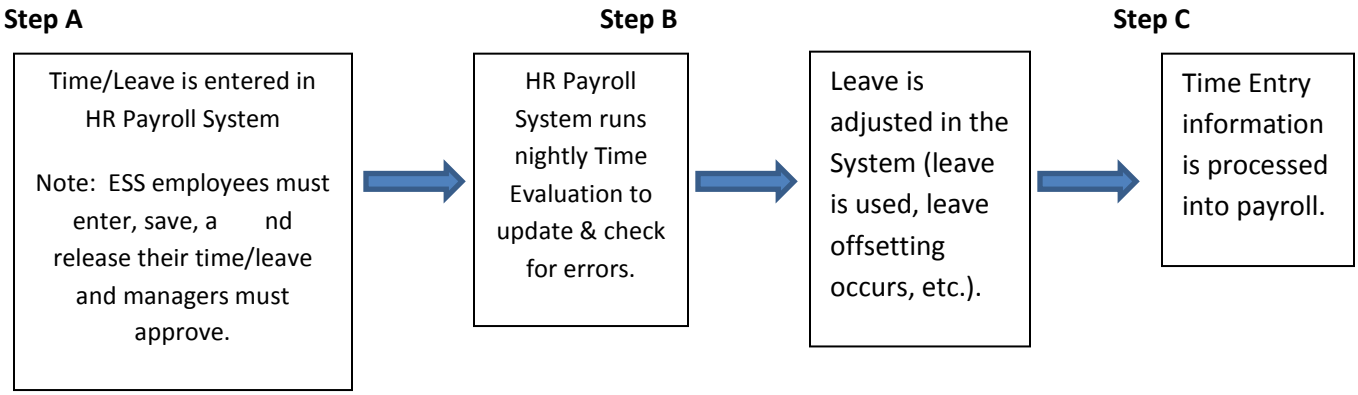
EMPLOYEE:	TIME ADMINISTRATOR:
Employees at work locations that have been authorized to enter their time/leave in the Human Resource Payroll System using ESS shall enter/save their time daily in ESS and release their time to their supervisor weekly. For information on how to enter time in ESS, these employees will need to complete the online ES210 Employee Self-Service Time Entry Course at www.beacon.nc.gov/training.	For employees **NOT** entering time through ESS, timesheets are required to be completed and maintained. The Department has (3) different timesheets. These include:
	Timesheets:
	1. Weekly Employee Time Report (Monday Start) https://www.ncdps.gov/emp/hr/TIMESHEET_DPS_Mon_start_with_Charge_Objects_revised062512.xls
	2. Weekly Employee Time Report (Sunday Start) https://www.ncdps.gov/emp/hr/TIMESHEET_DPS_Sun_Start_revised062512.xls
	3. Temporary Employee Time Report https://www.ncdps.gov/emp/hr/TIMESHEET_DPS_TEMP_Revised_Final062512.xls
	The supervisor shall review and sign the timesheet and then the time/leave is entered into the HR Payroll System by the designated Time Administrator at the work location.

Time Entry & Time Evaluation

Once time/leave has been entered into the system by the Time Administrator and/or the employee via ESS (entered, saved, released, and approved by the manager), the system will run a nightly Time Evaluation. Time Evaluation determines:

- Overtime/Comp. Time
- Premium Pay
- Leave Offsets and
- Recovery of Liabilities

Time evaluation checks for time entry errors, updates the time/leave records that were entered and approved and these results are used to generate your pay.



WEEKLY TIME REPORTING FOR NON ESS/MSS EMPLOYEES

The Employee Time Report is the official source document for time and leave records of employees not using the ESS/MSS system. The Employee Time Report is a weekly time report capturing a Sunday through Saturday or Monday through Sunday work period. A new report is completed for each week.

- Entries should be made weekly on a timely basis. The completed Employee Time Report shall be signed by the employee and submitted to the supervisor by the following completion of the work period for review and approval.

- The supervisor is responsible for reviewing time data to ensure that the employee will meet his/her standard hours, manually offset as necessary and appropriate to ensure accurate payment of supplemental pay, and to ensure the employee receives holidays as scheduled and is properly coded for any supplemental pay, such as shift premium pay, emergency call back, etc. Necessary corrections to hours worked outside of leave offsetting shall be acknowledged and initialed by the employee.

- The supervisor shall submit the completed Employee Time Report to the Time Administrator on a timely basis following the completion of the work period for direct entry into the Human Resource Payroll system. When it is not possible for the supervisor to submit a completed Employee Time Report to the Time Administrator within a reasonable period of time, it is recommended that a comment be provided on the Employee Time Report

- Under no circumstances may an employee exceed their standard work schedule for the day using benefit time (e.g., leave).

