

General Information about Employee Self Service (ESS)

Used During AC New Employee Orientation – Classroom Presentation

ESS Implementation:

1. Updating/Changing Employee Information:

Your information (address information, banking information, dependent information, etc.) is already in Beacon SAP. Therefore when your work location implements ESS, you should not have to enter any information into the system UNLESS your information needs to be changed or updated. ESS will provide you access to view and update your information.

***EXCEPTION:** Beneficiary information for NCFlex plans (NCFlex Term Life, AD&D, and Critical Illness) can be maintained and updated through ESS. Beneficiary information for NCFlex plans have not been entered into Beacon SAP and, therefore, will not be displayed in ESS. The NCFlex insurance vendors should have this information already on file when you completed your paper enrollment forms. To verify your beneficiary information, you can contact the NCFlex vendors. If you want your beneficiary information to display for your NCFlex plans in ESS, you will need to enter your beneficiary information in ESS. To add a beneficiary, you must first go to **My Personal Data** and click **Family Member/ Dependents** link to add your beneficiary. You will use the **My Benefits** link to assign the beneficiary to a NCFlex benefit plan.*

2. Access to ESS (NCID & Passwords):

You must have a NCID and password to log into ESS. NCID passwords will need to change periodically. If you have a DPS email address, you will receive an email reminding you to change your password. If you do not have a DPS email address, you will be notified by your facility NCID Coordinator when it is time to change your password.

3. ESS Time Entry:

Only certain DPS AC locations have been authorized to enter time and leave via ESS. If you are at a location that does not enter time, you will have access to view your Time Statements and Leave Balances (Quota Overview) in ESS. If you are at a location that does not enter time, please do not enter time or submit Leave Requests in ESS. Instead, follow your current work location procedures for timesheets and requesting leave.

***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.*

4. Time Statements & Leave Balances:

Please remember that Time Statements and Leave Balances (i.e. Quota Overview) in ESS will only reflect what has been entered and approved in the system. Pay Statements will only reflect what has been entered and approved in the system prior to the payroll deadline for the month. Information not entered and approved by payroll deadline will show on the next month's Pay Statement.

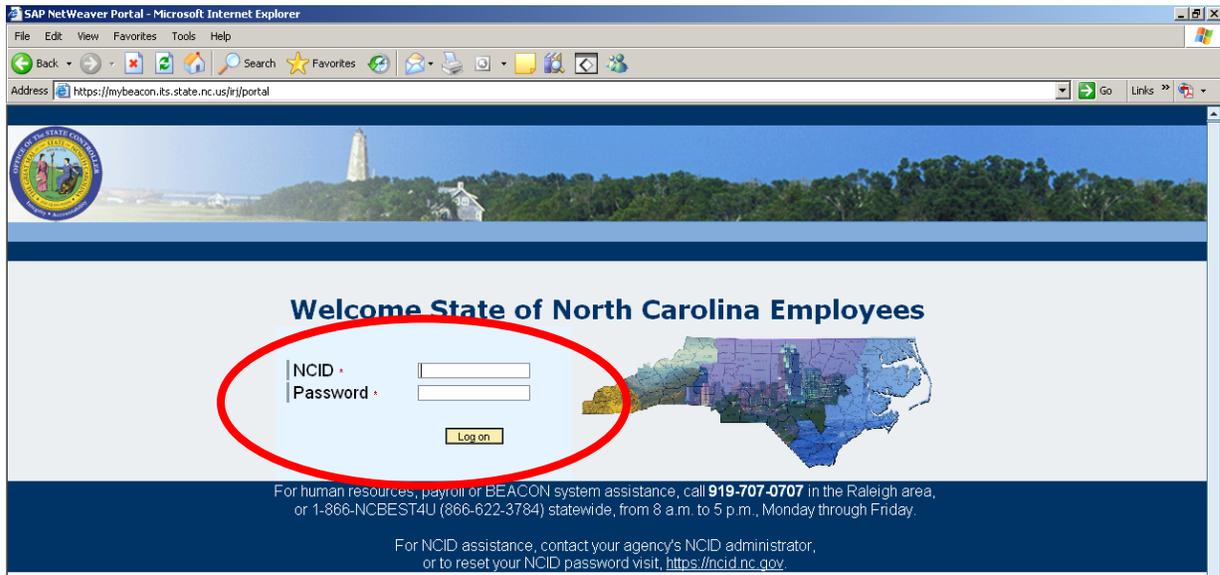
Also, Pay Statements will no longer show leave balances. You can view leave balances in ESS under **Quota Overview** in the **My Working Time** section.

