



# NON-BEACON TO BEACON ACTION GUIDE JOB AID PER-28

PA

The purpose of this job aid is to explain how to employ or reemploy State employees who are not currently assigned an Integrated HR/Payroll System personnel number using the Non-BEACON to BEACON transaction.

- Individuals may currently be or previously have been employed with a non-Integrated HR/Payroll System State agency or the State University System, or individuals may have been employed with an Integrated HR/Payroll System agency prior to implementation of the Integrated HR/Payroll System in 2008. The **Non-BEACON to BEACON** action is differentiated from the **New Hire** action by current or previous employment with a non-Integrated HR/Payroll System State agency or university.
- If an employee who was previously employed in the Integrated HR/Payroll System with an agency and then transferred to a University or other non-Integrated HR/Payroll System State agency and then transfers back to an Integrated HR/Payroll System agency, use the **Reinstatement/Reemployment** Action with the appropriate **non-BEACON transfer** reason.
- Individuals who are transferring from or previously employed with local government, the public school system, or community college should be coded as **New Hire**.
- The key to the correct use of this action is to know which employers are considered a State Government agency or a State University. If it is not known if a previous employer is a State government agency or university, check the List of Credible Service Employers for Longevity State Service which can be viewed using the following link:

<http://oshr.nc.gov/document/creditable-service-policy>

- The List of Credible Service Employers is located on the OSHR website in the State Human Resources Manual-Salary Administration Section on the Longevity Policy Resources page. The Longevity State Service list includes a column that identifies the category of each employer. Employers with categories of State Agency or State University System would not be treated as new hires. Employers with categories of Local SPA, Community College, or Public School System would be treated as new hires. If the specific employer in question is not listed on the creditable service list, is believed to be a State agency or University, contact your Agency's assigned OSHR HR Consultant with the Recruitment, Selection and Salary Administration Division to confirm the State government employer status.
- The appropriate **Non-BEACON to BEACON/Return to State** action reason should be used when an individual was previously employed with a non-Integrated HR/Payroll System agency/university and is being rehired after a break in service (separation). Break in service is defined as 31 calendar days or more. The key to selecting the correct **Non-BEACON to BEACON/Return to State** action reason is knowing which pay system the employee

was in at the time of separation and which pay system the employee is being rehired. It is also important to know the duration of the separation.

- The reemployment policy for graded positions is very restrictive on what can be done with salaries upon reemployment within 12 months; therefore, the following reemployment action reasons apply only to individuals who separated from a graded position and are returning to a graded position:
  - **Return to State within 12 months (same salary grade)**
  - **Return to State within 12 months (higher salary grade)**
  - **Return to State within 12 months (lower salary grade)**