



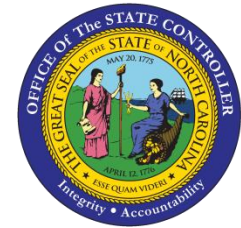
OSC HR/Payroll Change Control Board

Wednesday, October 6, 2010

Agenda



Agenda Item	Speaker(s)	Duration
Management Update	Jim Dolan	15 min
6 Month Roadmap	Anita Ward	5 min
BEST Shared Service Performance Metrics	Herb Henderson	5 min
Public Information Reports	Drake Maynard	10 min
Release 2, 2010 Update	Libby Williams	10 min
BI Time Reports Pilot Results & Roll-Out Plan	Kathy Lagana	5 min
Release 1, 2011 Plan	Libby Williams	10 min
BREAK		10 min
SAP GUI 7.20 Roll-Out Plans	Jim Tulenko	10 min
Other Topics	Libby Williams	15 min
CCB Metrics Review	Libby Williams	15 min
Next Steps & Wrap-up	Libby Williams	10 min
Total		2 hr 0 min



Management Update

- Year in Review
- 2011 Outlook
- 2010 OSC HR/Payroll Training Statistics

Training Delivery	Attendance
Traditional Classroom Training	1654
Virtual Training	494
Web-Based Training	2674
Total	4822

} 84 no-shows = 4%

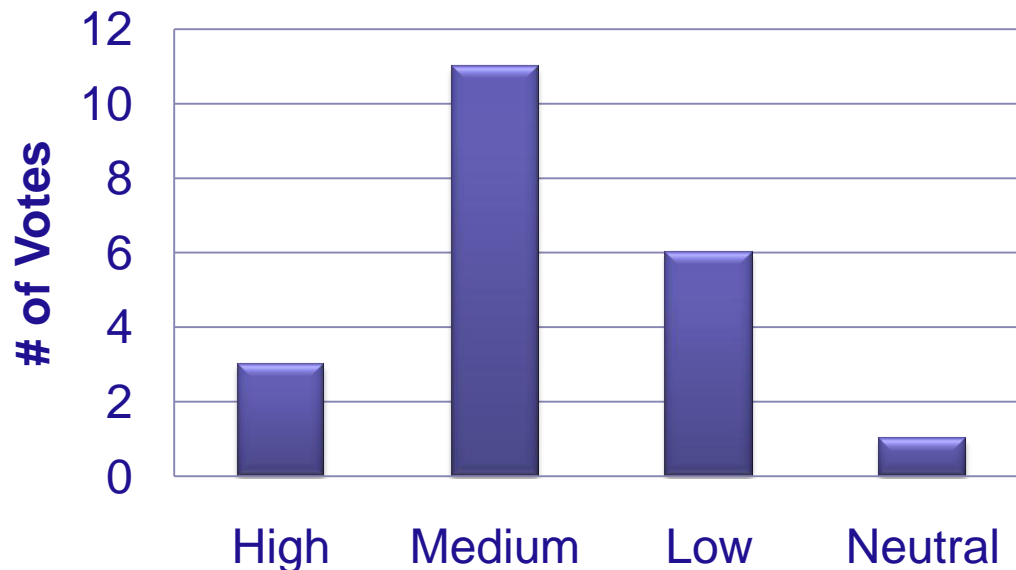
- Updates
 - ESS warning for hours entered less than work schedule rule
 - Direct Deposit for separated employees final paycheck (in lieu of paper check)



Update #1: ESS Time Warning Message

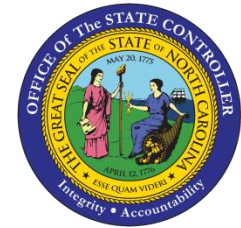
- Request to provide a warning message in ESS if number of hours entered is less than the work schedule rule.

ESS Warning Message Priority

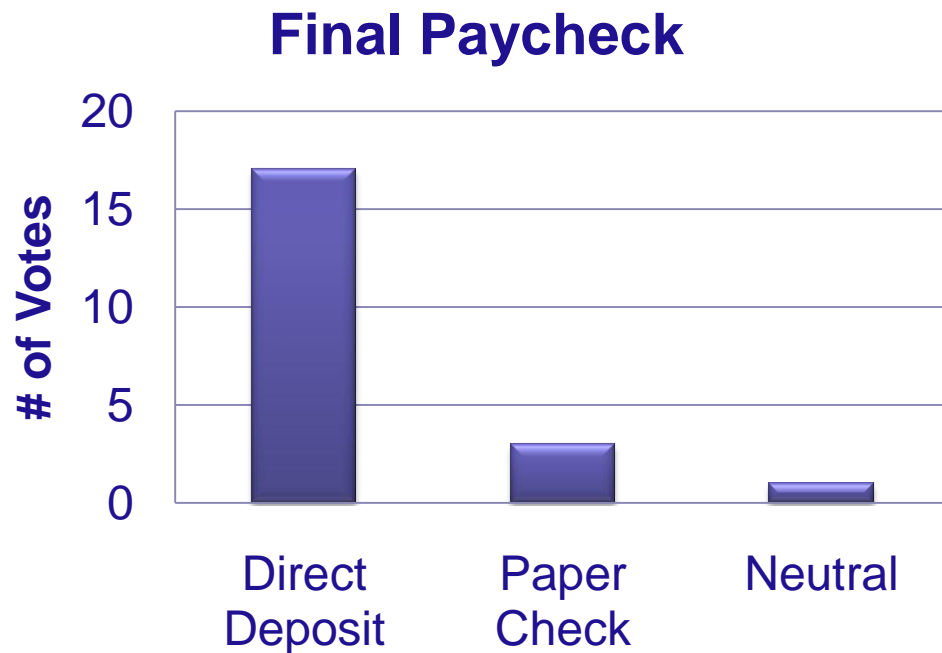


- Positives:
 - Change will help users (8)
- Concerns:
 - Change will confuse EE's (6)
 - Users will ignore warning (1)

- Conclusion: Mixed feedback; will remain on list for future prioritization.

