

Basic Time Approval for Manager Self Service (MSS)

NC Department of Health and Human Services

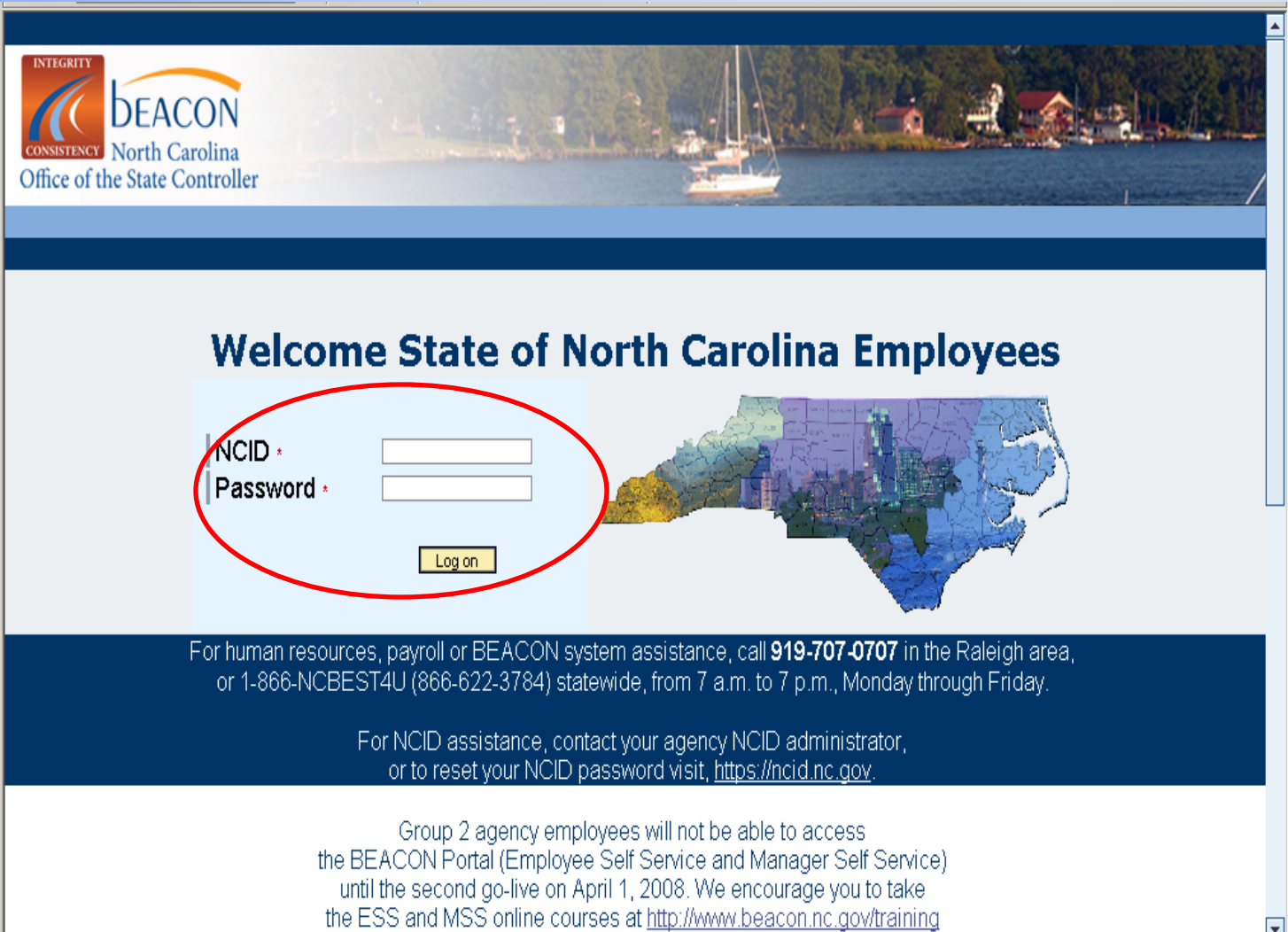
Division of Human Resources



Manager Self Service (MSS): Quick Guide

- ↪ Manager **logs on** to the MSS Portal.
- ↪ Manager **accesses** time records.
- ↪ Manager **approves** or **rejects** records.
- ↪ Employee is **notified** of approval or rejection via ESS.

