

BEACON MSS QUICK REFERENCE



Website and 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. Your password is considered confidential and should not be shared with other employees.
4. Select a simple password that you can remember such as one of your family member's birthdays.

Approving Time/Leave:

1. Employees and Supervisors are encouraged to enter and approve time/leave in BEACON weekly to ensure accuracy of payments to the employee and to ensure accuracy of leave balances.
2. Once you go into MSS, time/leave entered by employees will immediately populate the screen for your approval.
 - Click **Review and Save** if the time is approved
The Collective Review and Save screen displays all unapproved time submitted by your employees.
 - Click the **View** dropdown box arrow to view each employees time by day or week
 - Click **Approval** column to choose one of the following actions:
 - Approve All** – Use to approve all time entries for an employee.
 - Reject All** – Use to reject all time entries for an employee.

If time or leave is rejected, notify the employee who will see the rejected entries when they log into their ESS and view the screen where they record their time/leave. The employee will re-enter and re-submit their rejected time/leave promptly for approval.

1. The steps below are for employees to correct rejected times:
 - Log in – highlight the row that identifies the time/leave that was rejected
 - Click Delete
 - Click Refresh
 - Re-enter the time for the entire week or the leave for the specific day
 - 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

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. If problems continue, contact Bill Link at 416-2857 to reset your password. All other questions should be directed to Linwood Stewart in HR at 416-2664.