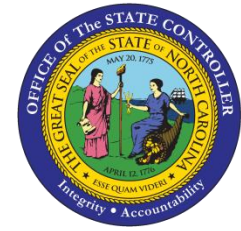


Update #2: Direct Deposit for Separated EE's Final Paycheck



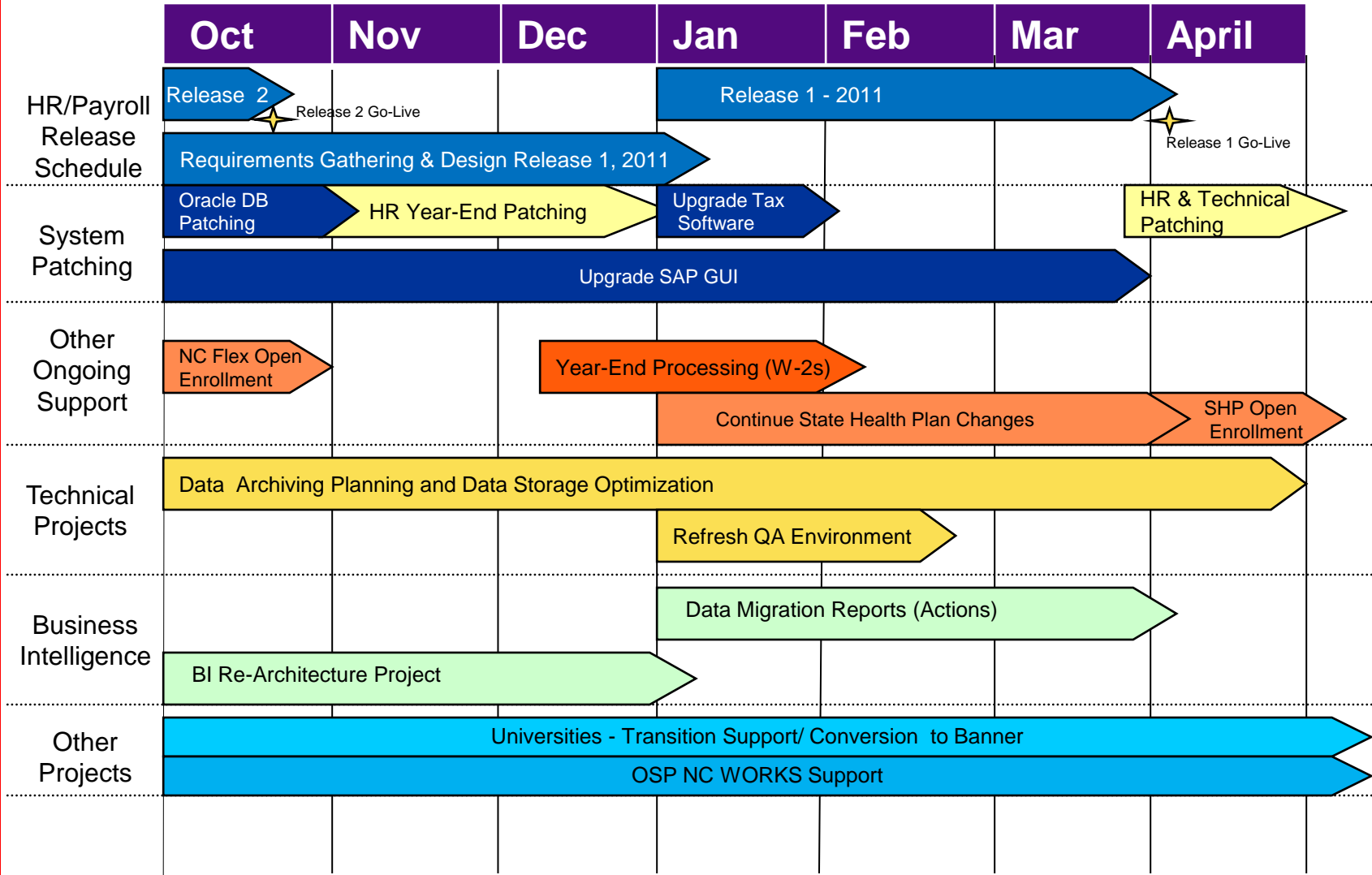
- Positives:
 - Eliminates issue of checks going to incorrect addresses
 - Eliminates lost and late checks
- Concerns:
 - Lose ability to hold, change, or stop checks
 - Exit interview procedures must be updated to ensure EE's know paycheck will be direct deposited; change needs to be well communicated to EE's

- Conclusion: Move to direct deposit; Remains to be scheduled for a release.



