



**STATE OF NORTH CAROLINA
OFFICE OF STATE HUMAN RESOURCES**

JOSH STEIN
GOVERNOR

STACI MEYER
DIRECTOR

September 2, 2025

To: Agency Human Resources Directors

From: Andrea Clinkscales, Division Director, Total Rewards, Office of State Human Resources

Re: Processing September 2025 Actions

Current budget negotiations for Fiscal Year (FY) 2025-26 are still in process. To minimize disruption to the payroll process, the HR-Payroll system will open on Friday, September 5, 2025, to allow the processing of September *actions* (or prior actions). The system will remain locked for all actions with an effective date of October 1 (or later).

Please be advised of the following key items:

Processing Personnel Administration (PA) and Organizational Management (OM) actions

It is important that you only process actions which are necessary to meet the September payroll.

- PA PCR's must be completed within 3 business days of creation. This requirement will remain until a Legislative Increase (LI) is processed. It is imperative that PCRs can be cleared out of the system at any given time to allow for the most flexibility of LI processing. If a PCR needs to be worked at BEST Shared Services, a ticket must be submitted as soon as the action returns to the initiator's box to be worked.
- October retirement actions may be processed, provided the effective date on the PCR is 9/30/2025. Be sure to submit a ticket to BEST, attention Benefits Team, for employees who are over 65 and are retiring after 10/1/2025.
- Any OM action that is initiated must be completed, including OSC approval within 3 business days. This does not include Action 100-Create New Position which can remain in workflow.
- If possible, please hold OM actions and spreadsheets until the LI has been processed. If you must process retro OM Reallocations back to July, it is best to use an effective date other than 7/1/2025. OSHR granted blanket approval to process July reallocations with an effective date of 7/2/2025.
- Please refer to the OSHR Effects of House Bill 125 Session Law 2025-89 dated August 11, 2025, for specific guidance on processing salary adjustments including reallocations with salary increases.
- All PCRS must be completed by 9/30/25 for potential October processing of a Legislative Increase.

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RESTRICTED per N.C.G.S. § 126-22

Position Budget Program

The Position Budget program stopped running on 9/1/2025. Any changes made to an employee's salary between 9/1/2025 and 9/4/2025 will require a manual update of the position's infotypes 1018 and 9018 (Cost Distribution and Display Budget). OSC plans to resume the program when the HR-Payroll System opens for September actions on Friday, September 5, 2025.

LI Insert Program

Please be advised the LI Insert Program will be used to process the LI if or when one is passed. If the proposed Legislative Increase is passed effective 7/1/2025 and you have processed an action with an effective date on or after July 1, the HR-Payroll System's LI Program will insert the LI action based on the 6/30/2025 salary. The LI program will add the dollar amount of the employee's salary adjustment to any future dated (7/1/2025 or later) salary-impacting action. However, any salary-impacting action with a date of 7/1/2025 or later must be reviewed for accuracy after the LI program runs. It is imperative that agencies track all post July 1, 2025, salary-impacting actions and review those actions for accuracy as soon as an LI has been implemented.

If you have any questions concerning salary adjustments or pay administration related matters, please contact Lorence Crossett at Lorence.Crossett@nc.gov or Kimberly Whitaker at kimberly.whitaker@nc.gov. If you have any questions about the Integrated HR-Payroll System, please submit a ticket to BEST.

Thank you for your commitment to a better North Carolina for all.