If you have questions about using ESS, please refer to your facility HR representative before contacting BEST Shared Services.

Instructions for Getting to Employee Self Service (ESS):

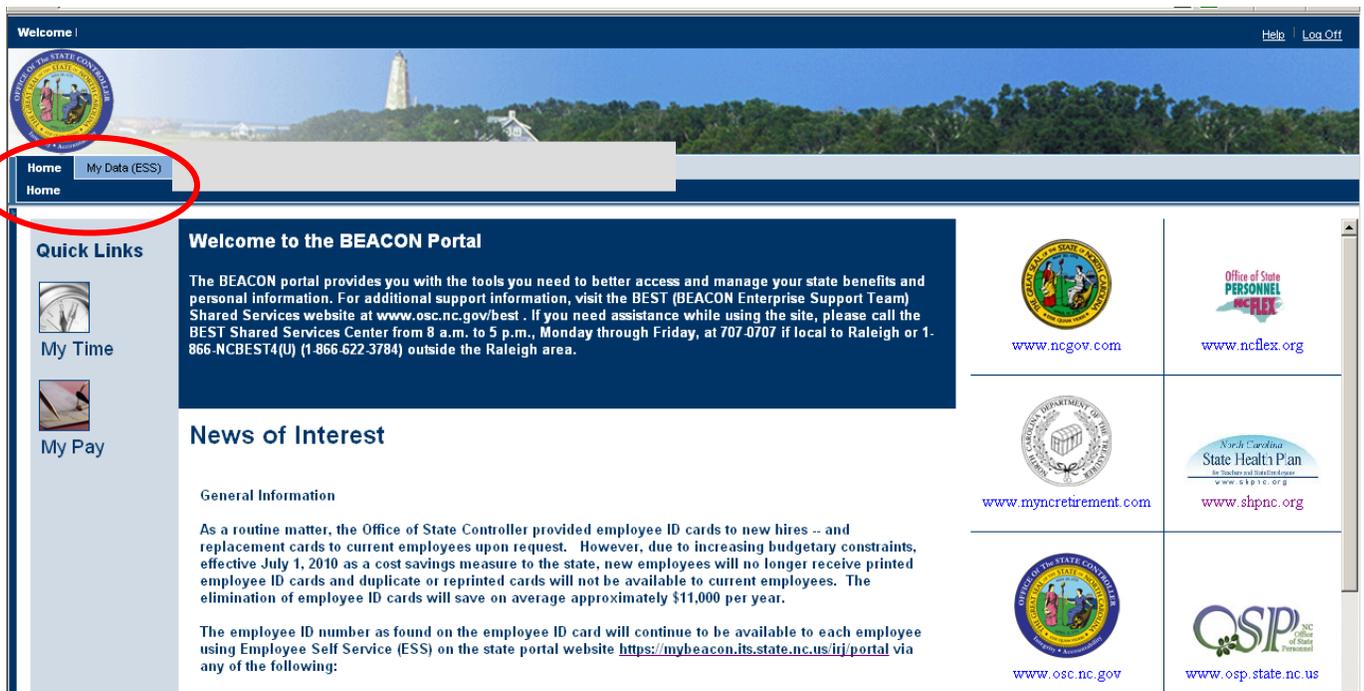
1. Log onto the Employee Self Service (ESS) website at <https://mybeacon.nc.gov>.
2. Enter your **NCID** and **Password** and press **ENTER** or click on the **Log On** button.

NOTE: When you log in for the first time you will be required to validate your NCID with your social security number and date of birth information.