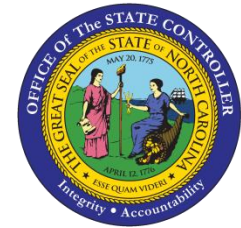
Upcoming Projects – 7 Month Plan

10/08/2010 – 04/30/2011



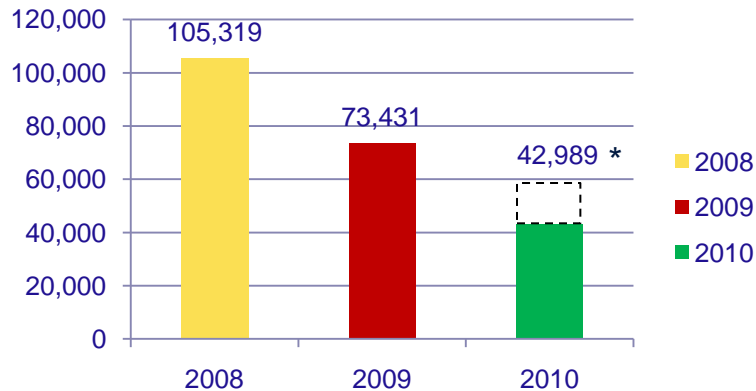


BEST Shared Services Performance Metrics

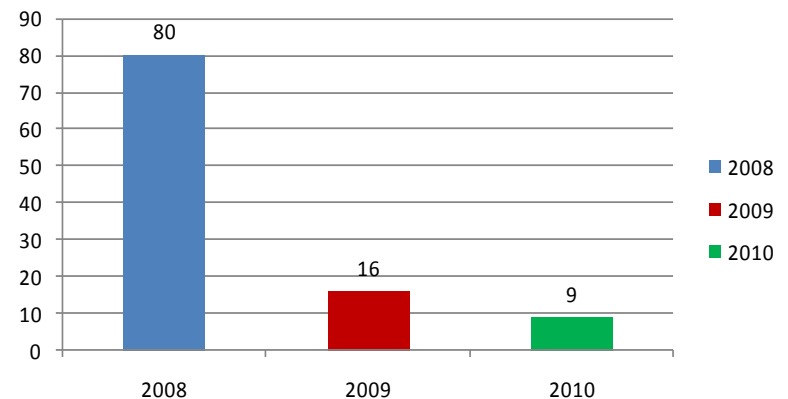


Performance Metrics - Internal BEST Statistics

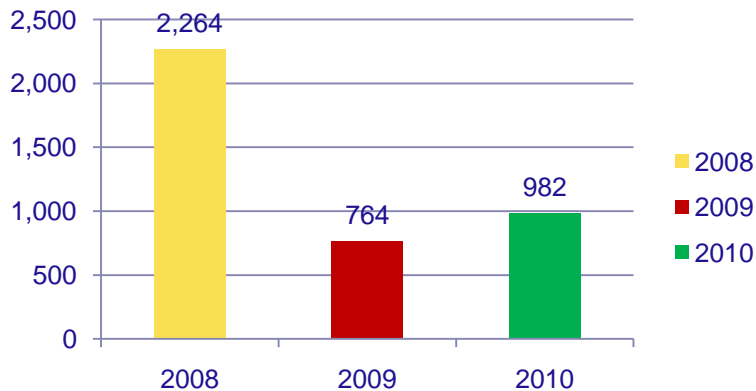
Call Volume



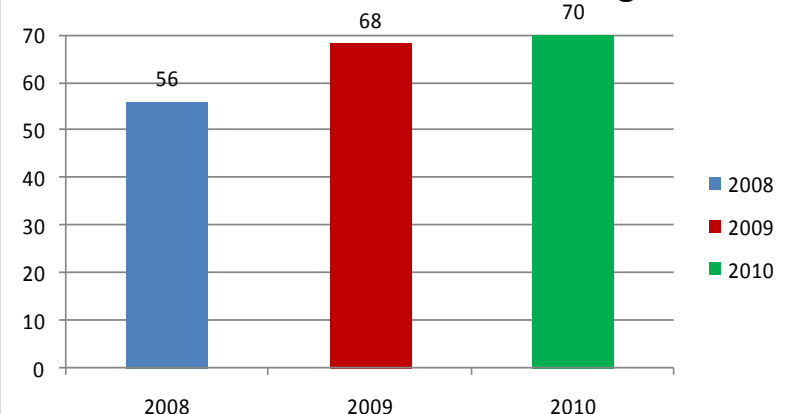
Time to Answer in Seconds



Open Tickets at Year End

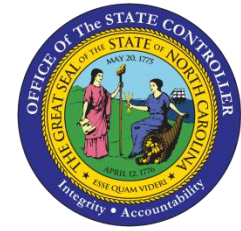


First Call Resolution Percentage

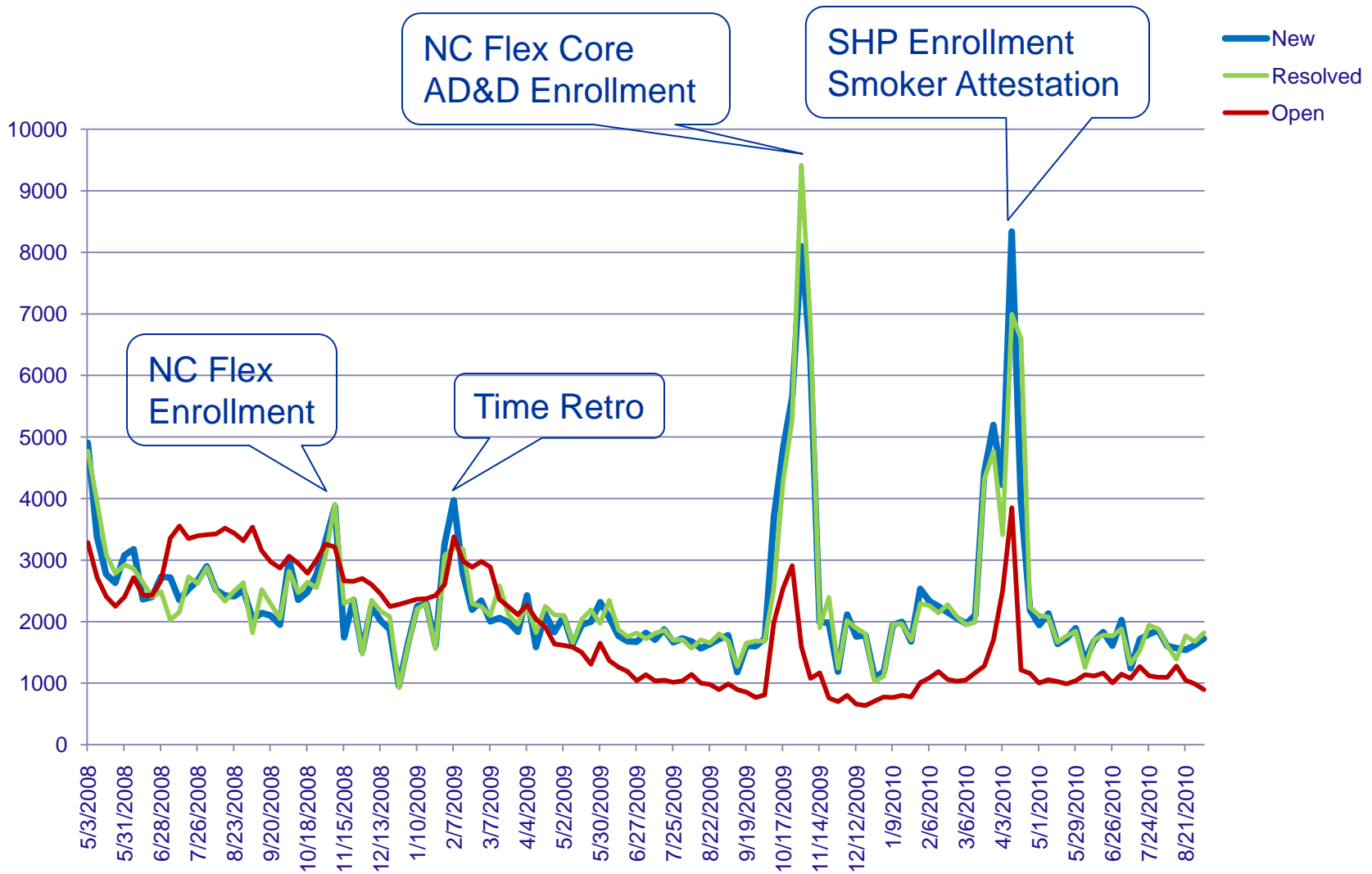


http://www.osc.nc.gov/BEST/support/OSC_ERP_Monthly_Stats.xls

* 2010 data is current as of 9/21/2010



Weekly Comparison of New, Resolved, Open Tickets May '08 through Sept 4 '10





Public Information Reporting





What remains the same?

The following items REMAIN employee public information:

- name
- age
- date of original employment or appointment to the State service
- the terms of any contract by which the employee is employed
- current position title
- current job title



What is different?

Effective October 1, 2010:

- The salary history of current and former employees will be public information.
- The date and type of a variety of personnel transactions (current and historical) will be public.
- The general reasons for promotions will be public.
- The letter of dismissal will be public information.



BI Public Information Reports

- BO155 - Current Public Info w/Last Action [revised]
- BO150 - Lookup Report/BEACON [new]
- PO150 - Lookup Report/PMIS [new]
- BP007 - Public Information - Individual employee (current and historical) [new]
- BEACON deactivated reports B0048 and BOO48F

Questions ?

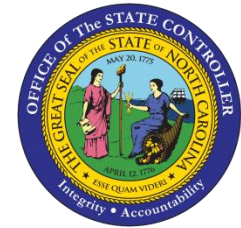


Release 2, 2010 Update



Release 2 - Key Dates

- Communication to agencies on Tuesday, October 12, 2010
- Available on Monday, October 18, 2010



Release 2, 2010 - OM

Type	Deliverable	Notes
✓	Workflow Validations based on Infotype status	System will stop new workflow from being created if there is an existing one already in process for the same position; Will prevent PCR's from getting "stuck" in the system.
*X	Vacancy posting text 16 line limit notification	No viable solution.

