HR Liaisons

Monday, October 7, 2019
EUC, Maple Room
9:00 - 10:00 AM

Find your career here
Welcome

Jeanne Madorin
Associate Vice Chancellor and
Chief Human Resources Officer
Information Technology Services

Moreland Smith
Director
Data Warehousing, Analytics, and Visualization
mtsmith@uncg.edu
ITS Telephone Services

Rachel Cowder
Voice Services Team Lead
r_pittma@uncg.edu

Candi Jeter
Voice Services Analyst
c_jeter@uncg.edu

Call us! 336-334-5937
Departmental Contacts

- Origins: Hardcopy Campus Phonebook
- Viewable by the public
- Departmental control over details
- A-Z Quick Find
- Cross Referencing
Departmental Contacts

- Editing via UNCGenie Link
- Timekeeper = Dept Contact Editor
- Organized by 5 digit Org #
  23101-Information Tech Services
- Edit, Preview, Publish Model
Departmental Contacts

Live Demo
Departmental Contacts

- Colors = Unpublished changes
- Personnel changes
- Office moves, phone, email, fax, web
- Cross references can be tricky!
- Republish at least annually
Welcome

Charles Leffler
Interim Vice Chancellor of Business Affairs
EEO & AA

Veronica Sills
EEO Consultant and Investigator
EEODF online modules are updated to reflect improvements in functionality and content including:

- ✔ Reduction in number of modules from 7 to 6
- ✔ Addition of module dedicated to Americans with Disabilities Act
- ✔ Addition of closed captioning for video
- ✔ Addition of user-friendly control (i.e., pause, resume)
- ✔ Addition of learner-centered navigation tutorial
- ✔ Increased clarity of purpose for knowledge checks and practical application questions.

The instructor-led classroom session required of the Equal Employment Opportunity and Diversity Fundamentals (EEODF) curriculum did not change.

After successful completion of the online modules and assessment, learners will request to attend the instructor-led classroom session. Learners must wait 24 hours after successfully completing the final assessment before requesting the classroom session.

We appreciate your continued support and commitment to EEODF compliance!

REMINDER

Last scheduled classroom session for this year is Tuesday, October 22.
HR Business Partners and Employee Relations

Marlon Summers
HR Business Partner & Employee Relations Consultant
Performance Management
SHRA Off-Cycle Reviews

**Mid-Year Reviews** (interims) are due by Oct 31 when:

- employee received any rating of “Not Meeting Expectations” on their last annual performance appraisal
- employee has *active* disciplinary actions
- for other employees, the manager/supervisor finds it appropriate or necessary to perform an interim review.

Mid-year reviews are now optional except for employees described above.
Performance Management
SHRA Off-Cycle Reviews

Probationary and Time-Limited Reviews

- Quarterly during the first 12 months of employment
- Document your review using Progress Notes in ePerformance
- Reminders:
  - Create Performance Plan within 30 days of hire
  - Provide adequate training and effective onboarding
  - Document performance and conduct issues in a timely and constructive manner

Find more information here: https://hrs.uncg.edu/performance_management/
HRIS

Sean Farrell
HRIS Manager
BUSINESS AFFAIRS CONFERENCE
OCTOBER 15, 2019 - SCHOOL OF EDUCATION

Register Today!
bafcon.uncg.edu
Updates and Questions

Jeanne Madorin
Associate Vice Chancellor and
Chief Human Resources Officer
New Department of Labor Overtime Rule

**FLSA Exemption Rule**

- Increased to $35,568 or $684 week
- Must also meet duties test
- Allows for up to 10% of non-discretionary bonuses to be included in salary amount (i.e., longevity)

For further information, visit: dol.gov/whd/overtime2019/index.htm
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Human Resources

- Reviewing exempt level individuals below threshold
- Communicating to departments on adjustments needed to raise position to threshold
- Determining if positions should be converted to non-exempt positions

Departments

- If you are creating a new position, please keep in mind that any positions under the threshold will be non-exempt, regardless of the duties
Parental Leave

Approved by Board of Governor’s - September 19
Currently awaiting guidance from UNC SO - but expect,

• 8 weeks of paid parental leave for birth parent
• 4 weeks of paid parental leave for non-birth parent
• Must be used within 12 months
• May be used once in a 12 month period
• May be intermittent
• Runs concurrently with Family Medical Leave
• Employees eligible after completing 12 months of continuous state service
• Implementation between January 1 - March 31 of 2020
Time Keeping

- All non-exempt employees are expected to complete a timesheet on a monthly basis
- The number of hours worked must be entered for each day
- Any time not worked needs to be entered in the appropriate category (i.e., holiday, vacation, sick, etc.)
- Verify...
  - the total number of hours that an employee has accounted for is the total number of hours for which they are being paid
  - the correct timesheet is being used
  - the correct information is recorded (i.e., employee name, ID number, dates, etc.)
- Supervisors must sign the timesheet confirming they have reviewed and approved the time being paid

**EMPLOYEE TIMESHEETS**

******** Updated 7/29/2019 ********

- SHRA Temp Timesheet 2019 (.xlsx)
- SHRA Non-Exempt 2019 (.xlsx) (Updated: 29JUL19)
- Student Employee Timesheet 2019 (.xlsx)
- UNCG Exempt Employee Monthly Leave Report (.pdf)
- SHRA Special Assignment (.xls)

For more information visit: [https://hrs.uncg.edu/Leave_Management/](https://hrs.uncg.edu/Leave_Management/)
<table>
<thead>
<tr>
<th></th>
<th>Additional Assignments for Current Employees</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Any additional assignment for a current employee, outside of their normal job duties, must be approved by the Human Resources Department prior to the employee being offered or working the assignment</td>
</tr>
<tr>
<td>2</td>
<td>Additional assignments must be outside of the employee’s normal work schedule</td>
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<tr>
<td>3</td>
<td>Supervisors who promise an employee a specific amount for working an assignment without approval from Human Resources may be personally responsible for the amount promised the employee</td>
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<tr>
<td>4</td>
<td>Employees may not take leave to work an additional assignment for the University</td>
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Questions/Comments