3. The Beacon Home Page will display.

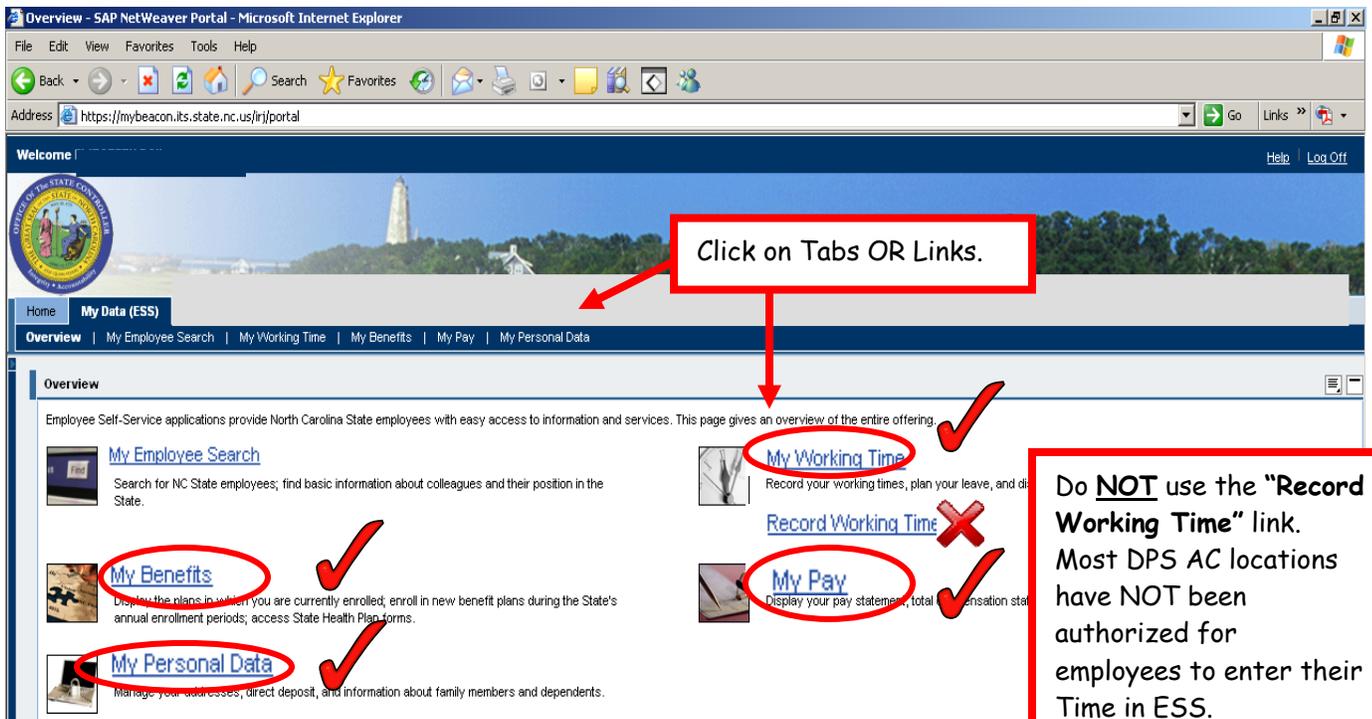
NOTE: All employees will have a “**Home**” and “**My Data (ESS)**” tab on their Beacon Home Page. Some employees may have more tabs available on their screen, depending on their work responsibilities.



4. Click on the "My Data (ESS)" tab to access your Employee Self Service screen.



5. The ESS Overview screen will display.



Overview - SAP NetWeaver Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://mybeacon.its.state.nc.us/irj/portal>

Welcome | Help | Log Off

Home | **My Data (ESS)**

Overview | My Employee Search | My Working Time | My Benefits | My Pay | My Personal Data

Overview

Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.

[My Employee Search](#)
Search for NC State employees; find basic information about colleagues and their position in the State.

[My Benefits](#)
Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's annual enrollment periods; access State Health Plan forms.

[My Personal Data](#)
Manage your addresses, direct deposit, and information about family members and dependents.

[My Working Time](#)
Record your working times, plan your leave, and display your working time history.

[Record Working Time](#)

[My Pay](#)
Display your pay statements, total compensation statements, and other pay-related information.

