



**BEACON**

North Carolina

Office of the State Controller

# BEACON HR/Payroll Project Update

Bi-Weekly Technical Agent Meeting

March 26, 2008

## Agenda

- Recap of NCID Meeting
- BEST Update
- Last Minute Items
- Upcoming Technical BST meetings

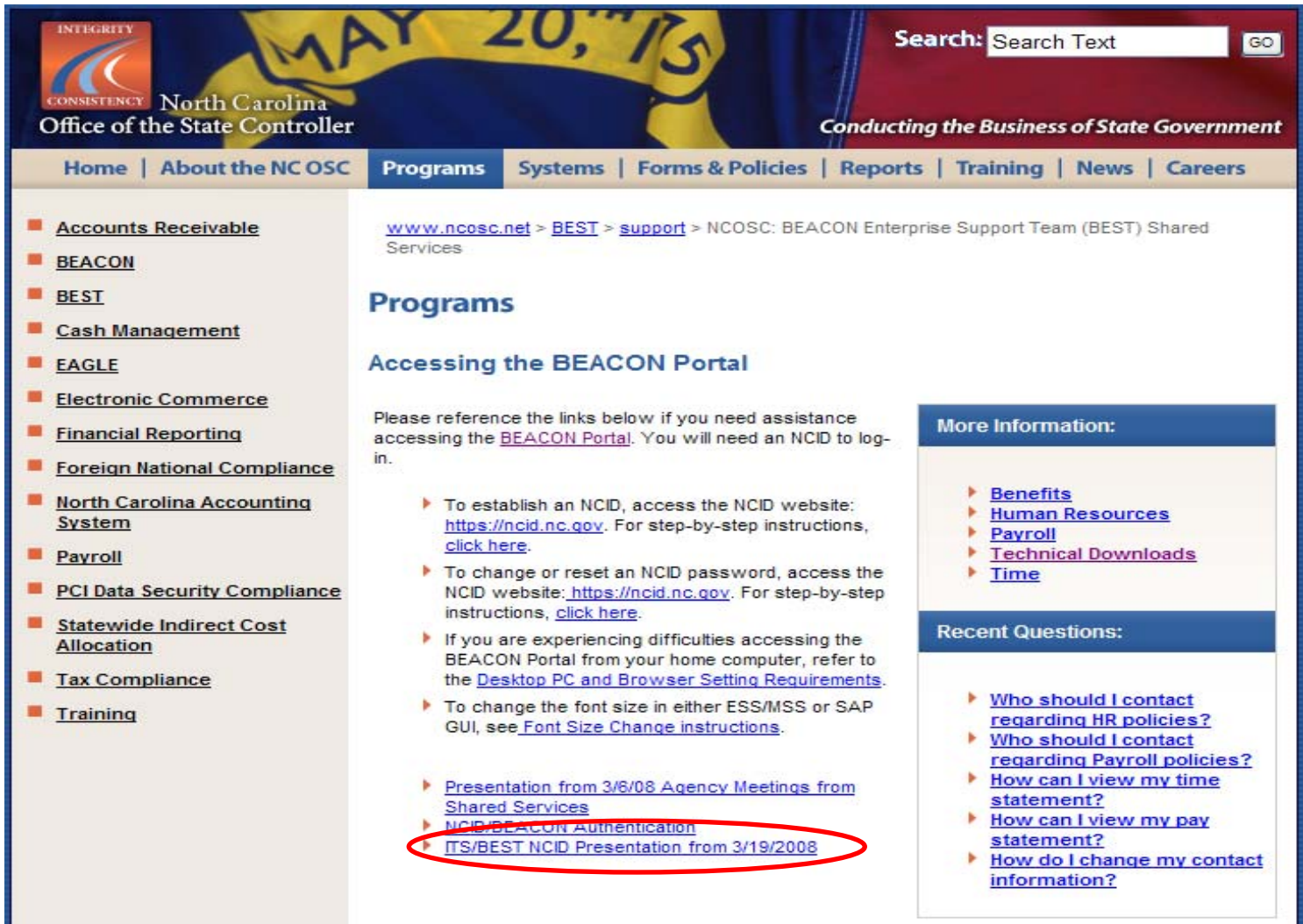
## Recap of NCID Meeting

## Recap of NCID Meeting

- Agency administrators are now able to look up the number of employees that have successfully registered with BEACON
- ITS documented the questions from the meeting and we will post the answers on the BEST web page as soon we receive them back from ITS
- Emphasis was on the responsibility of NCID Administrators