* Agency Request Submitted through CCB

✓ In release as promised

X = Didn't make release

☺ = Added to release



Release 2, 2010 - PA

Type	Deliverable	Notes																																
☺	Add and Change Text on IT0001 Contract Field	<table border="1"> <thead> <tr> <th>Contract</th> <th>Contract text</th> </tr> </thead> <tbody> <tr><td>M1</td><td>MedCare EE Elig</td></tr> <tr><td>M2</td><td>MedCare CH Elig</td></tr> <tr><td>M3</td><td>MedCare EE&CH</td></tr> <tr><td>M4</td><td>MedCare SP Elig</td></tr> <tr><td>M5</td><td>MedCare EE&SP</td></tr> <tr><td>RE</td><td>Ret Ex from Lmt</td></tr> <tr><td>R0</td><td>Ret Non NC Gov</td></tr> <tr><td>RS</td><td>Ret Sub to Lmt</td></tr> <tr><td>S1</td><td>SHP Full EECost</td></tr> </tbody> </table>	Contract	Contract text	M1	MedCare EE Elig	M2	MedCare CH Elig	M3	MedCare EE&CH	M4	MedCare SP Elig	M5	MedCare EE&SP	RE	Ret Ex from Lmt	R0	Ret Non NC Gov	RS	Ret Sub to Lmt	S1	SHP Full EECost												
Contract	Contract text																																	
M1	MedCare EE Elig																																	
M2	MedCare CH Elig																																	
M3	MedCare EE&CH																																	
M4	MedCare SP Elig																																	
M5	MedCare EE&SP																																	
RE	Ret Ex from Lmt																																	
R0	Ret Non NC Gov																																	
RS	Ret Sub to Lmt																																	
S1	SHP Full EECost																																	
☺	Change IT0041 Last Day Worked Default	<p>Default was effective date on the PCR; instead make it Last Day Worked on from PCR</p> <table border="1"> <thead> <tr> <th colspan="2">Date Specifications</th> <th colspan="2">Date Specifications</th> </tr> <tr> <th>Date type</th> <th>Date</th> <th>Date type</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Original Hire Date 07/08/2002</td> <td>02</td> <td>Agency Hire Date 07/08/2002</td> </tr> <tr> <td>04</td> <td>Judicial Anniv Date 07/01/2002</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>03</td> <td>Last Day Worked 07/23/2010</td> </tr> </tbody> </table>	Date Specifications		Date Specifications		Date type	Date	Date type	Date	01	Original Hire Date 07/08/2002	02	Agency Hire Date 07/08/2002	04	Judicial Anniv Date 07/01/2002																	03	Last Day Worked 07/23/2010
Date Specifications		Date Specifications																																
Date type	Date	Date type	Date																															
01	Original Hire Date 07/08/2002	02	Agency Hire Date 07/08/2002																															
04	Judicial Anniv Date 07/01/2002																																	
		03	Last Day Worked 07/23/2010																															

*** Agency Request Submitted through CCB**



Release 2, 2010 - PA cont.

Type	Deliverable	Notes
😊	Grant security access to Agency Funding Approvers to run report ZPAR012: <i>Compare Annual Salary vs Budgeted Salary</i>	Currently, must have OSC HR/Payroll FI owner run report.
*X	ITS interface - Employee Email Directory	This may be delivered in 2011. Pending receipt of requirements.

* Agency Request Submitted through CCB



Release 2, 2010 -Time

Type	Deliverable	Notes
* ✓	Create mechanism to prevent changes to CAT2 records prior to a specified date	<p>CAT2 and ESS will now look at the payroll wall (found on IT0003 – Earliest Personal Retroactive Accounting date) and a hard error message will display if the entry or change is prior to the payroll wall date. As of Oct. 18, CAT2 records prior to 01/01/2010 cannot be modified without call BEST to take down wall.</p> <p>Agencies will need to follow the same process for the time wall they currently use when they have an issue with the payroll wall.</p>
* X	Add warning message when changing CATS record tied to an FMLA Event	<p>Major development effort;</p> <p>NOTE: May create a BI report to show absences related to FMLA – TBD.</p>

* Agency Request Submitted through CCB

✓ In release as promised

X = Didn't make release

☺ = Added to release



Release 2, 2010 - BI & Security

Type	Deliverable	Notes
* ✓	Release BI Time Reports	Twelve BI Time Reports will be released.
😊	Delimit Security Roles on Vacant Position	Only delimiting security roles that require training. All other security roles will remain on position.

*** Agency Request Submitted through CCB**

✓ In release as promised

X = Didn't make release

😊 = Added to release



Pre-Released

Date	Area	Deliverable
May	PA	PA workflow Reminder Message to complete other steps (PA30/PA40)
Sept	PA	Employee Address Lines 1 and 2 have been changed to allow entry of only 32 characters in both ESS and the core system
Sept	*PA/BI	B0043: Employee Turnover from State Government has been modified to display the data by quarters or months. Also, report has been updated to correctly display the veteran status information
Sept	*PA/BI	Add DOB for B0095-1 and B0037
Sept	*PA/BI	Add "age" on B0035 and B0033 reports
Sept	*PA/BI	B0157: Verify Employment will have free characteristic Pos Pay Level added
Sept	PA/BI	Modified BI reports B0039 & B0119 to have license and education info follow user records to other agencies
Sept	PY	In ESS, adding and changing users' other bank details will be simpler
Sept	Time	Length of Service corrections impacting ~5200 employees
Sept	Time	Military Leave adjustments and corrections impacting ~450 employees
Oct	BN	NC Flex Annual Enrollment Changes
Oct	PA/BI	Public Information Reports

* Agency Request Submitted through CCB



BI Time Reports






New Reports Tab and Menu

Home | My Data (ESS) | My Staff (MSS) | SAP GUI | **Reports** | My Documents

Welcome | Personnel Admin | Organization Mgmt | Benefits | Cost Center | **Time** | PMIS Data | Agency Metrics

Detailed Navigation

- ▼ VSL
 - B0211: VSL Eligibility
 - B0212: VSL Donations by Receiver
 - B0214: VSL Donations by Donor
- ▼ CATS
 - B0208: Late Approvals
 - B0209: Late Timesheets
- ▼ Compensation Aging
 - B0202: Comp Time Aging
- ▼ Quota
 - B0201: Quota Balances with Estimated Cost
 - B0203: Time Overview by Employee & ZTCSSO_CALDAY&
 - B0204: Total Timesheet Exceptions (CATS vs. 2001/2002)
 - B0205: Time Leveling Exceptions
 - B0206: Holiday Activity & ZTCSSO_CALDAY&
 - B0207: Time Entry Other Than 9300 On Specified Holiday



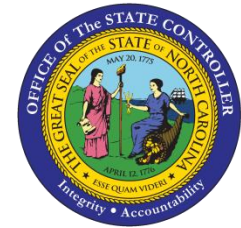
Today

There are 12 1



Pilot Results

- Low Usage of Reports – shown both in statistics and self reporting
- Performance Trade-off decisions made
 - Quota Reports data limited to current month + prior 3 months
 - Data uploads Wed and Saturday mornings
- No separate BI Time Report training class requested
 - current monthly general BI class plus BEACON Help website Job Aid deemed to be sufficient resources
 - Job-Aid:
http://help.mybeacon.nc.gov/beaconhelp/BI%20Reporting/pdf_BI-Time%20Training.pdf



Pilot Results cont.

