NC DIT Executive Leadership

Eric Boyette

Secretary
and
State Chief Information Officer

Tracy Doaks

Deputy State CIO
and
Chief Services Officer
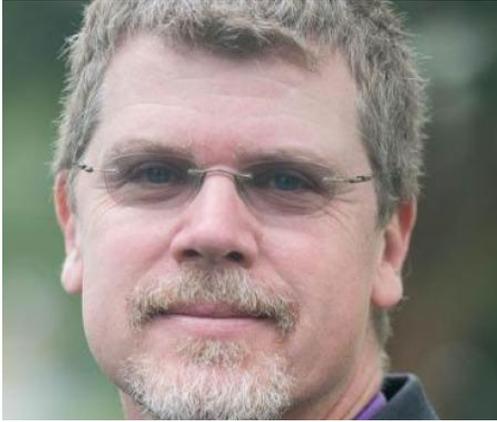
Maria Thompson

State Chief
Risk Officer

NC DIT

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Glenn Poplawski

State Solutions Director

Trevor Minor

Chief Financial Officer

Sarah Porper

State Strategy Officer

NC DIT Executive Leadership

Jon Minshew

Chief Customer Officer

Lori Fuller

General Counsel

John Corellus

Chief Data Officer

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Padma Paluri

Audit Manager

Jeff Sural

Broadband
Infrastructure Office
Director

Joey Harrison

Human Resources
Director
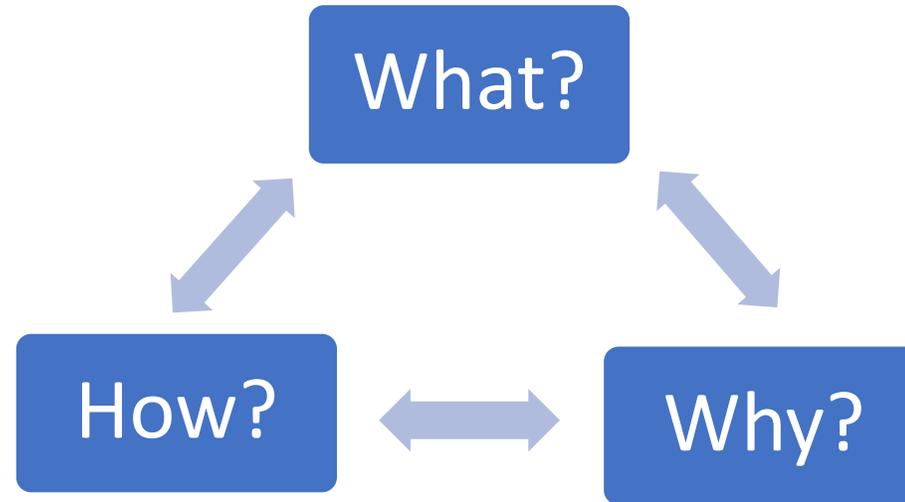
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Orientation Agenda

Important Information

- DIT: What, How and Why

- HR Organizational Chart

- Changes to Expect

- Acceptable Use Policy

- Contact Information for HR and Payroll / Time

Hot Topics

- Benefits

- Time Administration

- Email, NCID and Badges

- Parking

NC DIT

WHAT we do: Provide IT services, solutions and support.

