

BEACON HR/Payroll Conference Call 10/11/2011

HR:

- **Grievance Data Report Changes (BI0050)** - comments can now be viewed on the BI0050 Report by right clicking on the X in the “Comments?” field.
- **Bank Detail Issue on Rehired Employee** – When an employee separates, the bank detail remains set as direct deposit for 90 days - the system automatically future dates 90 days out to change the bank details to a check. Currently, if an employee is rehired within the 90 days, the HR admin must verify the current bank account information is correct and update the end date to 12/31/9999. There is a fix so that the system will automatically change the end date of the bank account information to 12/31/9999 once the “Reinstatement” action is processed. Ray will notify the agencies once this system fix has been moved in to production (currently scheduled for this Thursday night).
- **Org Unit Request Changes** - The Division, Sections and Branch information must be included when submitting Org Unit changes. A new spreadsheet will be developed by the end of the year. HR’s do not have to call BEST before submitting requests, however, we are available if you would like to discuss prior to submitting requests.
- **Adverse Weather Liability Report (B0210)** – New BI Report located in the Training Help Website - BI Reporting>Reports>B0210

Payroll/Time:

- **New Job Aid for Leave and Liability Aging (IT9901)** – Job Aid is located in the Training Help Website – Time Management>Job Aids>Leave & Liability Aging. This is not a BI report.
- **Nov 10th Bi-Weekly Pay Roll** – Payroll will be processed early on Nov 4th and will not be reopened after 3:30 pm on that date. Time evaluation will not be processed on Nov 4th. All entries must be entered by Nov 3rd.

Benefits:

- NCFlex Annual Enrollment ends on Oct 31, 2011.
- Continue to remind everyone that they must re-enroll annually for Health Care FSA and Dependent Day Care FSA.
- Major Change – Dental Rate Changes.
- BEST will process the Annual Enrollment Adjustment Reason for all new employees hired after Sept 17th. The new hire must complete their initial enrollment using the New Hire or Newly Eligible adjustment reason prior to completing any new 2012 enrollments.

- If employee has a qualifying event after completing the annual enrollment, any changes they make with the qualifying event will remove the annual enrollment changes.

PA Change Log - Transaction ZPACHGLOG – New Job Aid located in the Training Help Website – Personnel Administration>Job Aid>PA Change Log

This transaction is used for audit purposes. It lists all infotype changes for the last 6 months.

Next Conference Calls:

November 15, 2011 10-11:30 Call In Number 919-662-4657

December 13, 2011 10-11:30 Call In Number 919-662-4657