Do **NOT** use the "Record Working Time" link. Most DPS AC locations have NOT been authorized for employees to enter their Time in ESS.

Instructions for Logging Off of Employee Self Service (ESS):

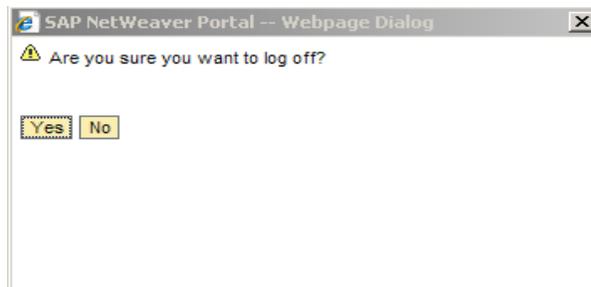
CRITICAL: To protect your information, please be sure to Log Off when you are through using ESS. Failure to properly Log Off may allow other persons to have access to your personal information.

Two Options for Logging Off of ESS:

1. Click in the top right corner of your screen; OR
2. Click "Log Off." You will be asked if you are sure you want to log off. Click "Yes."

The screenshot shows the SAP NetWeaver Portal interface. A red box highlights the two options for logging off. Red arrows point from the 'X' icon in the top right corner of the browser window and the 'Log Off' link in the top right corner of the portal to the corresponding instructions in the red box.

1. To log off of ESS you can click the in the right hand corner of the screen or click the "Log Off" link in the right hand corner of the screen. If you choose to click "Log Off," a pop-up box will display. Click "Yes" to log off.



My Personal Data:

1. Click on the **My Personal Data** link on the overview screen or the **My Personal Data** tab. Below is the **My Personal Data** screen.

Overview | My Employee Search | My Working Time | My Benefits | My Pay | **My Personal Data**

My Personal Data

My Personal Information

[Addresses](#)
NOTE: If you are making an in/out of state change to your permanent residence, please ensure your Tax Withholding Information is also updated.

[Tax Withholding Information](#)
Maintain the information on your W4, NC4, or ETC.
NOTE: If you are making an in/out of state change, please ensure your Address information is also updated.

[Family Member/Dependents](#) ←
Maintain information about your family members or dependents.

[Communication Data](#) | Main work contact telephone number.

Direct Deposit
Read Before Creating Additional Direct Deposit Accounts

[Bank Information](#)
The Office of the State Controller (OSC) will transmit your payment electronically based on the information you have provided. If the payroll transmission fails because you have given incorrect or outdated information, the State can only provide a replacement payment AFTER a refund from the financial institution has been received. It is important that you provide correct account and bank routing numbers if you change banks or account numbers. The OSC has the right to retract and correct payments, as necessary.

My Personal Information - Help
[ESS/MSS Online Help](#)
Use this service to access the BEACON Online Help documentation. Learn how to change your address, tax withholdings, add/update family members, and enter direct deposit information.

Welcome to the **My Personal Data** workset!

Family Member/Dependents:
Remember to add beneficiaries here before you can assign them to your NCFlex benefits under **My Benefits**.

Links on My Personal Data	What you can do:
Addresses	You can update your Permanent Residence, Mailing Address, and Emergency Contact information. Please note if your mailing address is different than your Permanent Residence (physical address), you must enter each address in the appropriate section in ESS . The State Health Plan draws their information from the Mailing Address Section in Beacon. The Permanent Address ties in with your tax withholding information. Also note Line 1 and Line 2 are limited to 32 characters. If you enter more than 32 characters, you will receive an error message stating, "Both Address Line 1 and Line 2 are limited to 32 characters. Please abbreviate when possible (Rd.; St.; etc.)"
Tax Withholding Information	You can update your federal and state tax withholdings.
Family Member/Dependents	You can add or remove dependents. This is where you would also add your NCFlex beneficiaries so they can be assigned to a benefit plan.
Communication Data	Your work phone number and email will be updated automatically. You will not need to update.
Bank Information	You can update your banking information (change bank accounts, add banks, etc.): <ol style="list-style-type: none"> 1. Changes can only be made effective the 1st day of a pay period (i.e. this means the first day of the month for those paid monthly). If you happen to be making the change on the 1st day of the month, choose the "Valid as of Today" button. If it is not the first day of the month when making your change, choose the "Valid as of Future Date" button and enter the first day of the next month. If you are paid bi-weekly, contact your HR representative. 2. When changing bank accounts, make sure your prior account remains open until the next payroll deposit is made and you can verify funds have been deposited correctly. 3. When adding additional bank accounts, please enter a dollar deposit amount instead of using percentages.

