



# HR/Payroll Conference Call

January 17, 2012



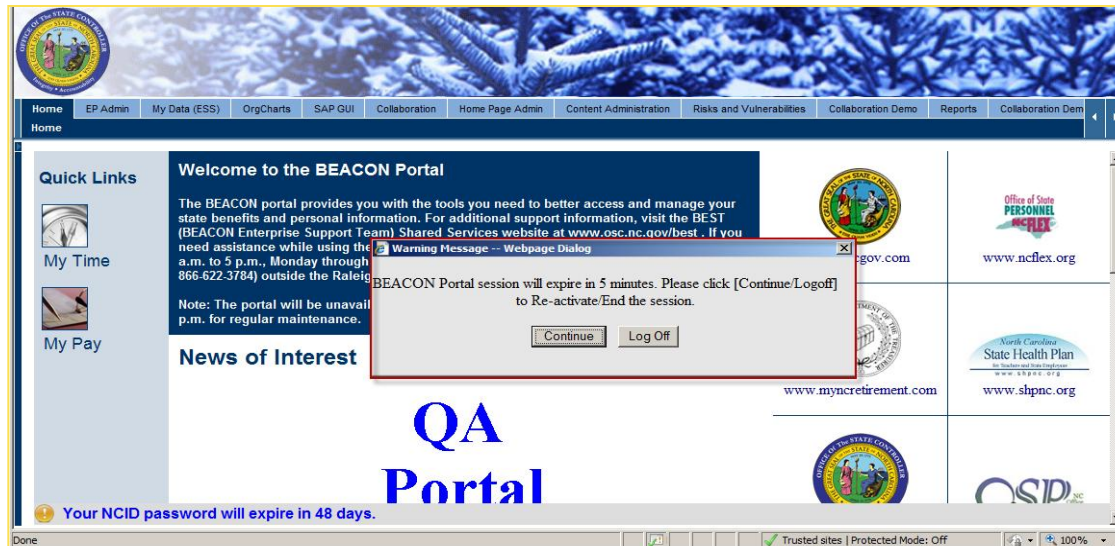
# Agenda

- New Portal Login Session Timeout
- IT0027, Cost Distribution
- BEACON and E-recruitment
- General Announcements



# Portal Login Session Timeout

- Effective February 1<sup>st</sup>
- The popup window below is shown when no portal user activity for 25 minutes



- Select “Continue” and portal session is extended by 30 minutes
- Select “Log Off” and portal session ends
- Do nothing and the portal session ends in 5 minutes



# IT0027 Cost Distribution

- Created during the Separation action – SAVE IT
- Created to pay out after Separations
  - Identifies funds for payments, ex 416's
- ISSUE: Active employees should not have an IT0027
  - IT0027 trumps all other means of Cost Distribution
  - IT0027 should ONLY be active on withdrawn employees
- Recent Findings
  - 172 active employees had an active IT0027
  - 28 of these employees' IT0027 Cost Distribution was assigned to a different agency
  - Nine different agencies were paying for another agency's employee
    - Agency # 1 – Paid \$740,324.80 to other agencies



# IT0027 Cost Distribution

- What causes IT0027 to still be active?
  - Reinstatement actions are not executed correctly
  - MUST save IT002
    - This triggers a program to delimit IT0027 in the background
- What is BEST HR doing?
  - Delimiting the 172 records
  - Working with the agency on the 28 employees who are being charged wrong
  - Developed a new internal report to help monitor active IT0027 on active employees
    - BEST HR will use this report to help ensure IT0027 are delimit on active employees
    - We will either delimit the record or work with the agency



# IT0027 Cost Distribution

- Please review the two previous webinars on IT027
  - May 31, 2011 --  
<http://www.osc.nc.gov/training/osctd/help/Webinars%20and%20Conference%20Calls/05312011.pdf>
  - January 18, 2011 –  
<http://www.osc.nc.gov/training/osctd/help/Webinars%20and%20Conference%20Calls/01182011.pdf>



# BEACON to NEOGOV (e-Recruit) Integration

- Files are sent to NEOGOV each night with new information
  - Job Classes – Pulls active job information
  - Departments and Divisions – Pulls active department and divisions. Also includes changes to departments and divisions.
  - Positions – Pulls active positions that have no holder OR have a holder but the position is marked as “Open” on IT1007
    - New Positions in Planned status is also sent
    - Abolished positions are sent with an inactive indicator so they can be removed from NEOGOV

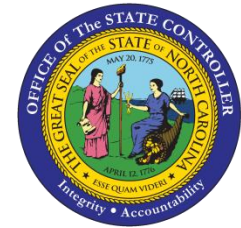
Relationships 01 S 60087179 1

Start	End	R..	Rel...	Relat.text	R..	Rel'd obje...
09/01/2011	12/31/9999	A	002	Reports (l	S	60087178
07/01/2007	08/31/2011	A	002	Reports (l	S	60087178
07/01/2007	12/31/9999	A	003	Belongs to	O	20010652
12/01/2007	08/31/2011	A	008	Holder	P	00600933

Active Planned Submitted Approved

Infotype Name	S..
Object	✓
Relationships	✓
Description	
Planned Compensation	
Vacancy	✓

Open  Vacancy filled  Historical rec.



# BEACON to NEOGOV (e-Recruit) Integration

- Use PO13D to review the position information
  - IT1002 Description Information
    - Subtype 9105 – Job Specification
    - Subtype 9106 – Description of Work
    - Subtype 9107 – Competencies and KSA's
    - Subtype 9108 – Training and Experience Requirements

Category	Status
Infotype Name	S..
Object	✓
Relationships	✓
Description	✓
Planned Compensation	
Vacancy	✓

Sub...	Lang.	Start date	End date	Description (1st line)
9106	EN	09/01/2011	12/31/9999	This position supervises a seven perso
9107	EN	09/01/2011	12/31/9999	An ideal candidate must have experienc
9108	EN	09/01/2011	12/31/9999	Graduation from a four year college or



# Payroll/Time Information

- W-2s were completed this weekend and will be sent to the Mail Service Center this week
- W-2 Reprinting Process
  - ESS reprinting available February 1<sup>st</sup>
  - Non-ESS access process
    - Send in a ticket.
    - Reprinting completed once a week
- Adverse Weather Recovery



# General Announcement

- State Health Plan Annual Enrollment
  - March 19<sup>th</sup> – March 30<sup>th</sup>
- Next Meeting
  - February 21<sup>st</sup>, 10:00am.