- Different security approach adopted: access is by Report Folder, not a role
 - One time exercise to accept excel user list until October 4
 - After October 4, Security Change Request form must be used

Agencies Submitted Security Requests	
Agriculture	DOJ
Auditor's Off	DOT
Board of Elections	ITS
CCPS	NCEL
Commerce	NCSSM
Commerce Banking	OAH
DCR	OSBM
DENR	OSC
DHHS	OSP
DOA	SOS
DOC	Treasurer
DOI	WRC

Red = Agencies in pilot will keep security access



Next steps

- Monitor usage of reports after go-live
- No plans for further BI time reports in 2011
- All questions or issues regarding BI Time Reports should be submitted to BEST

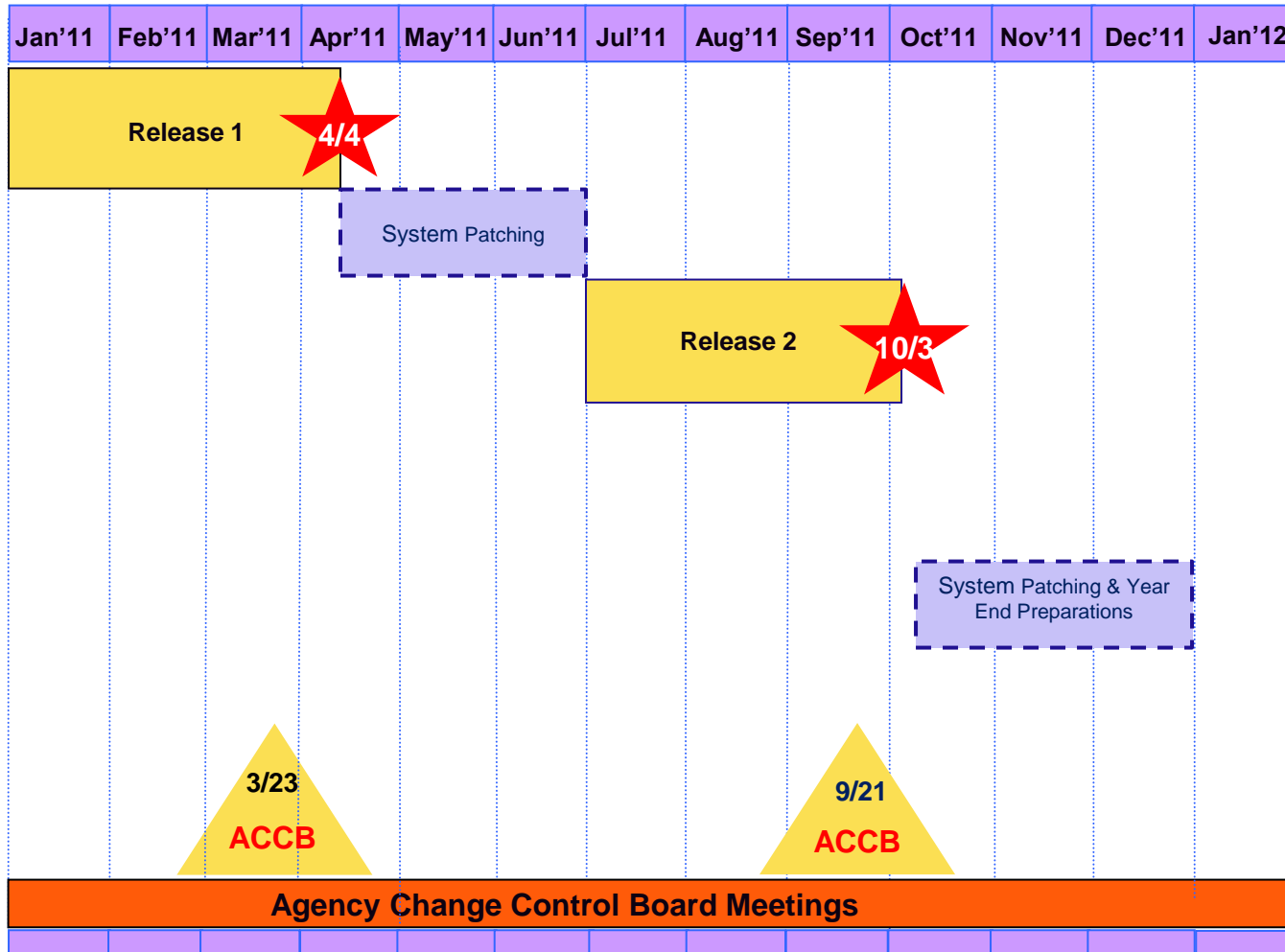


Release 1, 2011 Plan



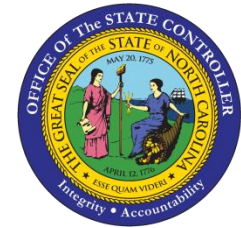


Planned Releases for 2011



NOTE:

There will be instances where bug fixes, or enhancements will go in the system on dates other than the release dates; we'll take these on a case by case basis.



Release 1, 2011 – PA

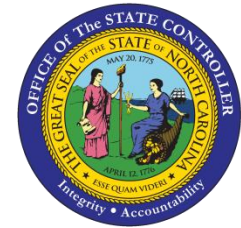
Type	Deliverable	Notes
E	PCR Logic	Change PCR logic to not allow same action, same reason and effective date for more than one PCR at the time.
*N	ITS Employee Directory	Provide EE Name, Agency, Phone, and Email to State Employee Portal Directory; pending receipt of req'mts.
*N	Data Migration Action Reports	Combine PMIS and SAP actions history into a single report

*** Agency Request Submitted through CCB**

BF = Break Fix

E = Enhancement

N = New Functionality



Release 1, 2011 – OM

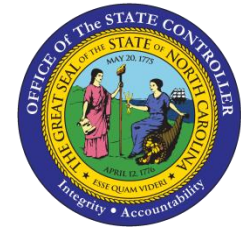
Type	Deliverable	Notes
E	OrgPlus to read from position settings	OrgPlus should read from the position settings rather than employee settings (i.e. org chart will indicate a part-time position based on the position setting and not the employee setting).
E	Create Agency and Division breakdown	Agency and Divisions will be added to OM Org Structure; required for vacancy postings.

*** Agency Request Submitted through CCB**

BF = Break Fix

E = Enhancement

N = New Functionality



Department/Division example

Cryptic

Environment Natural Resources



Website: www.enr.state.nc.us/

Position: Marine Fisheries Technician II
Working Title: Marine Fisheries Technician II
Vacancy Number: 60032716
Salary Grade: 62
Salary Range: \$28484 - \$43576
Hiring Range: \$28484 - \$28484
Department: Environment Natural Resources
Division: ENR SO ASNR DMF DO DDO FISH CO Elz City5
Type of Appointment: Perm Full-Time
Location: Elizabeth City
Posting Date: 09/28/2010
Closing Date: 10/11/2010
Number of Positions: 1

Simple

DEPARTMENT OF CORRECTION



Website: www.doc.state.nc.us

Position: CORRECTIONAL OFFICER
Vacancy Number: 4540-1000-0090-037
Salary Grade: 62
Salary Range: \$27309 - \$43576
Department: DEPARTMENT OF CORRECTION
Division: PRISONS
Type of Appointment: Perm Full-Time
Location: PASQUOTANK
Posting Date: Continuous Posting
Closing Date: Continuous Posting
Number of Positions: 1



Release 1, 2011 – Other

Type	Deliverable	Notes
E	BN: State Health Plan Changes	Includes BMI enhancement
E	Time: CATS Transfer Error Report	Will automate the processing and distribution of the CATS error report. These errors have to be sent to the agencies for correction.
BF	Time: Holiday Processing issues	Various situations can cause holiday comp quota to be populated incorrectly.
BF	PY: W4 Changes in ESS	When user changes W4 exemption status in ESS, system is capturing time period incorrectly.
N	FI: Compensated Absences	-Update LEORS and TSER calculations in compensated absences report (DOT, Boards) -Working with NCEL for further accounting changes

*** Agency Request Submitted through CCB**

BF = Break Fix

E = Enhancement

N = New Functionality



SAP GUI 7.20 Roll-Out Plans



SAP GUI Update

- “SAP GUI” is the application launched from the BEACON Portal for Core Users (mainly HR and Payroll personnel) to access the back end of the HR/Payroll system
- This application actually resides on your PC or laptop (much like Word, Excel, etc)
- In order to support Internet Explorer 8.0, Windows 7 or Office 2010, we need to upgrade to a new version of SAP GUI (Version 7.2). We have been using Version 7.1 since go-live. Additionally, SAP will stop supporting Version 7.1 in April, 2011
- Version 7.2 has a slightly different look and feel than 7.1 (the “SAP Signature Theme”)