Please remember that you are accountable for any changes that you make in ESS so please make sure your banking information is accurate when you make changes.

My Benefits:

My Benefits does not display or allow changes to any agency-specific plans (such as MetLife Dental, Colonial Cancer, etc.). It only displays and allows changes to statewide plans such as the State Health Plan and the NCFlex plans. The website for Supplemental Savings Plans (401k and Deferred Comp) can be accessed from My Benefits.

1. Click on the **My Benefits** link on the overview screen or the **My Benefits** tab. Below is the **My Benefits** screen.

The screenshot shows the 'My Benefits' page with several sections. Red callout boxes provide additional information:

- Adjustment Reason Enrollments:** Links for SHP & NCFlex annual enrollment will appear under Adjustment Reason Enrollments during Annual Enrollment. If you have a **Life Status Change**, please notify your facility HR Rep as soon as possible. The HR Rep will create an Adjustment Reason in Beacon. An Adjustment Reason link will become available for you to make changes to your benefits in ESS. Changes **MUST** be made within 30 days of the Life Event (i.e. date of marriage, date of child birth, etc.).
- My Supplemental Savings Plans:** Links to the 401k and 457 Deferred Comp website where you can make changes to your supplemental savings plans.
- My State Health Plan:** Provides links to SHP forms and to the SHP website.

Links on My Benefits	What you can do:
Adjustment Reason Enrollments	During annual enrollment, you will find links for annual NCFlex and State Health Plan enrollments. In addition, if you have a Life Status Change, an Adjustment Reason link will be available for you to make changes within 30 days from the Life

	Event. You can enroll, terminate, or edit benefits here.
Beneficiary Changes	You can assign beneficiaries to your NCFlex Term Life, NCFlex AD&D, and NCFlex Critical Illness Plans. *Note: Remember beneficiaries have to be added under Family Member / Dependents in the My Personal Data section first.*
Participation Overview	Provides an overview of your benefits.
My Supplemental Savings Plans	This section provides links to the 401(k) and 457 Deferred Comp websites where you can enroll or modify your contributions.
My State Health Plan	Provides links for various State Health Plan forms as listed.

My Time:

Most DPS AC locations have NOT been authorized to enter Time and Leave in ESS. If your work location has not been authorized, please do NOT enter time or leave in ESS as it could adversely affect your pay and leave.

