



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank L. Perry, Secretary

Nancy Lipscomb, Director
Human Resources

May 9, 2016

ADMINISTRATIVE MEMORANDUM: 03-2016

TO: DPS Division Directors and Section Heads

FROM: Nancy Lipscomb, Human Resources Director *NCL*

SUBJECT: BEACON HR/Payroll System - Role Definitions and BEACON Security Access

In 2008, in preparation for the implementation of the BEACON HR/Payroll System, all agencies were required to evaluate their positions with human resource and/or payroll responsibilities in consultation with agency management to determine what BEACON security roles would be assigned to the position. At that time, procedures for evaluating and requesting security changes were implemented.

The Department of Public Safety again went through this evaluation process in 2012 following consolidation, with periodic reviews as further reorganization and realignment of the divisions and sections have occurred. With the continued reorganization, it became apparent that the procedures for evaluating and requesting changes needed revising and distribution to agency management and other pertinent staff to ensure that the BEACON access needed for employees to perform their job responsibilities remained relevant. Therefore, attached please find the DPS Guidelines for BEACON Access and process for submitting security changes. The current DPS Agency Data Owner is Mary Stephenson and the secondary Agency Data Owner is Penney Mizell-Brooks.

Should there be any questions regarding this information, please do not hesitate to contact Ms. Mary Stephenson in the Human Resources Office.

NL:MKS

Attachment: DPS Guidelines for BEACON Access

Cc: Secretary Frank L. Perry	Commissioner W. David Guice
Commissioner Gregory K. Baker	Colonel William J. Grey, Commander of the SHP
Gregory A. Lusk, Adjutant General	Janie Sutton, Director of SBI
Deborah L. McSwain, General Counsel	Pamela Walker, Communications Director
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