- The Human Resource Payroll system deducts approved leave according to the established approved leave hierarchy (holiday compensatory time, overtime compensatory time, gap hours, on call compensatory time, travel compensatory time, vacation leave, bonus leave and advanced leave). All items in the leave hierarchy fall under the Approved Leave (A/A 9000) category. For example, if an employee records an Approved Leave (A/A 9000) code, the system will automatically deduct the amount of time taken from the employee's leave quota using the established hierarchy. Sick leave (A/A 9200) is also subject to a hierarchy (sick leave, received shared leave and advanced sick leave).

- Time is subject to leave offsetting.

WEEKLY TIME REPORTING FOR ESS/MSS EMPLOYEES

Specific work units use the Employee Self Service/Manager Self Service for time and leave entries into the HR Payroll System/SAP system. Additional work units may be considered by management with approval from the executive management team. Both ESS and MSS are roles that must be added to a position.

- It is recommended that employees enter time daily with weekly approval by the manager. Time entry must be completed prior to payroll deadline to ensure timely leave accrual, accurate supplemental pay compensation, and timely longevity payments.

- The employee should be contacted directly to resolve time submission issues which were not approved.

- The standard leave policies and procedures apply. Employees shall request and obtain approval in advance for all leave benefits, including leave of absence without pay. ESS is a portal for entry of hours worked and leave taken that has been approved by the supervisor. Entering and releasing time in periods greater than one week may result in a delay of leave

accrual, delay of supplemental payment(s), inaccurate leave quota balances to include compensatory leave and particularly holiday compensatory leave, and other issues.

GAP HOURS

Gap hours, also known as straight time, are those hours that are caught in the gap between the maximum hours of work required to meet the work schedule standard and the overtime threshold. Gap hours ONLY apply to employees subject to overtime. These hours are subject to leave offsetting and are first applied to advanced leave liabilities and adverse weather leave.

The employee shall receive straight time compensation in either cash payout or compensatory leave for the remaining gap hours worked after offsetting depending on the position classification. It is the decision of agency management in consideration of budget and organizational needs whether compensation will be made monetarily (cash) or as time off. The decision to pay cash versus compensatory time off is not an employee decision.

NAME AND ADDRESS CHANGE

Many work locations require employees to complete a personal data sheet or employee information form at the time of hire that indicates the employee's:

- name
- address
- home phone numbers (or other phone numbers where the employee can be reached)
- contact person name and phone number, in case of emergencies, etc.

Some units have developed Standard Operating Procedures that require employees to update their personal information should there be any changes regarding any of the information on their personal data sheet. Please refer to your HR representative at your work location when you have a change in Name, Address, or other personal contact information.

Name Change

For names changes, the following steps should be taken:

1. Notify the HR representative at your work location or Central HR of the Name Change. You will be asked to complete a Personal Data Change Form indicating the change in name.

2. The HR representative will make the necessary changes in the HR Payroll system. (Note: If you are a certified criminal justice employee, your HR Representative will forward a copy of the Personal Data Change Form to DPS Personnel so that the Criminal Justice Standards Division can be notified of the Name Change).

   This will automatically update your Name Change for the standard state benefits, such as Retirement, the State Health Plan, and NCFlex. For all others (besides Retirement, State Health Plan, and NCFlex), employees must contact individual vendors to notify them of Name Changes (ex: supplemental insurance plans, 401K, Deferred Comp, SEANC, etc.)

Address Changes

Employees are able to update their address information in ESS by going to https://mybeacon.nc.gov and selecting "Addresses" on the "My Personal Data" tab. Specifically, employees can update:

- Permanent Residence – This is your physical address. If your physical address is the same as your mailing address, do not enter "Mailing Address."

- Mailing Address – If your physical address is NOT your mailing address, you need to enter a "Mailing Address."
- Emergency Contact – Employees can enter emergency contact information.

Once the address is changed/updated in ESS, your Address Change will automatically be updated for the standard state benefits, such as Retirement, the State Health Plan, and NCFlex. For all others (besides Retirement, State Health Plan, and NCFlex), employees must contact individual vendors to notify them of Address Changes (ex: supplemental insurance plans, 401K, Deferred Comp, SEANC, etc.). It is important that employees maintain current address information in the ESS system.

Work Telephone Number Changes

Employees must notify the HR representative at their work unit for changes to the work telephone number. This is the number that will be included in the employee directory.

PAY

Pay Period

Employees are paid either monthly or bi-weekly.