HOW we do it: Through collaboration, partnership, consolidation of services, strategy, enterprise, governance, security, trust and shared vision of agencies.
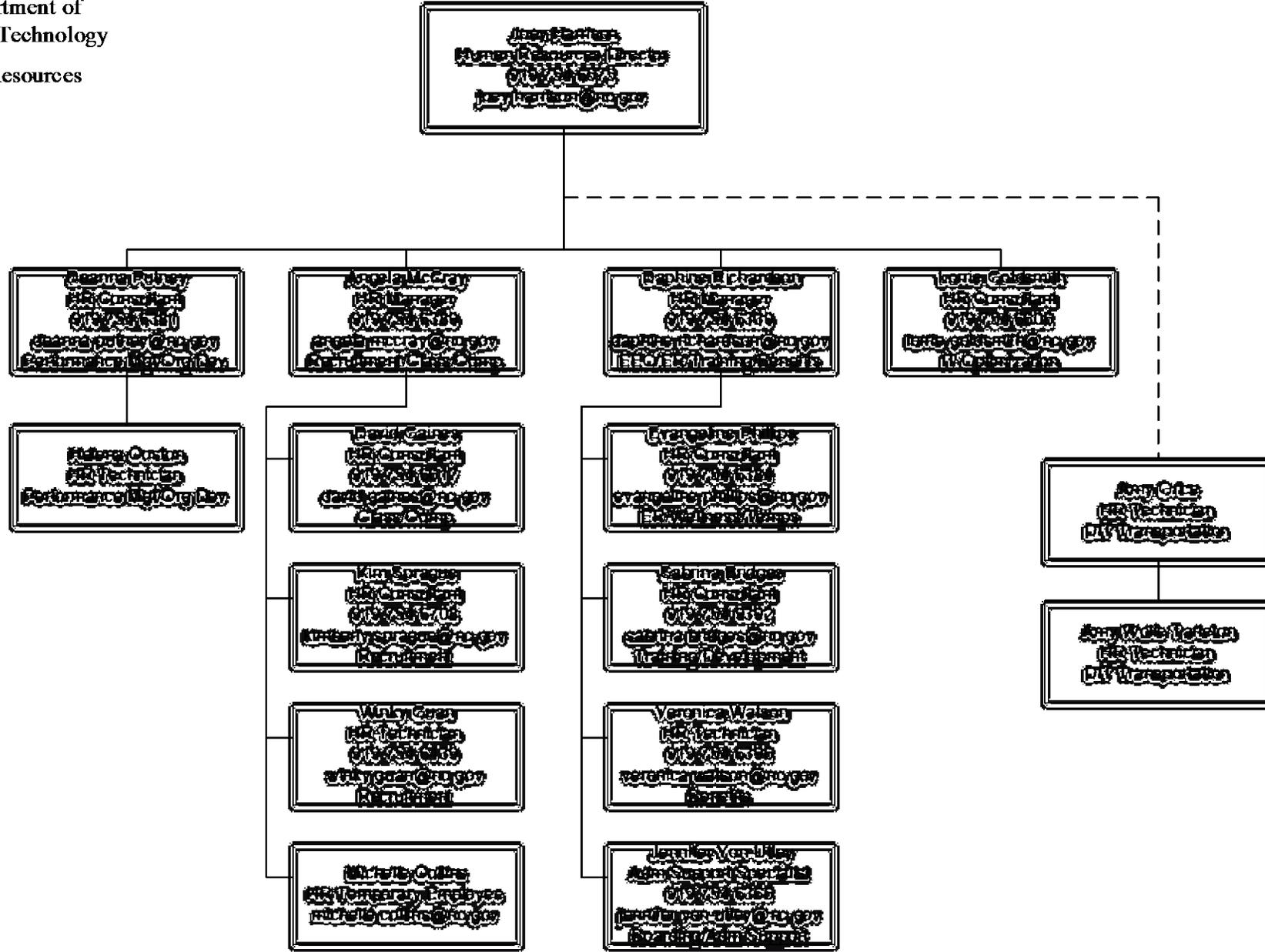
WHY we do it: To impact outcomes, enable agencies to provide services, enrich the lives of North Carolinians, and provide necessities for day-to-day needs.

HR Organizational Chart

NC Department of
Information Technology

Human Resources

NC DIT

Documents

Documents needed from everyone:

- Acceptable Use Policy Acknowledgement

- Employee Emergency Information Sheet

- Work Schedule – Indicate current work schedule

- Non Disclosure Acknowledgement

Documents that may be needed:

- Secondary Employment Form

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Changes

Not Changing:

- The work you do and the customers you support

- Your salary and position classification

- Your State Health Plan, and NC Flex benefits

- Any other payroll deductions (SEANC, loans etc.)

- Your retirement

- Your work location

- Your phone number (including cell phone) and email address

- Reimbursements for travel/training

- DNCR badge(s) and access

- Parking downtown

Changing:

- Working at an agency with an emphasis on IT

- IT-specific training options such as PluralSight and Gartner

- New DIT Badge and DIT HQ access at 3700 and 3900 Wake Forest Rd.

- Certain policies

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Acceptable Use Policy

This policy applies to any state employee, contractor or third party who uses any device, whether state-owned or personal, to connect to the State Network. G.S. 143B—1336(a)(5) defines the State Network as "any connectivity designed for the purpose of providing Internet Protocol transport of information for State agencies." State law also requires the Department of Information Technology (DIT) to manage the state network.

The purpose of this policy is to:

- Establish minimum appropriate and acceptable requirements regarding the use of information resources connected to the State Network.

- Comply with applicable state law and other rules and regulations regarding the management of information resources.

- Educate individuals who may use information resources with respect to their responsibilities associated with computer resource use.

- Establish a process to ensure that users acknowledge and agree to abide by the rules of behavior before gaining access to information resources connected to the State Network

Violation of this policy could result in disciplinary action, termination, loss of information resources and criminal prosecution.

*Third-party providers are non-state employees, such as vendors, suppliers, individuals, contractors, and consultants, including their employees and agents, responsible for providing goods or services to the state. In order to perform the requested services, a third party may require access to information technology assets and access to agency information determined to be valuable to operations and/or classified as confidential by law.