SAP GUI Update (continued)

Version 7.1 (“Enjoy Theme”)


Version 7.2 (“SAP Signature Theme”)

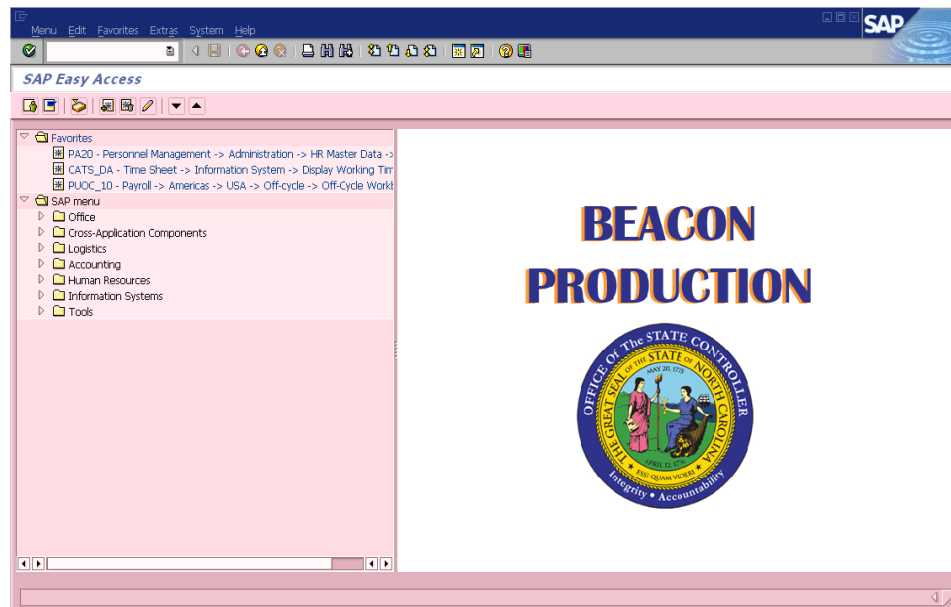
The screenshot displays the SAP GUI interface for Version 7.1, titled "Enjoy Theme". The window title bar shows "SAP" and the SAP logo. The menu bar includes "Menu", "Edit", "Favorites", "Extras", "System", and "Help". The toolbar contains various icons for navigation and actions. The main content area is titled "SAP Easy Access" and features a sidebar with a "Favorites" list and an "SAP menu" tree. The "SAP menu" tree includes folders for "Office", "Cross-Application Components", "Logistics", "Accounting", "Human Resources", "Information Systems", and "Tools". The main content area displays a large graphic with the text "BEACON PRODUCTION" in a bold, blue, serif font. Below the text is the seal of the Office of the State Controller, North Carolina. The status bar at the bottom right shows "SESSION_MANAGER", "be1pa02z", and "OVR".



SAP GUI Update (continued)

If you want to customize the SAP GUI Application:

- Click on the “Customize Local Layout” icon (the  at the top right of the tool bar)
- Choose “options” (first item in the list)
- Pick your theme (you can go back to the “Enjoy Theme” and even change the colors)





SAP GUI Next Steps

- Your agency I.T. departments will need to install Version 7.2 before your Core Users can upgrade their PC's to I.E. 8 or Windows 7. All PC's should be upgraded by April, 2011.
- OSC will provide this version to your agency I.T. departments by the end of October, with instructions on how to install.



Request to Allow Users to Add/Update Cell Phone and Personal Email Addresses in ESS



Change Request - Description

- This request is for the addition of two new employee maintained fields in ESS :
 1. private email address
 2. cell phone number
- This information should be reportable in a BI report and/or I109 file.
- What are benefits and concerns with this change request?

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

My Personal Information

[Addresses](#)
Maintain your addresses.
NOTE: Both address lines 1 and 2 are limited to 32 characters.
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](#)
Display your email address and your main work contact telephone number.

Direct Deposit
[Read Before Creating or Changing Direct Deposit Information](#)

[Bank Information](#)
Maintain your direct deposit and banking 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.





Change Request - Next Steps

- 10/6: Libby to send out email with pro's and con's discussed today
- 10/6 -10/27: Review request with your agency HR for feedback; send any questions to Libby Williams
- 10/27: Send Yes or No vote back to Libby

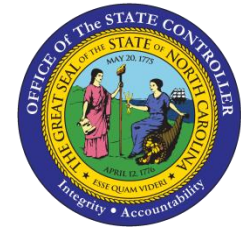


Status of Feb. 2010 Change Request Prioritization Exercise



Status of BI Requests

Priority	Status	Request
1	Done - R1'2010	Create Position History BI Report with budget information (center, funding source, org unit, and more)
2	Done – Sept. 23, 2010	Requesting Date of Birth on <i>B0095-1: Employees by Personnel Area</i> , <i>B0037: Employee Personnel Data</i> for RIF planning and retirement forecasting; <i>B0035: EEO General Demographic</i> , <i>B0033: Employee in graded and non-graded classifications</i> as well. Date of Birth is also needed for investigating employee grievance claims
3	Not scheduled	Add contents of the comments to the reports <i>B0006: Actions by Type</i> and <i>B0051: Disciplinary Warnings</i>
4	Not scheduled	Add SSN and Home Address to <i>B0005: Actions by Month</i> , <i>B0042-1</i> and <i>B0043-1 Employee Separations</i> reports



Status of OM Requests

Priority	Status	Request
1	Not scheduled	We request that a transaction/function be created that would process identical OM actions in mass. Example: o Process 500 OM Position (PO13) setting changes (such as changing comp time payout from 60 to 365 days) effective 6/1/09 for a list of position numbers provided by spreadsheet
2	Decline – no viable solution	The vacancy posting transaction will only post 16 lines of text for each section of the job vacancy (Description of Work; Knowledge; Skills & Abilities, How to Apply) even though a user can type in as much information as he/she wants in those fields. Request to stop the typing allowed once 16 lines are met;
3	Resolved - demo'd in Apr'10	“Organizational Structure” should always be an option on all SAP reports; example: PT_ERL00 does not have this option as a button or a further selection choice.
4	Not scheduled	Show Dual Employment Use of Position; show position as occupied thru PO13, PPOSE, and BI reports
4	Scheduled - R2'2011	Provide ability to post continuous vacancy postings in SAP



Status of PA Requests

Priority	Status	Request
1	Scheduled - R2'2011	1) Request to be able to see change history, delete history 2) if a change is made to an action using the pencil, the history is lost unless a person puts in a comment; need a way to know what the original value that was changed 3) request that Master Data Maintainers have display authorization for deleted infotypes.
2	Not scheduled	Request that a transaction/function be created that would process identical PA actions in mass. Hypothetical Examples: o Process 300 salary increase action of \$500 effective 6/1/09 for a list of personnel numbers provided by spreadsheet o Process 800 position reallocation actions effective 6/1/09 for a list of position numbers provided by spreadsheet
3	Done - Feb'2010	Request that Managers be able to view Monitoring of Tasks (Infotype 19) in MSS.



