



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank L. Perry, Secretary

David A. Shehdan, Director
Human Resources

June 18, 2014

ADMINISTRATIVE MEMORANDUM: 07-2014

TO: DPS Division Directors and Section Heads
DAS

FROM: David Shehdan, Human Resources Director

SUBJECT: Processing June and July Personnel Actions

Due to the possibility of a legislative increase, the BEACON HR/Payroll system has been programmed to “stop” **personnel actions with effective dates of July 1, 2014 or later.** The “stop” is in place until a decision on any legislative increase is finalized or until the latest possible date to assure payroll entry. This “stop” does not apply to actions to hire temporaries.

Further, all actions effective June 30th or before must be processed by June 30th. Consequently, along with standard payroll deadline which is June 24th, it is imperative that all actions effective prior to or on June 30th be processed by the end of the month. In an effort to prepare accordingly, work locations should be cognizant of this added criticality for this month’s actions and ensure all Personnel Action forms and required documentation are submitted by **June 20, 2014** or as soon as known in the case of leave of absences and separations.

If June actions are delayed and the legislative increase is given and entered, it causes additional unnecessary work and delays in employee pay.

Should the General Assembly make a decision on a legislative increase, the BEACON HR/Payroll system will be updated as necessary to implement the legislative increase as soon as possible. Usually this is done on a weekend to avoid “down time” of the system to users while the time consuming task occurs, however, this decision will be based on the timing of the approval by the General Assembly. Further information will be provided as necessary and appropriate.

Thank you your attention in this matter.

DAS:MKS

Cc: Secretary Frank L. Perry
Lorrie L. Dollar, Chief Operating Officer
Commissioner W. David Guice
Commissioner Gregory K. Baker
Deputy Commissioner William A. Crews, Jr.
Human Resources Management Team

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