1. Click on the **My Time** link on the overview screen or the **My Time** tab. Below is the **My Time** screen.

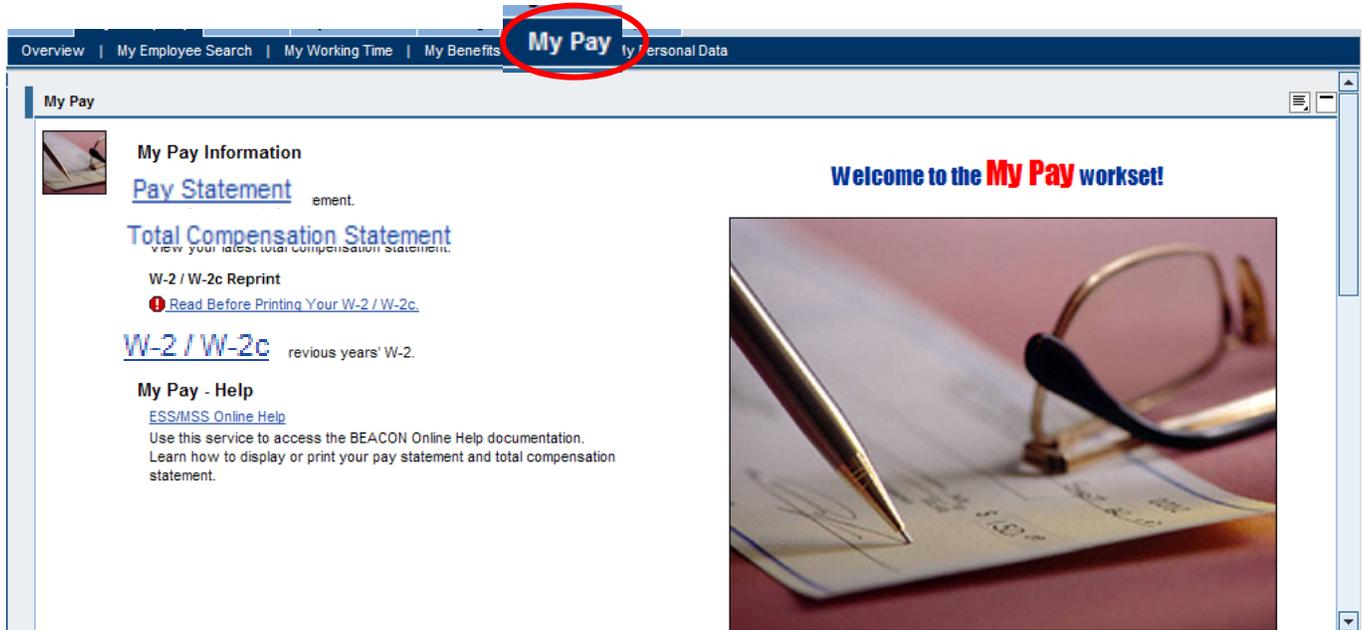
Do NOT use the "Record Working Time" or "Leave Request" links. Most DPS AC locations have NOT been authorized for employees to enter their Time in ESS

State of North Carolina Leave Forms:
Please use the DPS Voluntary Shared Leave Forms found on the DPS website.

Links on My Time	What you can do:
Record Working Time	<i>DO NOT USE UNLESS YOUR LOCATION IS APPROVED FOR ESS TIME.</i>
Leave Request	<i>DO NOT USE UNLESS YOUR LOCATION IS APPROVED FOR ESS TIME.</i>
Quota Overview	You can view your Leave Balances. Note: ESS will only reflect what has been entered and approved in the system.
Voluntary Shared Leave Application Form	Please use the DPS Voluntary Shared Leave Application Form found on the DPS website.
Voluntary Shared Leave Donor Form	Please use the DPS Voluntary Shared Leave Donor Form found on the DPS website.
Advanced Leave Form	Per policy, advanced leave must be approved by management. Please follow your current procedures for requesting leave.
Time Statement for a Chosen Period	You can view your Time Statement which provides a summary of your time for a specific period. You can view information about your working hours and quotas. The time statement defaults to the current date, but prior working period information can be viewed by clicking on "Previous Work Statements." Note: ESS will only reflect what has been entered and approved in the system.

My Pay:

1. Click on the **My Pay** link on the overview screen or the **My Pay** tab. Below is the **My Pay** screen.



Links on My Pay	What you can do:
Pay Statement	<p>You can view and print your Pay Statements. The most current pay statement will automatically display. You can display previous pay statements by clicking “Previous Salary Statements.” To display a list to include all previous pay statements, click “Show Overview.”</p> <p>To print your Pay Statement, click on the  Print icon.</p> <p>Note: Pay Statements will only reflect what has been entered and approved in the system prior to payroll deadline for the month. Information not entered and approved by payroll deadline will show on the next month’s Pay Statement.</p>
Total Compensation Statement	<p>You can view and print your Total Compensation Statement. The Total Compensation Statement displays your general information (name, personnel ID#, original date of hire, agency name, annual salary, etc.). The Payment section includes your Annual Salary information (i.e. Total Base Wage). The Benefits section lists statewide benefits and, if applicable, the amount the State contributes to the Plan. In the Savings Plans section, the amount of the Employer’s Contribution is indicated.</p> <p>Current year information will display. If you choose to view another period, enter the date range you wish to view in the “from” and “to” fields and click on “start.”</p>
W-2/W-2c	<p>You can view and/or reprint your previous years W-2/W-2c forms.</p>

