



# RIF Priority Verification & BEACON Tools

Recruitment Services, Division of  
Human Resources, Department of  
Health & Human Services



# Agenda

- Changes in RIF Verification Process
- State Application (PD107)
- RIF Priority Verification
- BEACON RIF Tools and Actions
- A Word About Severance
- Other RIF Notables
- Wrap Up and Question Session



# What is Changing...

- No longer use PMREG
- No longer send applications to OSP
- No more RIF registers
- RIF employees must apply directly to vacancies of their choice
- Verify RIF priority via secure spreadsheet

# How will this work?

- Modification to the State Application PD107

<b>Application for Employment</b>			<b>State of North Carolina</b>	Date of Application
Last 4 of Social Security No.	Last Name	First Name	Middle Name	
Address (Street number and name)		City	County	
State	Zip Code	Phone (Home or where you can be reached)	Business Phone	
<b>Availability</b> Do you now work for the State of NC? YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Are you a layoff candidate with the State of N.C. eligible for RIF priority reemployment consideration as described by GS 126: YES <input type="checkbox"/> NO <input type="checkbox"/></b> <b>Notification Date:</b> _____ Are you related by blood or marriage to any person now working for the State YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, give name, relationship to you and the agency where employed.		If subject to Military Selective Service registration, certify compliance by initialing dotted line  .....	

# RIF Priority Verification List

- Upon receipt of state application indicating RIF status—verify applicants priority status
- RIF Priority Verification List—a secure spreadsheet
- Lists all career status employees with priority who have been RIF'd
- Agencies/Universities responsible for providing data to OSP

# RIF Priority Verification List-Continued

- Updated daily and maintained by OSP
- Agencies/Universities must notify OSP when RIF priority has been satisfied or expired
- Verification List live as of July 10, 2009
- Verification List found at:  
<http://www.osp.state.nc.us/RIF/hrpros/toolkit.htm#>

# Notification of RIF Employees to Recruitment Services

- What info to send?
  - Blank RIF List Form (OSP's website)
- When to send it?
  - Within one business day of notification
- Who to send it to?
  - Angela Miller **and** Andrea Clinkscales via email



# RIF Priority Verification & Beacon

Each HR Office must continue to process appropriate infotypes and personnel actions in BEACON



# RIF Tools in BEACON

- ZSEV –Severance Calculator
- BI Reports
  - B0020 RIF Verification
  - B0021 Employees Eligible for RIF Priority

# RIF Tools in Beacon: ZSEV

- You must enter *employee number* and *separation date*
- You may change the separation date for projected calculations
- If employee has been promoted within the last 12 months, remember to change the salary in accordance with policy
- Severance must be approved by OSBM before it is paid

# ZSEV- An Example

## Severance Pay Calculations

Employee Number	80000117	Date of RIF Separation	03/01/2009
Employee Name	Angela Bass		
Personnel Area	4601	Cultural Resources	
Position Number	60083302	Director Division Of Historical Resourc	
Employee Salary	54,250.00		
Current Service Months	14	As Of	03/01/2009
Service Factor	4,520.83	$(54250.00 / 12) * 1 = 4520.83$	
Date of Birth	12/02/1948		
Age Factor	4,520.83	*** See Note Below ***	
Total Severance Pay	9,041.66	Distributed Over	1 Months
	9,041.66	Per Month	
	(Based on	1.17	Years of Service)
Note:	The Employee Age Factor Amount exceeded the Service Factor, therefore the Service Factor Amount replaced the Age Factor. **All the information above is based on current data in SAP. Please verify and make any necessary changes.		

