

WHAT'S HAPPENING?

NCSSM HUMAN RESOURCES NEWSLETTER

November 2013 Issue 137



Honor Our Military

Let's honor our military,
The men and women who serve,
Whose dedication to our country
Does not falter, halt or swerve.
Let's respect them for their courage;
They're ready to do what's right
To keep America safe,
So we can sleep better at night.
Let's support and defend our soldiers,
Whose hardships are brutal and cruel,
Whose discipline we can't imagine,
Who follow each order and rule.
Here's to those who choose to be warriors
And their helpers good and true;
They're fighting for American values;
They're fighting for me and you.

By Joanna Fuchs

STATE HEALTH PLAN & NCFLEX ANNUAL ENROLLMENT EXTENDED

November 15, 2013

Open Enrollment for State Health Plan of NC and NCFlex has been extended to November 15, 2013. The choices members make during November become effective Jan. 1, 2014. Please login to your Beacon ESS Account to enroll.

IMPORTANT REMINDER

State Employees' Combined Campaign donation forms must be completed and submitted to Human Resources by 12 noon, November 29, 2013.

EMPLOYEE APPRECIATION LUNCHEON

On Wednesday, November 13, 2013 from 11:30 to 1:30, all NCSSM Staff are invited to attend the **Annual Employee Appreciation Luncheon** being held at the PE Center.

Service Awards will be presented to recognize staff for their years of service with the State of North Carolina and with the North Carolina School of Science and Mathematics. Service Awards will be presented to SPA staff (subject to the State Personnel Act) for service with the State and with NCSSM. Service Awards will be presented to EPA staff (exempt from the State Personnel Act) for service with NCSSM. Service is recognized in five (5) year increments.

Please join your friends and colleagues for this special event.

TSERS: KEEP YOUR DESIGNATED BENEFICIARIES UP-DO-DATE

Remember to update your beneficiaries each time you have a life changing event, such as marriage, divorce, or the birth or death of a loved one.

Shortly after you were hired, your employer enrolled you in the retirement system. You were asked, either through your employer or through an email from the N.C. Retirement Systems, to name your beneficiaries to receive a refund of your retirement contributions and a death benefit, if you die while in active service.

Follow the instructions below to designate or update your beneficiaries online through your ORBIT account.

If you have less than 10 years of service:

If you have less than 10 years of service, you can designate your beneficiary(ies) through ORBIT, our secure website.

To change your beneficiary(ies), complete the following steps:

- Login to ORBIT at <https://orbit.myncrretirement.com/orbit/Common/Pages/BPASLogin.aspx>
If you have not used ORBIT before, you will need to register by clicking on the Register button on the same page. To complete the registration, you need to supply your Social Security number, birth date, and zip code.
- Once logged in, click on the tab "View Account Summary" on the left side of the "Welcome" screen.
- Click on the link "Change Beneficiary(ies)?" near the bottom of the page.
- Use the add, edit, and delete features to change your beneficiary(ies).

Employees are the cornerstone of every organization.

If you have more than 10 years of service:

If you have more than 10 years of service, you will need to complete a paper copy of both:

Form 2RC – *Designating Beneficiary(ies) for Retirement System Contributions* and the

Form 2DB – *Designating Beneficiary(ies) for the Death Benefit*.

Personalized forms are available in your ORBIT account at www.myncretirement.com. Submit your form(s) to the North Carolina Retirement Systems by mail or fax.

BEACON QUICK REFERENCE**Password:**

1. The BEACON website address is <https://mybeacon.its.state.nc.us/irj/portal>
2. Remember your login and password. It is recommended that you save your password in a secure location.
3. You are required to change your password every 90 days for security purposes.
4. Select a simple password that you can remember such as one of your family member's birthdays.