Monthly Pay: Employees in Permanent Positions	**Bi-Weekly Pay:** Employees in Temporary Positions or Personal Services Contract Employees
All permanent employees (including independent contractors) are paid monthly, usually on the last working day of each month. You are paid monthly for **that** month. Employees will receive their full pay (i.e. base pay) unless Leave Without Pay is reported. Therefore, if time/leave is **not** entered into HR Payroll System by payroll deadline, permanent employees that are **not** on Leave Without Pay **will receive their base pay**. If time/leave is **not** entered into The HR Payroll System: 1. Leave will not accrue; and 2. Overtime and premium hours will not be paid *(i.e. time/leave must be entered into the HR Payroll System to receive supplemental pay).*	Temporary employees and those working on personal services contracts will be paid on a bi-weekly basis. These employees are paid based on actual time recorded and entered into the HR Payroll System. **Time must be entered** into the HR Payroll System in order for the employee to be paid for that time.

Base Pay

Employees in permanent positions are paid (12) times a year; therefore, the annual salary divided by (12) is your monthly salary or "base pay." For permanent employees, your base pay is for hours worked/leave taken from the 1st of the month through the last day of the month.
Example: May paycheck includes base pay for working in May.

Supplemental Pay

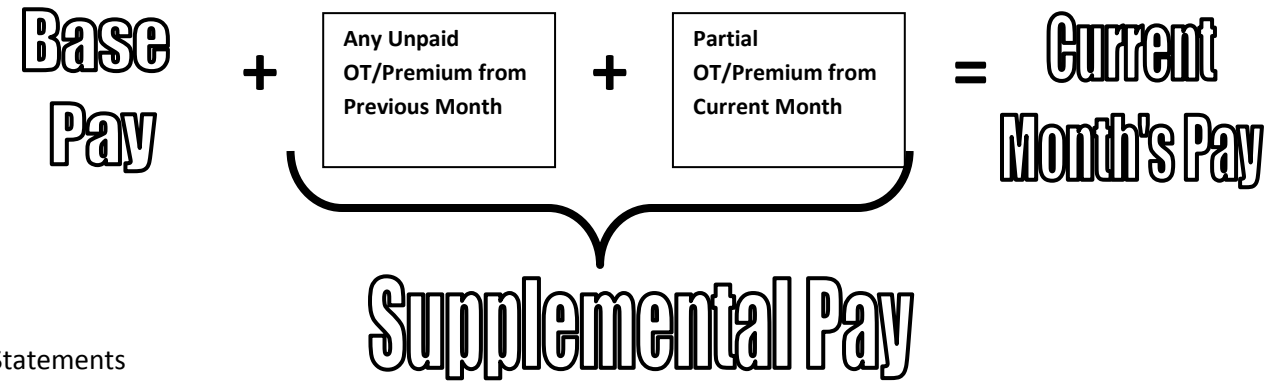
Supplemental pay is additional pay beyond base pay. Supplemental pay includes overtime pay, shift premium, holiday premium, weekend premium, on-call/ callback pay, etc. Supplemental pay is earned by working overtime (hours exceeding the minimum standard work hours), working nights, weekends, or holidays. Not all positions are eligible for supplemental pay.

Position information (work schedule, overtime eligibility, shift premium eligibility, etc.) has been entered into the HR Payroll System. As a result, the HR Payroll System SAP system automatically

calculates overtime, shift premium, holiday premium, weekend premium, and on-call/ callback pay based on the position profile.

Supplemental Pay is based on time entered and approved from one payroll deadline to the next payroll deadline.

Supplemental Pay	
Overtime (OT) Pay	**Shift Premium Pay**
• All positions have minimum standard hours to be worked in an overtime period. The position you occupy determines your minimum standard hours (40 hrs, 160 hrs) and your overtime period (7-day, 28-day, etc.). • Some positions shall receive monetary compensation for OT while others shall receive Compensatory ("Comp") Time that can be used later for future absences. • To receive monetary compensation, the position must be eligible for OT pay. OT pay is based on the position, not the employee. Time must be entered (if ESS, released, and approved) and run through Time Evaluation before payroll deadline to be paid. • Time off from work is "offset" by extra hours worked (i.e. overtime) during each overtime period. This is known as "leave offsetting" • Overtime periods do not align with payroll periods (or pay cycles).	• The position must be eligible for premium pay. Premium pay is based on the position, not the employee. • Employee must be scheduled (or substituting) for a premium-eligible shift. • Time must be entered (if ESS, released and approved) and run through Time Evaluation before payroll deadline to be paid.
Payroll periods (pay cycles) as noted on the Pay Statement do not match up to payroll cutoff dates (usually around the 25th of each month). This means that for any given paycheck, an employee will gain some hours from the previous month (days that were entered and approved after payroll deadline LAST month) and will lose some hours for the current month (days entered and approved after payroll deadline this month).	



