



North Carolina Department of Public Safety

Human Resources

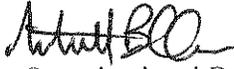
Pat McCrory, Governor
Frank L. Perry, Secretary

David A. Shehdan, Director
Human Resources

October 14, 2013

ADMINISTRATIVE MEMORANDUM: 14-2013

TO: DPS Managers and Supervisors, HR Employees

FROM: Mitchell Owen 
Deputy Director for Organizational Development and Performance

RE: BEACON/SAP Procedures for the NC Learning Management System (LMS)

The Office of the State Controller is in the process of transitioning HR/Beacon Training to the new Statewide LMS. Effective October 14, 2013, the State Controller's Office will begin using the new NC LMS for Beacon/SAP HR Training. All DPS employees with HR/Beacon roles assigned to their position will need to log in to the Beacon Portal, click the learning tab and review their active and complete transcript tabs to check the accuracy of the training data. Common errors that an employee may expect to see are where they have completed a course, but it is showing as incomplete or pending. If there are any errors identified in the transcript, employees are asked to notify Ms. Kathy Reitzel.

Implementation of the new NC LMS will impact how HR/Beacon Training is managed within the Department of Public Safety (DPS). All employees occupying positions assigned BEACON/SAP roles will be required to use the new NC LMS. Key items related to the training strategy include:

- Employee self-registration and scheduling for HR/Beacon Courses
- Approval by supervisor using the NC LMS
- Implementing rules regarding lateness/absenteeism
- Required completion of course prerequisites
- Continuation of a Course Assessment Policy requiring a pass rate
- Continuation of Role Mapping through Agency Data Owner
- Monitoring of employee progress by supervisors
- Monitoring of agency compliance and progress by Organizational Development

Beginning, October 14, 2013, if there is training assigned in the employee's transcript, the employee will need to self-register for the class. This will generate a notice by email to the supervisor, who will need to approve or deny the request. The system defaults to the supervisor as defined in the BEACON/SAP.

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Administrative Memorandum: 14-2013

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The request for BEACON/SAP security will remain the same. All requests must be submitted to the DPS Data Owner, Ms. Mary Stephenson in the HR Office. The request is reviewed and then submitted to BEST electronically. Please note the attached procedures for what transpires following the submission. Any problems encountered by an employee relevant to BEACON/SAP security should be submitted to Ms. Stephenson, preferably by email at mary.stephenson@ncdps.gov. A detailed description of the issues and screen shots are helpful in resolving the problem.

Finally, while the course catalog will be readily available to all employees with access to the LMS, employees should request HR/Beacon training only when they have a corresponding BEACON/SAP security role assigned to their position.

Your continued support and assistance through this transition is greatly appreciated. Questions may be directed as follows:

NC LMS/Access Issues:	Ms. Penney Mizell-Brooks
BEACON/SAP Training/Transcript Issues:	Ms. Kathy Reitzel
BEACON/SAP Security:	Ms. Mary Stephenson

Thank you.

Attachment

MO:MKS

Cc: Secretary Frank L. Perry
Deputy Secretary and General Counsel Ellis Boyle
Commissioner W. David Guice
Commissioner Gregory K. Baker
Commissioner Lorrie Dollar
Mr. David A. Shehdan
HR Staff