MANAGING PERSONNEL ACTIONS IN NCVIP

Employees will transfer within the agency and state government throughout the performance cycle. This movement will require updates to the employee's record in NCVIP to accurately reflect their performance throughout the entire cycle.

Releasing Manager

Update progress and add comments on all goals prior to the action being worked in Beacon. See job aids here for adding comments and updating progress:

If the action is worked in Beacon prior to progress and comments being updated, complete HR Form 560 and forward to your HR Rep and to the receiving work unit.

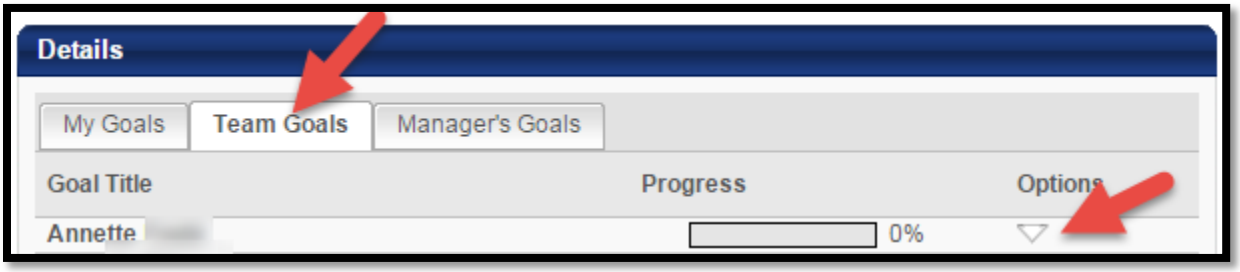
Receiving Manager

Once the action is worked in Beacon to place the employee in the new position the employee will have duplicate sets of goals—goals from their former position and goals for their new position. If they are new to DPS they will also receive a new work plan task. If their movement was internal to DPS they will not receive a new work plan task, simply new goals for their new position. The steps below should be taken **PRIOR** to any work plan task launch in the system.

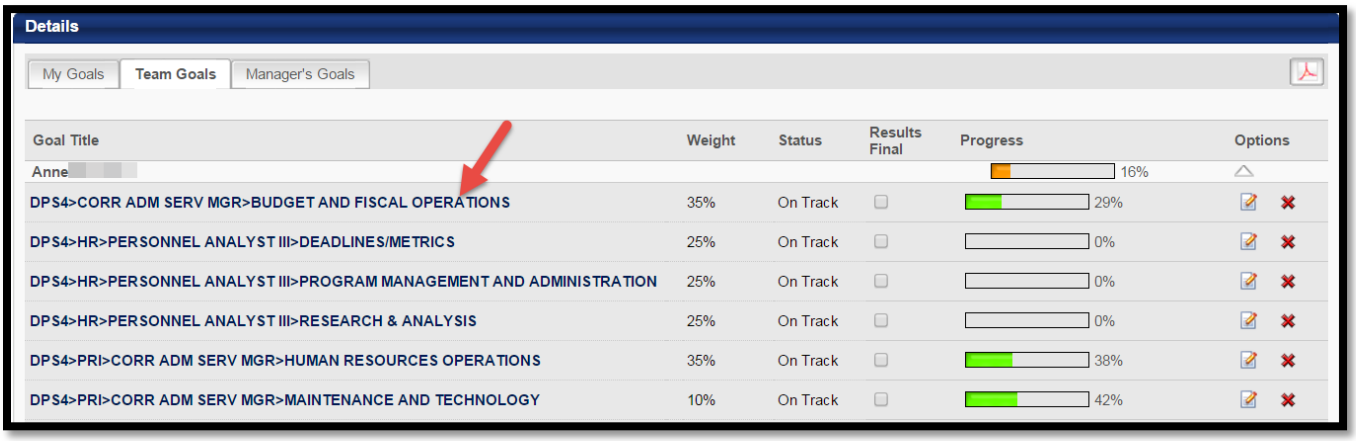
Steps you should take:

1. Review all goals by going to **PERFORMANCE** > **GOALS**

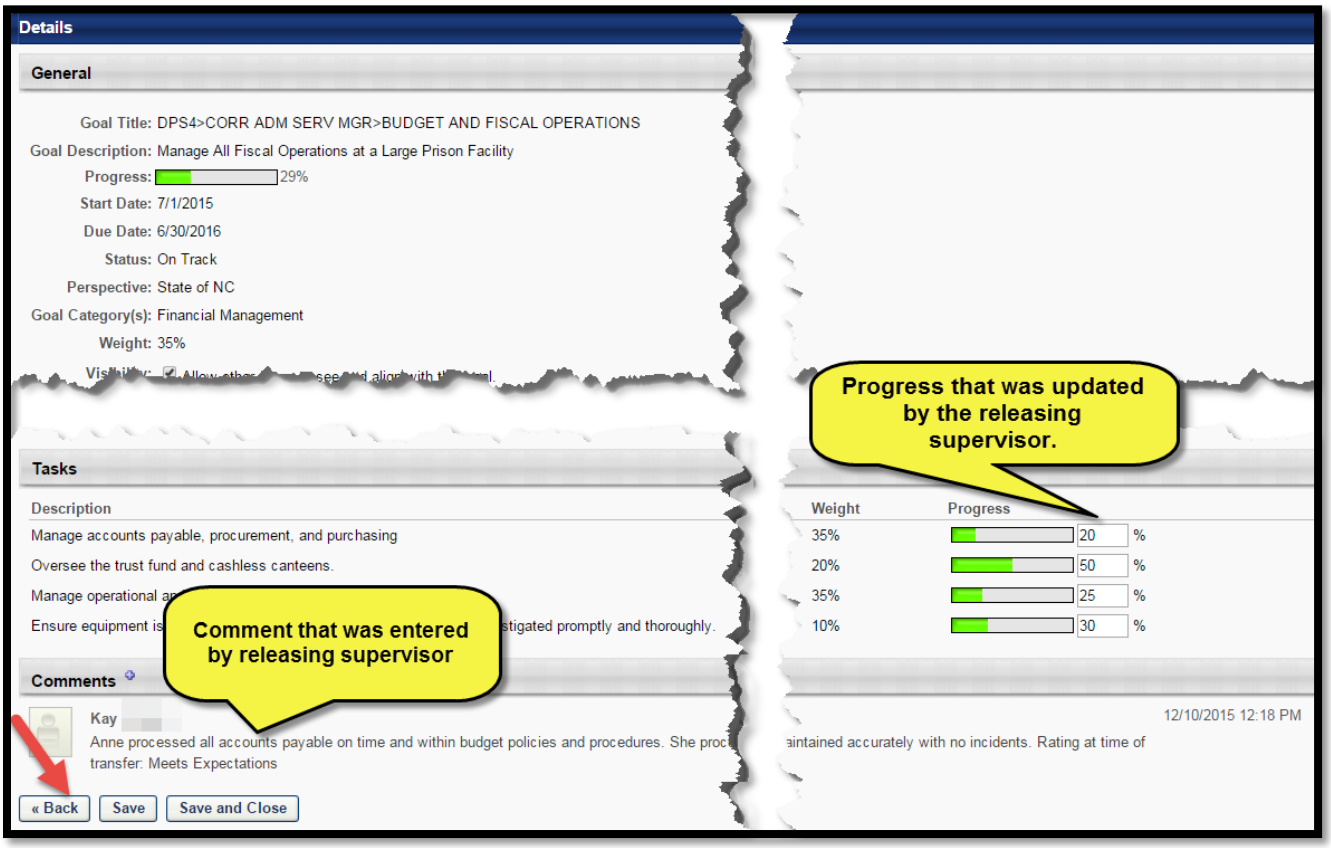
2. Click on **TEAM GOALS**. Then select the dropdown arrow, under **OPTIONS** by the new employee.



3. Select one of the goals from the employees former position

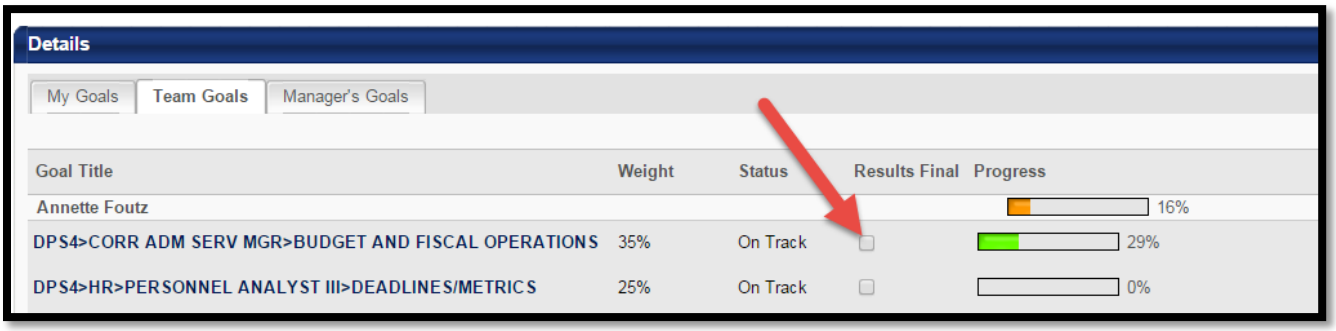


4. You can review any progress and comments entered by the releasing supervisor on the employee's performance of their previous position goals and tasks.



Once you have reviewed the comments and progress that was entered by the releasing supervisor click **BACK** (red arrow) at the bottom of the screen.

5. Mark the **RESULTS FINAL** box for the former goal you just reviewed.



By marking the results for the former goals final this goal is now locked and no edits, comments, or attachments can be made to this goal by the employee. It will be visible at the launch of the interim and annual performance appraisal task however.

6. Do the same for all of the former goals for this employee.

Note: Employees who have changed positions throughout the performance cycle will have goal totals that exceed 100%.