Welcome and Update

Dr. Victoria Benson
Interim Associate Vice Chancellor and
Chief Human Resources Officer


2019 Timesheet Updates

The 2019 timesheets are now available on hrs.uncg.edu website.

● SHRA Non-Exempt
● Student Employee Timesheet
● Temporary Employee Timesheet

* Must use leave for 2 days of the Winter Holiday: 12/28/18 & 12/31/18
Salary Reference Update

The NCOSHR SHRA Salary Reference Schedule has been updated to reflect raising impacted classifications to the 31,200 minimum.

Can be found at: https://hrs.uncg.edu/Class_and_Comp/
2018 Leave Roll

The annual leave roll will take place following January’s payroll. This roll moves any vacation accrued in excess of the maximum allowed to sick.

This year the roll has been revised to account for new Special Annual Leave Bonus (SALB) policy which requires the reduction of the vacation leave roll by the amount of SALB leave taken for the previous calendar year.

For example: If the maximum amount of vacation leave you can carry is 240, and you have accrued a total of 280 vacation hours this year, 40 of those hours would roll to your sick bank. If you took 10 hours of SALB during that same year, only 30 vacation hours would be rolled to sick.
Benefits

Emily Foust
Manager, Benefits
Benefits

Check Your Check!

● Open Enrollment data entry has started.

● New **health** insurance deductions will appear in **December** paychecks.

● All **NCFlex** deductions will be entered for the **January** paychecks.

● What to look for.....
Benefits

Workers’ Compensation

● The deadline to file a claim is **three days**.
● **Delayed** filing can result in claim **denial**.

SECC

● **Reminder:** Donation deadline is **December 31st**.
HR Information Systems

Christopher Wilson
HR Information Systems Analyst
Same URL - New site!  
https://hrs.uncg.edu/  

- Mobile Compatible  
- Accessible  
- Brand Compliant
HRIS

Org Charts

● Due by **March 31, 2019**
● Please use provided template
● Will be located here: [https://hrs.uncg.edu/organization-charts](https://hrs.uncg.edu/organization-charts)
Learning & Organizational Development

Sarah Dreier-Kasik
Learning & Organizational Development Consultant
Exciting Updates

SuperVISION Updates: Based on Feedback

- 2 hour format
- 10-week program

NEO: New Employee Orientation

- Benefits
- Online
  - Reference for 2 Years
HR Business Partners and Employee Relations

Gwen Evans Watson
Director, HR Business Partners and Employee Relations
ePerformance is Live!

- EHRA non-faculty and SHRA employees
  - Extension for both Performance Plans - January 31, 2019

- Appraisal due dates
  - SHRA - March 31, 2019
  - EHRA non-faculty - June 30, 2019
  - Still have questions or need help?
    Check the FAQs or contact Jenn Feth at 336-334-4508

Problem? SpartanTalent Problem Form
ePerformance Benefits

1. Immediate & Next Level Supervisors
   - Fast - Easy - Paperless
   - Quick Glance Status Update
   - Document and filing control

2. Employees
   - Progress Notes (Certifications, Kudos, etc.)
   - Confidential & Follows Transfer

3. Dept Staff responsible for HR functions
   - Involves ONLY the Employee, Immediate and Next-Level Supervisors
Talent Solutions
Update
Equal Employment Opportunity & Affirmative Action

Patricia M. Lynch
Director, Equal Employment Opportunity and Affirmative Action
EEODF Training is here!

**Level I** is instructed-led by Human Resources EEO/AA office (supervisors and managers) after the online portion is completed.

**Technology Requirements (NC Learning Center Online)**

- Internet Explorer
- Microsoft Edge browser
- Adobe Flash enabled
- Firefox

If you are unable to use Internet Explorer or Microsoft Edge, and need to use Firefox, you must contact 6-TECH to update Adobe Flash for your computer.
EEODF Training is here!

Level II is instructed directly from a representative from OSHR who will coordinate on-site EEODF Training session to occur Summer 2019.

Level II participants will receive a special invitation.

(Chancellor’s Council, Provost Council, and Dean/Chairs).
Equity, Diversity, and Inclusion (EDI)

Holiday Party-Planning Tips

- Include a Welcome Statement
- Keep Decor Non-Specific
- Accommodate Diverse Palates
- Appeal to Everyone with Golden Oldies
- Make Your Party Non-Denominational
- Make Attendance at all Holiday Events Voluntary
- Put People of Different Religions on the Party-Planning Committee
Find your career here

Questions/Comments