Non-Beacon to Beacon Action Guide

This action is used to transfer or reemploy State employees who are not currently nor have they ever been assigned a BEACON personnel number. These individuals may currently be or previously have been employed with a non BEACON state agency or the State University System or these individuals may have been employed with a BEACON agency prior to implementation of the BEACON system in 2008. This action is differentiated by the New Hire action by current or previous employment with a non-BEACON State agency or university.

If you have an employee who was previously employed in BEACON with an agency and then transferred to a University or other non-BEACON State agency and then transfers back to a BEACON agency, you should 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 you don’t know if a previous employer is a State government agency or university you can check the List of Credible Service Employers for Longevity State Service which can be viewed using the following link:

http://oshr.nc.gov/document/credible-service-policy

It 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 but you think it is a State agency or University, you should contact your 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-BEACON 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. You also need to know the duration of the separation.

The reemployment policy for graded positions is very restrictive on what you can do with salaries upon reemployment within 12 months; therefore, the following reemployment action reasons only apply 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)