# Internal Severance Process

## After DHHS Secretary recommends severance:

<p>Initiate Separation Pay Continuation Action- Severance and/or Health Insurance</p>	<p>Email ZSEV screen to Tammy Wood copy Angela Miller and Andrea Clinkscales</p>	<p>Recruitment Services will forward action to OSP; Action sent to OSBM</p>	<p>If approved, Complete Separation Pay Continuation Action</p>
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Do not forget your comments

Ensure appropriate budget revisions are processed

# Internal Discontinued Service Retirement (DSR) Process

<p>Central HR requests calculation of DSR (TSER's)</p>	<p>DHHS Secretary recommends DSR; Local HR is notified</p>	<p>Local HR <u>Initiates</u> Separation Pay Continuation Action-DSR</p>	<p>Recruitment Services forwards action to OSP; Action sent to OSBM</p>	<p>If approved, <u>Complete</u> Separation Pay Continuation Action</p>
<p>Ensure appropriate budget revisions are processed</p>			<p>Do not forget your comments</p>	

# RIF Tools in Beacon: BI Reports

- B0020 RIF Verification
  - Found under Personnel Admin/Cross Agency Verification
  - Must have last 4 digits and last name in all caps
- B0021 Employees Eligible for RIF Priority
  - Only access via jump from B0020 Report
  - Populated from Infotype 41 (Date Specifications-06 Notification of RIF)

# B0020 RIF Verification-An Example

Personnel Area	Employee	Hours Per Week	Employee Name	Job	Schematic Code	Effective Date	Action	Type	Action	Reason	Position
Health Human Services	1111111	40.00	Ink, Rob	Personnel Analyst II	1822	6/1/2008	Z7	Non-Beacon to Beacon (NC)	03	Transfer Promotion	60000000
Health Human Services	1111111	40.00	Ink, Rob	Personnel Analyst II	1822	7/1/2009	ZF	Separation Pay Continuation (NC)	02	RIF Severance and/or Health Ins	60000000

# How to access the B0021 from the B0020 BI Report

Step One

Right click on any arrow

Step Two

Goto ♦ B0021 Employee Eligible for RIF Priority

Personnel Area ♦	Employee ♦	Hours Per Week ♦	Employee Name ♦	Job ♦	Schematic Code ♦	Effective Date ♦	Action ♦	Type♦	Action♦	Reason♦	Position♦
Health Human Services	1111111	40.00	Ink, Rob	Personnel Analyst II	1822	6/1/2008	Z7	Non-Beacon to Beacon (NC)	03	Transfer Promotion	60000000
Health Human Services	1111111	40.00	Ink, Rob	Personnel Analyst II	1822	7/1/2009	ZF	Separation Pay Continuation (NC)	02	RIF Severance and/or Health Ins	60000000

# B0021 Employees Eligible for RIF Priority

Employee	Employee Name	Notification Date	Priority End Date
11111111	Ink, Rob	5/29/2009	05/28/2010



# RIF Actions in BEACON

- Infotypes

- IT 19 Monitoring of Tasks
- IT 41 Date Specifications

- Actions

- Separation Pay Continuation
- Separation

# RIF Tools in Beacon: Infotypes

## ■ ***IT 19 Monitoring of Tasks***

- 30 days from RIF letter to initiate Separation
- 12 months out to stop separation pay continuation action
- Do all actions separately—things may change

## ■ ***IT 41 Date Specifications***

- Add Date type “06” Notification of RIF
- Once RIF priority has been satisfied-COPY IT 41 and remove “06”
- Do not forget your comments

# RIF Actions in BEACON:

## *Separation Pay Continuation*

Reasons	
RIF Severance and/or Health Insurance	RIF Discontinued Service Retirement*

RIF Severance and/or Health Insurance

RIF Discontinued Service Retirement\*

\* *Requires Approval by OSBM*

# RIF Actions in BEACON:

## *Separation*

Reasons	
RIF-Prior to Career Status	Without severance or health benefits
Reduction In Force	Without severance or health benefits
Cancel Separation Pay Continuation	Cancels severance and/or health benefit



# Other RIF Notables

- Requires coordination with OSP and BEST:
  - Short-Term Disability
  - Military Leave

# RIF Notables continued

- If you hire a RIF employee in a *permanent* position:
  - Notify Recruitment Services
  - Choose the appropriate action and infotype(s) {transfer, reinstatement, IT 41 etc}
- If you hire a RIF employee in a *temporary* position:
  - Do not enter them in BEACON--this will cancel any RIF actions (this includes Temporary Solutions)
  - Notify Parent Agency, OSP, and BEST
- Communicate...Communicate...Communicate

# Questions?