- Access the logon screen at: <https://mybeacon.its.state.nc.us/>
- Type in your NCID and password (the password will need to be changed every 90 days)
- Click the “log in” button



The screenshot shows the BEACON logon interface. At the top left is the logo for the Office of the State Controller, featuring the word "BEACON" in large blue letters, "North Carolina" in smaller blue letters, and "Office of the State Controller" in black. To the left of the logo are the words "INTEGRITY" and "CONSISTENCY" in a red box. The background of the top banner is a scenic view of a lake with a sailboat and houses. Below the banner, the text "Welcome State of North Carolina Employees" is displayed in a large, bold, blue font. Underneath this, there is a light blue rectangular area containing the logon form. The form has two input fields: "NCID" and "Password", both with red asterisks indicating they are required. A "Log on" button is positioned below the fields. A red oval highlights the "NCID" and "Password" fields and the "Log on" button. To the right of the logon form is a stylized map of North Carolina. At the bottom of the page, there is a dark blue footer with white text providing contact information for human resources, payroll, or BEACON system assistance, and a link for NCID assistance.

BEACON
North Carolina
Office of the State Controller

Welcome State of North Carolina Employees

NCID *
Password *

Log on

For human resources, payroll or BEACON system assistance, call **919-707-0707** in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 7 a.m. to 7 p.m., Monday through Friday.

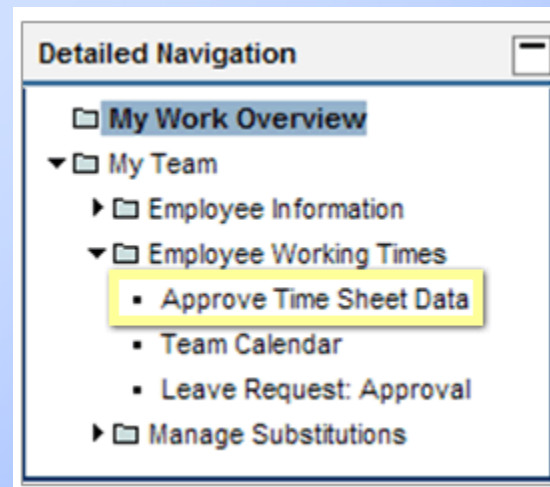
For NCID assistance, contact your agency NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

Group 2 agency employees will not be able to access the BEACON Portal (Employee Self Service and Manager Self Service) until the second go-live on April 1, 2008. We encourage you to take the ESS and MSS online courses at <http://www.beacon.nc.gov/training>



Once you have logged into the system, click on the “My Staff (MSS)” tab.

Select the Approve Time Sheet Data option from the Detailed Navigation menu.



Collective Approval

- Following is the manager's "Collective Approval" screen in weekly view.
- This screen will display all unapproved time employees have submitted.
- Time under or over the "Target Time" for an employee's work schedule is flagged in red for attention.

Approve Time by Manager

1 Collective Approval → 2 Review and Save → 3 Completed

View: Weekly View - Simple

Collective Approval								
Employee	Empl/appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
70183499	BEATRICE STACY HON	10/21/2007	10/27/2007		40 H	40 H	Approve All ▼	▼
70194673	LILY DESTINEY SINATRA	10/21/2007	10/27/2007		40 H	40 H	Approve All ▼	▼
70201787	DANILO FELIPE HAUPTLY	10/21/2007	10/27/2007	!	50 H	40 H	Approve All ▼	▼
70212262	KATHARINE LAYLA HOBBS	10/21/2007	10/27/2007	!	32 H	40 H	Approve All ▼	▼
70218645	ROCIO CAITLIN BAULT	10/21/2007	10/27/2007		40 H	40 H	Approve All ▼	▼

Previous Step Review

Collective Approval

- At the end of each row is a pulldown menu from which the manager can select options for time approval:

- Approval all
- Reject all
- Resubmit all

Approval	RejectionReason
Approve All ▼	▼
Approve All ▼	▼
Approve All ▼	▼
Approve All ▼	▼
Approve All ▼	▼
Approve All ▼	▼

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

View: Weekly View - Simple ▼

Collective Approval								
Employee	Empl/appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
70183499	BEATRICE STACY HON	10/21/2007	10/27/2007		40 H	40 H	Approve All ▼	▼
70194673	LILY DESTINEY SINATRA	10/21/2007	10/27/2007		40 H	40 H	Approve All ▼	▼
70201787	DANILO FELIPE HAUPTLY	10/21/2007	10/27/2007	!	50 H	40 H	Approve All ▼	▼
70212262	KATHARINE LAYLA HOBBS	10/21/2007	10/27/2007	!	32 H	40 H	Approve All ▼	▼
70218645	ROCIO CAITLIN BAULT	10/21/2007	10/27/2007		40 H	40 H	Approve All ▼	▼

Previous Step Review

Review and Save

- Once the manager has approved/rejected the hours for a specified date range for each employee,
- Click on the “Review” button at the bottom of the screen.