# Recap of NCID Meeting

Presentation can be found at <http://www.ncosc.net/BEST/support/portal.html>



INTEGRITY CONSISTENCY North Carolina Office of the State Controller

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## Programs

### Accessing the BEACON Portal

Please reference the links below if you need assistance accessing the [BEACON Portal](#). You will need an NCID to log in.

- ▶ To establish an NCID, access the NCID website: <https://ncid.nc.gov>. For step-by-step instructions, [click here](#).
- ▶ To change or reset an NCID password, access the NCID website: <https://ncid.nc.gov>. For step-by-step instructions, [click here](#).
- ▶ If you are experiencing difficulties accessing the BEACON Portal from your home computer, refer to the [Desktop PC and Browser Setting Requirements](#).
- ▶ To change the font size in either ESS/MSS or SAP GUI, see [Font Size Change instructions](#).
- ▶ [Presentation from 3/6/08 Agency Meetings from Shared Services](#)
- ▶ [NCID/BEACON Authentication](#)
- ▶ [ITS/BEST NCID Presentation from 3/19/2008](#)

#### More Information:

- ▶ [Benefits](#)
- ▶ [Human Resources](#)
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- ▶ [Technical Downloads](#)
- ▶ [Time](#)

#### Recent Questions:

- ▶ [Who should I contact regarding HR policies?](#)
- ▶ [Who should I contact regarding Payroll policies?](#)
- ▶ [How can I view my time statement?](#)
- ▶ [How can I view my pay statement?](#)
- ▶ [How do I change my contact information?](#)

## Recap of NCID Meeting

- Lookup of which EE's have successfully registered with BEACON
  - The information can be retrieved in two different methods.
    - On screen by doing searches
    - By generating a report.
  - Both methods are covered in the NCID Administrator's Guide.
  - Reporting would probably be the best way for a division of any size. Report generation is covered in section 4.2 in the [NCID Administrator's Guide](#).
  - Users will have to have the proper access to run the report. The number is on the fifth panel "Employee Info" panel in the NCID GUI.

## Recap of NCID Meeting

- Currently, the following ACLs have been applied to allow users to view the “Beacon Employee Number” in NCID:
  - The account holder (self)
  - Agency, division, and section NCID administrators for any state employee account they have admin rights over

- Location of the NCID Administration Guide

<https://www.ncid.its.state.nc.us/Training%20Materials/NCID%207x%20Administrators%20Guide.pdf>