Recording Time/Leave and Verifying Information:

1. Log into BEACON the first of every month to verify your leave. This information is found under "My Time" – "Quota Overview."
2. You may print a hard-copy paystub each month through BEACON by clicking "My Pay."
3. To record time/leave click "Record My Working Time"
 - My Time Sheet
 - Record Working Time/Leave
4. Record time/leave in BEACON for the following reasons:
 - Time Worked (SPA Only)
 - Approved Leave (Vacation – Bonus)
 - Sick Leave
 - Community Service

Note: DO NOT ENTER PROFESSIONAL LEAVE (EPA Only)
5. When entering time for these categories – click onto arrow located in the first column that will display a drop down box where you will select the appropriate leave type:
 - 9500 Time Worked
 - 9000 Approved Leave (Vacation - Bonus)
 - 9200 Sick Leave
 - 9560 Community Service
 - 9712 Special Leave
6. The four steps to enter time are:
 - Log in – enter the hours for the week you took leave
 - Click Refresh
 - Click Review
 - Click Save
 - Click on section at the top that reads "Release working time for approval"
 - Notify supervisor that time has been released in BEACON for their approval

All time and leave entered must be approved by the supervisor. For EPA all approved time must be entered in the Record Working Time screen. Once time and leave is approved by the supervisor, the system updates the time and leave records. **(NOTE)** If your supervisor rejects your timesheet/leave record please make sure you delete the row, click refresh, re-enter and resubmit for approval.

Additional Information:

HOLIDAY INFORMATION: The NCSSM Holiday Calendar is built into BEACON.

- SPA Staff must enter the holiday when completing "Record Working Time".
- EPA Staff "DO NOT" enter holidays as leave. Holidays are automatically set up for payment in the leave database. EPA staff are "required" to enter days that are designated as spring break, etc.

If problems occur in BEACON that lock you out of BEACON, first close BEACON and try again. You may need to change your password by using the website <https://ncid.nc.gov/login/login.html>. Enter user name and click forgot password. The system ask you questions that you previously gave when you originally set up your account. Following this step, you will be allowed to enter a new password. If problems continue, contact Bill Link at 416-2857 to reset your password. All other questions, please contact Stew at 416-2664.

HELPFUL WEBSITES & TELEPHONE NUMBERS

State Health Plan	Website: www.statehealthplan.state.nc.us	#: 1-800-422-4658
Dental Plan	Website: www.ncflex.org	#: 1-800-342-5209
Vision Plan	Website: www.ncflex.org	#: 1-800-923-6766
Voluntary Group Term Life Insurance	Website: www.iongemployeebenefits-us.com	#: 1-877-464-5111
NCflex Plan	Website: www.ncflex.org	#: 1-800-679-9031
Retirement System	Website: www.treasurer.state.nc.us	#: 919-733-4191
401 (K)	Website: www.bbandt.com/nc401k	#: 1-800-722-4015
457 Plans	Website: www.ncgov.com/asp/subpages/457fund.asp	
NC Dept. of Revenue	Website: www.dor.state.nc.us	#: 919-733-3991
AFLAC	Website: www.aflac.com	#: 919-539-6942
BEST	Website: www.ncosc.net/BEST	#: 919-707-0707
ORBIT	Website: www.myncretirement.com	#: 919-807-3050
NCID	Website: https://ncid.nc.gov	

POLITICAL ACTIVITIES

Employees are encouraged to vote in every election, however, voting should be done on the employees' own time. Supervisors may be flexible with employees' schedules and follow the normal leave procedures.

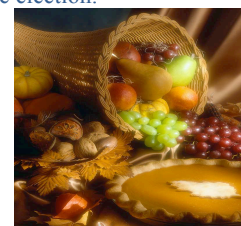
The Policy on Political Activities state the following. Employees shall not:

- Engage in campaigning or other political activity during working time;
- Use the employee's position's authority to support or oppose a candidate, party or issue or an issue in an election;
- Use state funds, equipment, supplies or vehicles to support or oppose a candidate, party, issue of an election;
- Promise rewards to a state employee or applicant for state employment to gain support for or a contribution to a candidate or party;
- Threaten the employment of another state employee or applicant for failure to support or contribute to a political candidate or committee

Community Service use for Political Activities

Employees can use Community Service Leave if they are volunteering to work "inside" the polls to facilitate the voting process for the State or County Board of Elections and they do not receive payment for their service.

- Employees can not use Community Service Leave for handling our campaign brochures, transporting voters, registering voters or any other partisan political activity related to the election.



The Office of Human Resources would like to wish everyone a safe and joyful Thanksgiving Holiday.