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Criminal Record Checks and NDAs

Criminal Record Check

The State CIO shall require background investigations of any employee or prospective employee, including a criminal history record check, which may include a search of the State and National Repositories of Criminal Histories based on the person's fingerprints. A criminal history record check shall be conducted by the State Bureau of Investigation upon receiving fingerprints and other information provided by the employee or prospective employee. If the employee or prospective employee has been a resident of the State for less than five years, the background report shall include a review of criminal information from both the State and National Repositories of Criminal Histories. The criminal background report shall be provided to the State CIO and is not a public record under Chapter 132 of the General Statutes. (2015-241, s. 7A.2(b); 2015-268, ss. 2.12, 2.13.)

Non-Disclosure Agreements (NDA)

As a DIT employee, an employee of another government agency, or as a third-party provider to DIT or another government agency, an employee agrees by signing the Non-Disclosure Agreement and fully complying with all the terms and conditions are requirements for working at DIT. Further, compliance with this agreement by a third-party provider is material to the performance of the contract between DIT and the third-party provider or the other government agency and its Third-party provider. DIT employees and third-party providers are not permitted to release records or information contained in records that belong to other agencies. Requests for such information must be channeled through the DIT supervisor to the DIT Public Information Officer for action according to DIT policy.

*Third-party providers are non-state employees, such as vendors, suppliers, individuals, contractors, and consultants, including their employees and agents, responsible for providing goods or services to the state. In order to perform the requested services, a third party may require access to information technology assets and access to agency information determined to be valuable to operations and/or classified as confidential by law.

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Email Addresses, NCID and Badges

Email Addresses

- All DNCR IT employees will continue to use their ncdncr.gov email address.

- All DNCR IT employees will be issued an alias @nc.gov email address for DIT-affiliated emailing and listservs.

- Employees will receive emails going to either address at a single DNCR inbox and should continue business as normal. Outgoing emails will originate from normal DNCR-affiliated email account.

- DNCR IT will be referred to as "DIT Natural and Cultural Resources" moving forward.

- Beginning April 1, 2019 all email signatures should include the NC DIT logo and disclosure statement. Communication will be forthcoming.

Badges

- All DNCR IT employees will continue to use their current DNCR badges to access DNCR facilities and building locations.

- All DNCR IT employees will be issued a green DIT badge to access DIT buildings at 3700 & 3900 Wake Forest Road.

- DIT staff is onsite today to collect badge photos to create new badges

- Current approved facility access at DNCR will not change.

NCID/Security Access

- All DNCR IT employees will continue to use their current NCID user name and password.

- DNCR IT employees will gain access to DIT's SharePoint on April 1, 2019.

- DNCR IT employees will be added to the DIT active directory.

NC DIT

Time Administration

- Leave balances including any comp time will transfer.

- Time and leave will continue to be in ESS/MSS.

- Leave time will continue to accrue once more than half the working days in a month have been completed and management has approved time worked.

- DIT is also positive time; all time worked and leave taken must be entered.

- All time entries should be recorded through March 31st by COB on April 3rd

- Only those employees on pre-approved leave for the week of March 25th – 29th should record time entries in advance.

- Managers and supervisors should approve time entries the morning of April 4th

- No time entries should be recorded or approved for dates past March 31st until notified.

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Parking

Benefits-eligible employees assigned to work stations within the Downtown State Government Complex who work at least 30 hours each week have priority for parking assignments. Temporary employees, contractors, pages, and interns are eligible for parking assignments in certain facilities, subject to availability.

DNCR Parking

- Parking assignments for DNCR IT employees will remain the same.

- Employees will continue to have any parking fee(s) deducted on a monthly basis.

- State government parking spaces in downtown Raleigh are owned by the Department of Administration and are leased to Department of Natural and Cultural Resources.

- DNCR employees must complete the payroll parking request form to have the original DOA parking assignment transferred from DNCR to DIT.

DIT Parking

- **Susan Chan** is DIT's department parking coordinator. Susan.chan@nc.gov 919-754-6626

- If you already park downtown, please submit the completed Payroll Parking Request Form (coming to you next week) to DIT.ParkingRequestForms@nc.gov

- Parking forms have been received and processed.

- Transfers and new hires to DIT Natural and Cultural Resources with assigned parking downtown must complete the Payroll Parking Request Form.

DOA Parking Information

- For more information, contact the State Parking Division: (919) 807-4499 or fax (919) 807-2316, or Parking@doa.nc.gov.

- The division is located at 116 W Jones Street, Raleigh, NC.

- Contact the State Capitol Police at (919) 733-3333 if there is a vehicle parked in your assigned space to have the vehicle towed.