Status of Payroll Requests

Priority	Status	Request
1	Not Scheduled	This is to request a Beacon Warning Report for excessive and underpayment of total base pay.
2	ORBIT Rewrite - 2011	Several issues need to be fixed with the reporting of retirement information to ORBIT e.g. reporting of the correct effective date, reporting to multiple retirement plans
3	Done - R2'2009	DOJ requesting ability in BEACON to implement deductions to staff members that commute from their home to their duty stations. DOJ does not use vehicles from the DOA Motor Fleet but purchase cars out of our budget; therefore we can not use the existing code in the BEACON system.



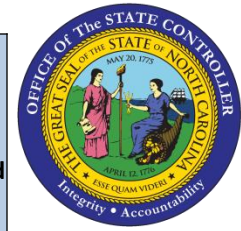
Status of Time Requests

Priority	Status	Request
1	Done - R1'2010	Several requests from supervisors for MSS functionality for them to see the date Comp time was earned and the date that it will expire (be paid out). The leave administrator could look it up individually but it would be extremely time consuming.
2	Done - R1'2010	Request to view Quota Balance Overview for multiple EE's and select the time frame
3	Decline - no viable solution	Error/warning message needed in CAT2/ESS if someone tries to make a change to leave that has been designated or applied to FMLA.
4	Done	CATS_DA needs to show targeted and real hours. NOTE: BEACON will provide access to CATC transaction for time admins, time approvers, and display time users to see this information.
5	Done - R2'2010	Lock down CAT2 2008 dates so changes can't be made before the wall is brought down
6	Decline but see *NOTE	Push codes should override the work schedule rule on a scheduled work day. If this is not possible, the system should give you a hard stop if you try to enter a push code on a scheduled day. *NOTE: BEACON response: will investigate if a warning message can be displayed



CCB Metrics Review

Agency Scorecard

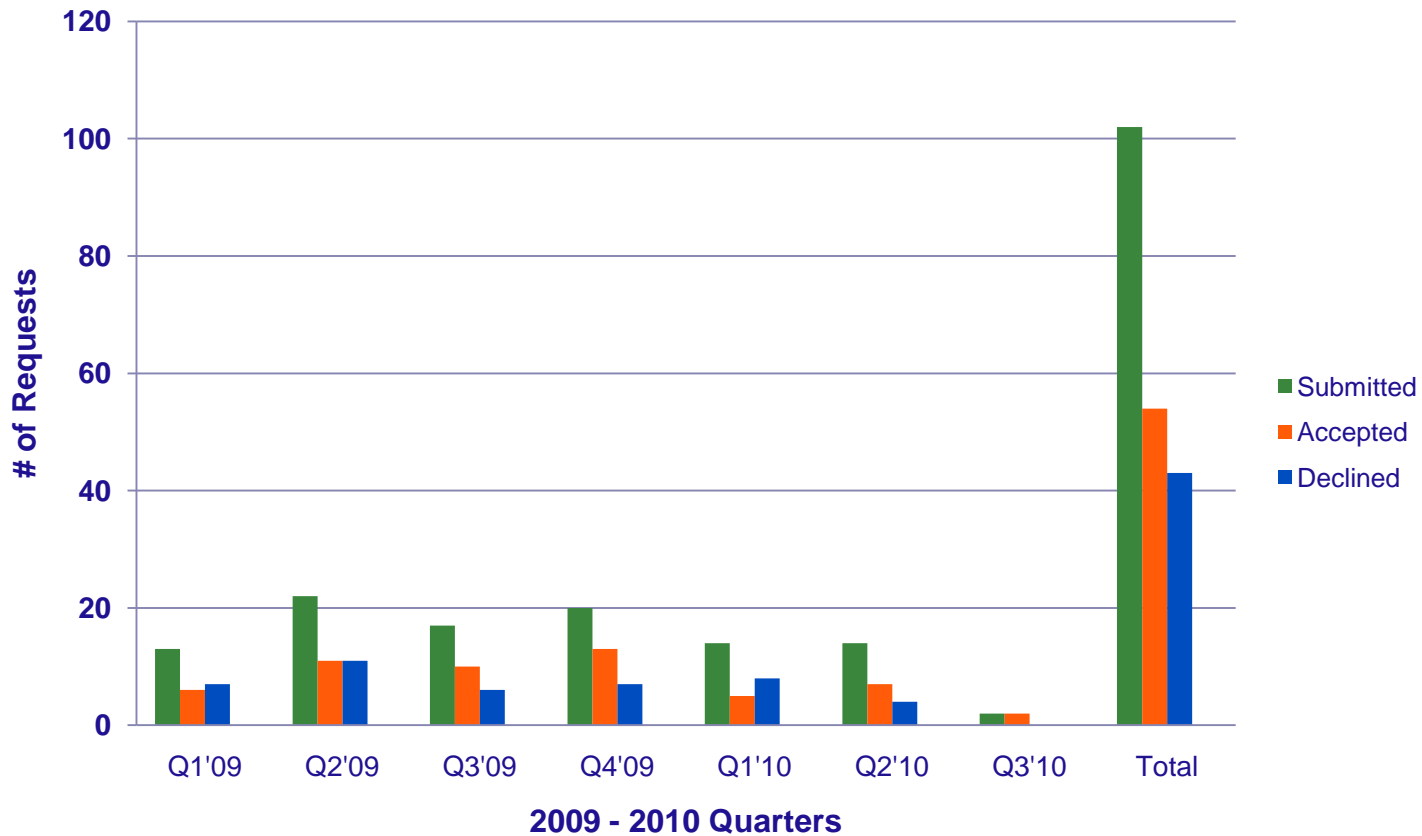


Agency	1/28/09 Kick-off Mtg	4/8/09 CCB Mtg	6/10/09 CCB Mtg	9/9/09 CCB Mtg	11/4/09 CCB Mtg	2/17/10 Prioritiz ation Mtg	4/7/10 CCB Mtg	Attend ance Rate
Agriculture	G	G	G	G	G	G	G	100%
AOC	G	G	G	G	G	G	G	100%
Auditor	Y	G	G	G	G	G	G	86%
CCPS	G	G	G	G	G	G	G	100%
Commerce	R	G	G	G	G	G	G	86%
Corrections	G	G	G	G	G	G	G	100%
DCR	G	G	G	G	G	G	G	100%
DENR	G	R	G	G	G	G	G	86%
DHHS	G	G	G	G	G	G	G	100%
DOA	R	R	R	R	G	G	G	43%
DOI	G	G	G	G	G	G	G	100%
DOJ	G	G	G	G	G	G	G	100%
DOL	G	G	G	R	G	G	G	86%
DOR	G	G	G	R	G	G	G	86%
DOT	G	G	G	G	G	G	G	100%
DPI	Y	G	R	G	R	R	G	43%
Elections	R	G	R	R	R	R	R	14%
ESC	G	G	R	G	G	G	G	86%
ITS	R	R	R	G	G	G	G	57%
JJDP	R	R	G	G	G	G	G	71%
NC Board of Cosmetics	G	G	G	G	G	G	R	86%
NCCCS	G	G	G	R	G	G	G	86%
NCEL	G	G	G	G	G	G	G	100%
NCSSM	G	R	G	G	G	R	G	71%
OAH	G	R	R	G	G	G	G	71%
OSBM	G	G	G	G	G	Y	G	86%
OSC	R	G	G	G	G	G	G	86%
OSP	G	G	G	G	G	G	G	100%
SHP	G	R	R	R	R	R	G	29%
SOS	G	G	R	R	G	G	G	71%
Treasurer	Y	G	G	G	G	G	G	86%
WRC	G	G	R	G	G	G	G	86%
Total Invited	32	32	32	32	32	32	32	
Attended	72%	78%	72%	78%	91%	84%	94%	
Not Attended	19%	22%	28%	22%	9%	13%	6%	
Excused	9%	0%	0%	0%	0%	3%	0%	