## **BEST Shared Services & Group II**

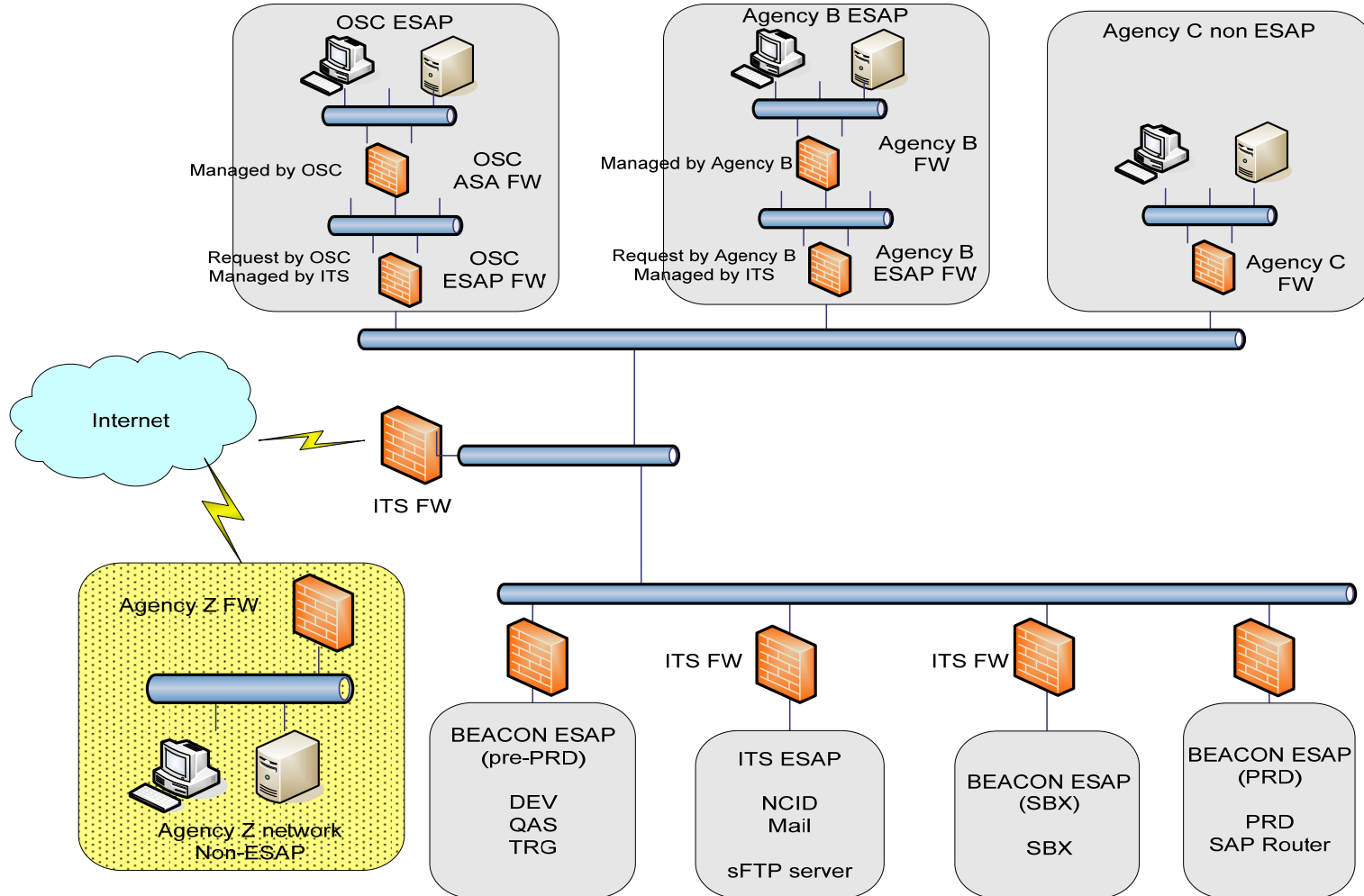
## Last Minute Items

## Last Minute Items

- Assure that the access to the BEACON ERP system is working for all of your GUI users.
  - GUI users must be connected to the state network:
    - ESAP
    - Site to Site VPN
    - Individual VPN
- There are still open tickets with BEACON and ITS to resolve network connectivity challenges (firewalls)
  - Agency need to communicate with ITS
  - BEACON can help in establishing the communication (open an ITS ticket in behalf of the Agency)

# Last Minute Items

## Agency connection to BEACON



# Upcoming Technical BST Meetings

# Upcoming Technical BST Meetings

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Where?** BEACON Biltmore

**When?** 1:00pm

**How long?** 1hr

## ITS Contacts

- NCID
  - **Brent Roberts**, [brent.roberts@ncmail.net](mailto:brent.roberts@ncmail.net)
  - **Richard.Southers**, [richard.southers@ncmail.net](mailto:richard.southers@ncmail.net)
- Firewall Requests
  - **John Ahlsup**, [john.ahlsup@ncmail.net](mailto:john.ahlsup@ncmail.net)
- Network Readiness – VitalSuite
  - **Beth Gracey**, [beth.gracey@ncmail.net](mailto:beth.gracey@ncmail.net)
- Desktop Consolidation
  - **Tim Pursell**, [tim.pursell@ncmail.net](mailto:tim.pursell@ncmail.net)
- ITS BEACON Contact
  - **Susan Holland**, BEACON Services Coordinator, ITS Computing Services Division, 919-981-5333, [susan.holland@ncmail.net](mailto:susan.holland@ncmail.net)