



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Kieran J. Shanahan, Secretary

David A. Shehdan, Director
Human Resources

July 12, 2013

ADMINISTRATIVE MEMORANDUM: 09-2013

TO: DPS Leadership
FROM: David Shehdan, Director of Human Resources *DAS*
SUBJECT: Processing Personnel Actions and Overpayments

It has been brought to my attention that the Department of Public Safety has an excessive number of overpayments each month due to the untimely receipt of the required forms and supporting documentation for personnel actions in the Human Resource Office. To ensure timely processing of all personnel transactions and to further prevent overpayments, management of all divisions, sections and work units are directed to develop internal standard operating procedures for monitoring personnel changes at all work units under their supervision. In particular, this includes leave of absences for any period of time and separations of all types. Where possible, work units need to designate a primary and secondary Human Resource Representative to be responsible for monitoring personnel changes at the work unit. This is particularly important for changes requiring the processing of a personnel action in BEACON that if not completed prior to payroll deadline could result in an overpayment to the employee. This will guarantee accurate and prompt handling of all personnel actions.

Management is further responsible for ensuring that agency Human Resource staff at the work units are trained and knowledgeable of policies and processes and take appropriate action to resolve any training needs or problems identified. The Human Resource Office stands ready to assist with such needs.

We will be closely monitoring retroactive/revised actions to provide an update on our improvements to the Director of the Office of State Personnel. We will notify management of any issues, trends, or problem areas identified through these reviews. If there are any questions, please contact your Division Human Resource Representatives for further assistance.

Thank you for your attention in this matter.

Cc: Secretary Kieran Shanahan
Mr. Edward Masso
Mr. Frank Perry
Mr. David Guice
Ms. Lorrie Dollar
Mr. James Gorham

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