Pay Statements

Employees can print their own pay statements in ESS. Pay statements will include:

- Pay period beginning and end date;
- Employee ID number;

- Total Earnings & Net Pay;
    - Total Base Pay: Pay statements will include a “Total Base Pay” summary line which should be very close to the same figure from pay period to pay period. Total Base Pay is the sum of an employee’s Regular Salary plus the pay an employee receives for any leave taken (Total Base Pay = Regular Salary + Benefits/Comp used).
    - Total Other Pay: Pay statements will include a line for “Total Other Pay” which is the sum of any supplemental pay (overtime, shift premium, etc.).
- Deductions (pre-tax deductions, post-tax deductions, tax-deferred deductions);
- W-4 Withholding information;
- Taxes;

Sample Pay Statement

Pay Period: 10/01/2007 through 10/31/2007
Check Date: 10/31/2007

Name: Tina Thompson
Organization: 0701-State Treasurer

Personnel No: 99999500

	Earnings	Deductions	Taxes	Net Pay
Current:	4,326.25 -	1,727.68 -	698.18 =	1,900.39
YTD:	35,099.44 -	9,916.85 -	7,182.34 =	18,000.25

Earnings	Hours	Current	YTD
Regular Salary	184.00	4,326.25	26,573.04
Shift Premium 10%			40.00
Vacation Leave			848.64
Administrative Leave			199.68
Community Service Leave			199.68
Military Leave-Training			1,797.12
Military LeaveActive Duty			4,392.96
Paid Holiday			798.72
Comp Leave			249.60
Total Earnings		4,326.25	35,099.44

Deductions	Current	YTD
# PPO PT		1,261.26
# PPO Pre Plan PT		180.18
# NC Flex Dental-PT	52.20	258.36
# NC Flex Vision Sup PT	15.96	63.84
# NC Flex AD&D PT	20.00	140.00
# NC Flex Life Ins PT	109.80	329.40
# NC Flex Cancer PT	33.78	90.08
# NC Flex Health FSA PT	327.27	
# NC Flex Health FSA PT		2,290.90
# NC Flex Dep Care FSA PT	909.09	
# NC Flex Dep Care FSA PT		3,181.82
# TSERS EE	259.58	2,106.01
SECU		15.00
Total Deductions	1,727.68	9,916.85

Tax Authority	Tax Type	Status	EXMT AddlAmt	Cur Tax	YTD Tax	Cur Txbl Earn	YTD Txbl Earn
Federal	Withholding	Single		325.54	3,558.62	2,598.57	25,197.59
Federal	Social Security			177.20	1,692.82	2,858.15	27,303.60
Federal	Medicare			41.44	395.90	2,858.15	27,303.60
North Carolina	Withholding	Single		154.00	1,535.00	2,598.57	25,197.59
Total Taxes				698.18	7,182.34		

Payment	Account	Type	Amount
Check			1,900.39

Leave balances as of 10/30/2007

Vacation	18.34-	Hours
Sick	16.00	Hours
Holiday	24.00	Hours
Comp Time	2.50-	Hours
Community Service	16.00	Hours
Military	48.00	Hours

*** MESSAGES ***

Deduction Codes: # - Pretax Deduction * - Tax Deferred Deduction
****

Direct Deposit

It is state policy that all employees receiving their pay through the HR Payroll System must be enrolled in direct deposit as a condition of employment. Employees can choose to have their pay deposited into multiple accounts at multiple financial institutions via direct deposit. Employees will have one primary default account and then can elect to have portions of their pay directed into as many as three additional accounts. The distribution of pay into these separate accounts (if you choose to use this feature) will be automated when your pay is deposited on payday.

First Paycheck

The Department has monthly payroll deadlines. Therefore, the date you report to work will affect when you get your first paycheck. The following circumstances may affect the timeliness of your first paycheck:

- If you report to work and your paperwork is processed prior to the payroll deadline for that month (usually mid-month), you may receive a paycheck on the last working day of the month.
- If you report to work and your paperwork is processed after the payroll deadline for that month, you will receive a paycheck on the last working day of the following month (pay for your first month's work will be included in this paycheck).

NOTE: Please note that any changes to your date of hire may affect the timely delivery of your first paycheck.

Your first paycheck may be issued as a printed hard-copy paycheck and not deposited directly into your bank account. Direct Deposit should activate after the first check. Hard-copy paychecks are mailed directly to you at your mailing address. Paychecks are mailed on payday. If you have a change in your mailing address or concern about the address on record, contact your facility's personnel office.

If your check is lost and/or not received by you, please contact your facility's Personnel Office. Generally, it takes approximately (3) weeks for a replacement check to be issued and received.

Pay and Leave Troubleshooting

If you have questions regarding your pay and leave, please refer to your supervisor and/or your HR Representative at your work location. You may also contact central HR at (919) 716-3800 or BEST Shared Services at (919) 707-0707.