NC DIT

Core Statewide Benefits

State Health Plan and NCFlex

- State Health Plan & NCFlex deductions and coverage will not change.
    - *Review your selected benefits plan at https://www.shpnc.org/ebenefits*

- Employees will receive new State Health Plan medical cards with the new **ITS Group No. S19014.**

- Employees are expected to receive State Health Plan cards in April 2019 at the mailing address designated in BEACON.

- Employees will continue to use current State Health Plan cards until the new cards are issued.

NOTE: State Health Plan premiums are always paid a month in advance (Example – Premiums paid in March are for coverage beginning in April); NCFlex deductions are for the current month.

NC DIT

Agency Specific Optional Benefits

Department of Information Technology

- The DIT Insurance Committee is currently in the process of reviewing and updating contracts for all supplemental benefit options. None are currently offered.
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- All DIT employees will be notified and eligible for enrollment in agency-specific benefits through DIT once vendors have been selected and finalized.

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NC Teachers and State Employees Retirement (TSERS, 401k and 457) Plans

TSERS

- Your share of the retirement contributions is currently 6% of your pay and is automatically deducted from your monthly paycheck.

- Retirement contributions are deducted from your pay before taxes are calculated. Taxes are paid on retirement contributions only when you begin receiving monthly retirement benefits, or if you elect a refund of your retirement contributions.

- Printable TSERS statements are available by signing into the ORBIT portal. Click on "View Account History" for a snapshot of your creditable service and account balance, or click on "View Annual Benefits Statement" for the prior year's year-end statement.

401k/457 Plans

- Contributions and loan repayment plans will remain the same.

- Your plan overview will convert from Department of Natural and Cultural Resources to the Department of Information Technology after the transfer.

- You may change or stop your contributions at any time.

- Employees should review their Account Summary online for detailed plan information.

Helpful Links and Contacts

Retirement Information:
http://myncretirement.com/
https://orbit.myncretirement.com/ORBIT.Internet.SS/

NC Department of State Treasurer: (919) 814-4000

Retirement Systems Division Phone:
1-877-NCSECURE (1-877-627-3287)
8:00 a.m. - 5:30 p.m.
Email: nc.retirement@nctreasurer.com

Prudential Benefits Information (401K/457):
Call 866-NCPlans (866-627-5267) toll free, or visit
www.NCPlans.prudential.com

Self Service account access for Prudential:
https://ssologin.prudential.com/app/retirementrba/Login.fcc

NC DIT

Contact Information

Joey Harrison	DIT HR Director	919-754-6575
Angela McCray	Class/Comp/Recruitment Manager	919-754-6389
Daphine Richardson	ER/EEO/Benefits/LMS Manager	919-754-6339
David Gaines	Classification	919-754-6617
Kim Sprague	Recruitment and Salary Admin.	919-754-6708
Winky Guan	Recruitment and Salary Admin	919-754-6439
Evangeline Phillips	Employee Relations	919-754-6384
Veronica Watson	Benefits	919-754-6396
Jennifer Yon-Utley	Files, Onboarding/Offboarding	919-754-6366
Sabrina Mack	Training/LMS	919-754-6392
Deanna Putney	NCVIP	919-754-6381
Lorrie Goldsmith	Optimization	919-754-6606

DIT PAYROLL / TIME

Ron Jackson	Senior Budget Analyst	919-754-6525
Gloria Williams	Payroll Accountant	919-754-6738
Sarah Lang	Payroll Accountant	919-754-6711

DIT.Optimization-HR@nc.gov – Questions related to Optimization/HR

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NC DIT Human Resources

Please feel free to contact us with any questions and concerns regarding IT Optimization at DIT.Optimization-HR@nc.gov

DNCR Optimization Website

- https://it.nc.gov/programs/optimization/dncr

Additional Useful Links

- https://it.nc.gov/dit-dncr-hr-documents
- https://www.irs.gov/individuals/irs-withholding-calculator
- https://ncadmin.nc.gov/government-agencies/parking-government-agencies/parking-resources/faqs-for-employees

HR/Payroll Questions:

BEST Shared Services
(919) 707-0707
866-622-3784
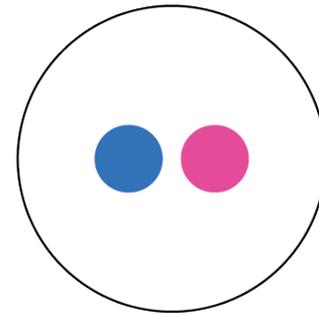Hours: Mon-Fri 8:00 AM - 5:00 PM
best@osc.nc.gov

Let's Connect!

@NCDIT
@BroadbandIO
@ncicenter

NC Department of Information Technology

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