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

View: Weekly View - Simple

Employee	Empl/appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
70183499	BEATRICE STACY HON	10/21/2007	10/27/2007		40 H	40 H	Approve All	
70194673	LILY DESTINEY SINATRA	10/21/2007	10/27/2007		40 H	40 H	Approve All	
70201787	DANILO FELIPE HAUPTLY	10/21/2007	10/27/2007	!	50 H	40 H	Reject All	
70212262	KATHARINE LAYLA HOBBS	10/21/2007	10/27/2007	!	32 H	40 H	Reject All	
70218645	ROCIO CAITLIN BAULT	10/21/2007	10/27/2007		40 H	40 H	Approve All	

Previous Step Review

Review and Save Summary

- On the Review and Save page, rejected and approved times are arranged by status.
- After reviewing the spreadsheet, click the “Save” button at the bottom of the screen.

The screenshot displays a software interface for reviewing and saving working times. At the top, a progress bar shows three steps: 'Collective Approval', 'Review and Save' (the current step), and 'Completed'. Below the progress bar, there are two main tables:

- Rejected Working Times:** This table lists rejected entries. A yellow callout labeled 'Rejected' points to this table. The table has columns for Employee, Employee Name, AIA Type, AIA Type Desc, Prem No, Premium Desc, Date, Number, and Rejection Reason. It shows entries for DANLO FELPE HAUPTLY and KATHARIE LAYLA HOBBS.
- Approved Working Times:** This table lists approved entries. A yellow callout labeled 'Approved' points to this table. It has the same columns as the Rejected table and shows entries for BEATRICE STACY HON and LLY DESTINEY SNIATRA.

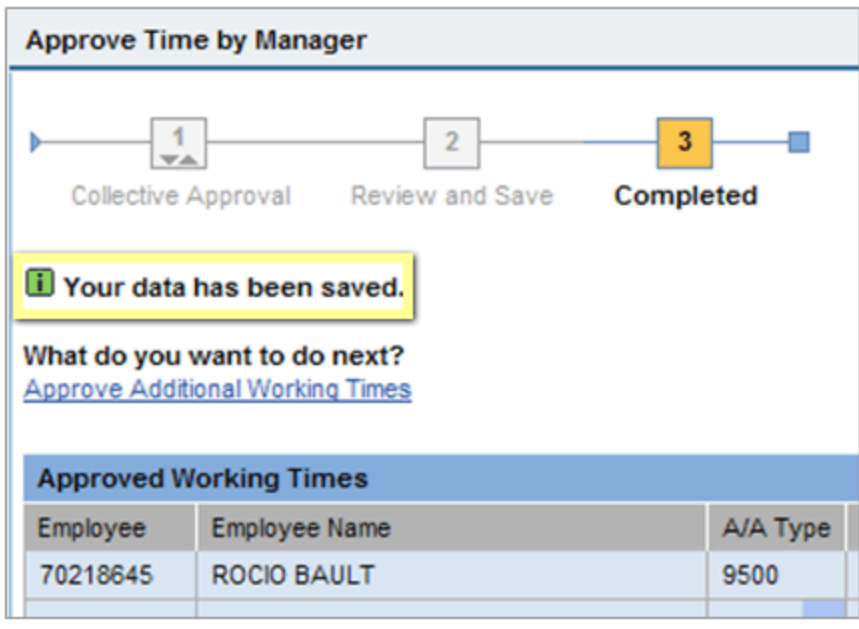
At the bottom of the screen, there is a navigation bar with two buttons: 'Previous Step' and 'Save'. The 'Save' button is circled in red, indicating the next action to be taken.

Completed!

The manager will then see a confirmation screen with a note that the data has been saved.



The employee will see the time status via Employee Self Service (ESS).



Approve Time by Manager

1 2 3
Collective Approval Review and Save **Completed**

i Your data has been saved.

What do you want to do next?
[Approve Additional Working Times](#)

Approved Working Times		
Employee	Employee Name	A/A Type
70218645	ROCIO BAULT	9500

Manager Self Service (MSS): Quick Guide

- Manager **logs on** to the MSS Portal.
- Manager **accesses** time records.
- Manager **approves** or **rejects** records.
- Employee is **notified** of approval or rejection via ESS.