HR Liaisons

Monday, June 3, 2019
SOE, Room 120
9:00 - 10:30 AM

Find your career here
Welcome

Jeanne Madorin
Associate Vice Chancellor and
Chief Human Resources Officer
Announcements

- HR Liaison Meeting providing *expanded* information on a wider variety of administrative topics
- List of HR Liaisons available for updating on Google Drive
- Let us know if there are topics you would like to see included
HR Business Partners and Employee Relations

Jenn Feth
Employee Relations Specialist
# Performance Management

## EHRA

### 2018-19

**Appraisals**

**DUE JUNE 30**

- **Required** by UNC Policy in 2017
- ePerformance Online
  - EHRA Supervisor Quick Start Guide
  - Spartan Talent Problem Form
  - PMP@UNCG.EDU

## SHRA

### 2019-20

**Performance Plans**

**DUE JULY 15**

- 60 Days - Annually
  - New Employees - 30 Days
- **Enhanced** Module Features
  - Reduced Steps - Midyear Optional
  - Self-Appraisal Optional
  - Comment Box & Dispute Button Added

### SHRA

**Probability Quarterly Reviews**

- **Required by Policy**
- New Instructions **COMING SOON!**
- Single Email Notification
ePerformance
BULL’S EYE OF APPRECIATION

1169 SHRA plans for 2018-19 Cycle

100% Appraisal Ratings by 5/30!

Departments who impressed us with timely submission, given their size

- Facilities Services
- UNCG Police Department
- Research & Engagement
June 2019 Cycle for Year End
- May 26 - June 25

Please **Reconcile Daily** in the month of June
- Reconciliation deadline is June 27, 11:59 pm

**PCard Limits**
- Single purchase limit $4,999.99
- Daily purchase limit $10,000
- Monthly purchase limit $25,000

**Reminder:**
No guarantee that purchases made after mid-June will post by June 25th
Purchasing

Contract Management System

- Central contract repository
- Automated workflow
- eSignature
- Integrates with eMarketplace
- Campus roll out
- Completion by end of calendar year 2020

BanFin32\PO\PCard Commodity List

- Factors to consider:
  - risk management, spend management, State laws of NC, P2P process efficiency
- Guide will be available before fall 2020 semester
Independent Contractor (IC) vs. Employee Determination Process

- IRS guidelines and policies
- Updating the IC vs. Employee Determination form
- Purchasing website will house additional guidance
- Flowcharts for Payment Process (Students and Employees)
- Rollout in early FY20
Purchasing

When in doubt, contact us!
purchase@uncg.edu
pcard@uncg.edu

Or visit: purchasing.uncg.edu
Accounts Payable

FY19 Year End Deadline is **Friday, June 14th**
To guarantee payment by June 28, 2019 ALL of the following have to occur by June 14, 2019:

1. **Invoices, Interdepartmental Invoices, Contract Services, Honoraria Request, Petty Cash Reimbursements, Travel & Employee Reimbursements** must be in AP
2. Ensure budget is available
3. The Department has physically received the goods or services have been performed
4. The department has entered the receiving in eMarketplace
5. AP has received the original vendor’s invoice
6. AP has received the travel reimbursement form with the required documentation if payment is related to travel
7. Contracted Services payments have been reviewed and approved by Purchasing and returned to AP for payment
Failure to follow the June 14, 2019 deadline may result in payment being made after June 28th and if applicable, charged to your fiscal year 2019-20 budget.

Accounts Payable

Warning

Please contact Robin Jones ext 4-5740 acctpay@uncg.edu
Equal Employment Opportunity & Affirmative Action

Patricia M. Lynch
Director of Equal Employment Opportunity and Affirmative Action
EEODF LEVEL I
Managers and Supervisors
(Non-Executive Managers)

EEODF LEVEL II
Chancellor’s Council, Provost’s Council, Vice Provost, Deans, & Department Chairs
(Executive Managers)

- Hybrid Learning Experience
- 29% of managers/supervisors have completed the requirement

Register online at NC Learning Center (OSHR)

Don’t wait! Register today!
For those employees who are a “Registered” or “In Progress” state for the online portion:

Effective May 1st, all supervisors and managers who are currently identified as in a “Registered” or “In Progress” within the system on NC Learning Center have a deadline of June 30th to complete the online modules.

Effective July 1st, the revised and updated EEODF online modules will be available for assignment or registration for all newly hired, promoted or appointed supervisors and managers, as well as those who did not complete the previously assigned modules by the deadline.
Learning & Organizational Development

Sarah Dreier-Kasik
Learning & Organizational Development Consultant
Upcoming Training

Ready to Retire Conference
April/May 2020
This half-day conference that provides comprehensive information about retirement. This is a great resource for those considering retirement in the next 0 - 5 years, as well as those wanting to learn more about the retirement process and learn of resources to help plan a successful retirement.

TSERS: Retirement Workshop
Sept. 3 & Oct. 3 | 1 - 3 pm
Bryan 209
This workshop is designed for members of the Teachers’ and State Employees’ Retirement System (TSERS) for mid to late career employees.

Personal Finance Basics
Sept. 25 | 10 am - 12 pm
Bryan 113
This workshop will provide employees with a fundamental understanding of the financial planning process and the basis for your personal, financial decisions.
We are excited to announce the 2019 UNCG Business Affairs Expo will be held on Tuesday, September 24, 2019 in the Cone Ballroom within the Elliott University Center!

Business Affairs
CONFERENCE
Oct. 15 | SOE
bafcon.uncg.edu

Over the past 12 months, UNC Greensboro has arrived at what Chancellor Gilliam calls an “inflection point” – a critical moment in the University’s history.
Find your career here