Request Tracking

Agency Change Requests by Quarter





Agency	Fcn Area	Request
DOT	Time	When an employee is reinstated from disciplinary suspension, a prorated amount of community service leave is granted. Payroll has to manually adjust the quota for every employee who is reinstated from disciplinary suspension and it would be an enhancement if these employees are not given the additional community service quota upon reinstatement.
		We want to verify that all comp time payouts are being reported to the Retirement System correctly.
DOT	PY	The Retirement System says that comp time payouts are being reported as wages, not payouts. This is causing employees to get erroneous service credit. We see this happen often with employees on workers compensation. The employee goes on workers compensation and months later their comp time starts aging out.
JJDP	Finance	The department receives a download from BEACON on an I109 file that is used to load an internal database. Department is requesting to add the email address field to this download to facilitate automated messages to employees concerning policy issues and signatures. Also requesting Position and Employee addresses and phone numbers be added to the download
Treasurer	Time	We need some type of reporting ability on the FMLA workbench. Report can be either a BI or ERP run report. Management needs a way to identify everyone with a FMLA active event, number of hours associated with the event, remaining hours for the event, and if it is full time or intermittent event.
DHHS	PA	When we perform cross agency verification, this report gives "Employee Competency Level" for banded positions. What we need is the Competency Level of the "Position" to be displayed to determine what personnel action to process. Asking for Position Competency to be part of the report. This change will have an impact for all state agencies using BEACON.
DHHS	PA	In order to determine who within the organization needs training for PA/OM work flow transactions, we need a report that can be used to show how many work flow transactions were rejected within a certain time frame. This will also be a valuable tool for use in our planned "Certification" program for BEACON.
AOC	PA	We request the following changes to ZJUD (Judicial Auto Salary Increase): 1. We wish to be able to run it ourselves (security access) instead of BEACON Production Support running it for us (Winnie Creech does it now). We want to have the ability to do the same process as she currently follows (run a test file, verify, and then be able to run it in production). 2. We want it to also create a ZC Salary Adjustment action record to go along with the IT0008 record creation. We would like the reason to reflect Auto Sal Adj to match PMIS (but we are open to another reason if it clearly communicates the message).
OSBM	PA	Creation of a new BI report to monitor increases in salary statewide.
DOC	PA	B0099 – Employee Deadline dates report does not include employees that have (1) separated nor (2) the ones with RIF eligibility end & task est end of salary continuation statuses. This report only shows data for employees in "active" status. Report needs to allow employees with other status i.e. inactive.

Q2-Q3, 2010 Accepted Requests



Agency	Fcn Area	Request	Decision
		1. Request to include the org unit number and the position number on the org chart – on the viewing and printing of the org chart The org chart currently contains the Employee Name, his/her Position Name and Org Unit Name. It would be helpful to also have include on the org chart the number for the position and org unit. Although this information can be found when you expand the Detail Information tab, it does not show or print on the org chart.	
JJDP	OM	2. Include Paper Size 11 x 17 in the Printing Preference/Paper Options – to print large enough to read	Decline
ESC	Time	The problem here is that any approved leave that has been accepted was used to reduce holiday comp first in step 2 above and this is not being considered when resetting the quota balances. Current Beacon processing leaves us with negative quota balances in holiday comp.	Decline
Agr	Time	In ESS and MSS we would like to see some type of notification that will remind employees and managers that targeted hours have not been recorded. (Similar to the “Exceeds” targeted hours message”) Currently there is notification in ESS and MSS when an employee has exceeded targeted hours:	Decline
DHHS	OM	Request that the Position Numbers and Salary Grade/Band Level (of position) be displayed on the Org-Plus chart blocks and not as a separate drill down method.	TBD
DHHS	OM	We would like to add an enhancement that would allow hyperlinks in the text field of the “Create Description, Subtype “How to Apply” section of the Vacancy Posting	Closed
AOC	PA	We request the addition of two new employee maintained fields in ESS: 1) private email address and 2) cell phone. We want the ability for the employee to enter and update these fields and then for the fields to be reportable in BI and deliverable in the nightly I109 extract (for instance private email could be stored in IT0105 subtype 0030 and cell phone could be stored on IT0006 type CELL). We secondly want the entire address/phone information to show in ESS (right now it shows the phone without area code and the city without the zip and state).	TBD
AOC	Time	We would like two additional service counters for reporting purposes. We want them to count/add in the same way as aggregate state service (the results of 9000 on PT_BAL00). The difference is that we need the number to be changeable. On specific employee groups, we maintain two sets of specific service not captured otherwise in BEACON. Thus, we are asking for two service counters that function as described above.	TBD
AOC	PY	Judicial Monthly Longevity is considered part of total salary for eligible employees. We want to be able to o see the regular/base salary, monthly longevity, and total salary on a single SAP infotype (ideally IT0008) and o be able to report on it.	Decline

**Q2-Q3, 2010
Declined,
Closed,
and TBD
Requests**



Wrap Up & Next Steps



Next Steps

- Release 2, 2010
 - Tues. October 12, 2010: Communication going out to Agency HR
 - Mon. October, 18, 2010: Release available
- Oct. 27, 2010: send vote back to Libby on request to allow users to maintain personal email and cell phone in ESS
- Prioritization exercise
 - Mon. January 31, 2011: List to be sent to agency change liaisons
 - Fri. February 25, 2011: List due back to osc.beacon.ccb@osc.nc.gov
- Next Agency CCB Meeting
 - When: **Wednesday, March 23rd, 2011 at 8:30 – 11:00 am**
 - Where: BEACON Building at 3514 Bush Street



BEACON CCB Contacts

BEACON Change Control Contact

Libby Williams – Change Management Lead

Email – libby.williams@osc.nc.gov

Phone – 919-431-6623

Jim Tulenko – Mgmt Sponsor

Email – jim.tulenko@osc.nc.gov

Phone – 919-431-6520

Jim Dolan – Mgmt Sponsor

Email – jim.dolan@osc.nc.gov

Phone – 919-431-6511

BEACON Change Control Website:

http://www.osc.nc.gov/BEST/change_control.html

BEACON Change email address:

osc.beacon.ccb@osc.nc.gov



Questions?





PA Enhancement: *IT0002 Personal Data Restrictions*

- Issue:
 - Incorrect SSN's between ORBIT, Federal Gov, and SAP
 - Incorrect changes made to IT0002 causes W2C's to be created in error
- Enhancement:
 - IT0002 will be maintain by BEST Shared Services via submission of ticket
 - HR Master Data Maintainers will only create IT0002 during new hire, reinstatement/reemployment from separation, and non-beacon to beacon actions
- Next Steps:
 - More details will be shared at the HR Conference Call on Tuesday, October 12
 - Release October 18th, 2010