

# HR Liaisons Newsletter



UNC  
GREENSBORO  
Human Resources

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March 2020

## FEATURED NEWS

### Equal Employment Opportunity Diversity Fundamentals (EEODF) training

Reminder the Equal Employment Opportunity Diversity Fundamentals (EEODF) training is required for all state government employees who were hired, promoted, or appointed to the position of supervisor and/or manager on or after July 1, 1991. UNC Greensboro is expected to achieve 100% completion for all EEODF participants by October 2020.

EEODF training includes six online modules (prerequisite) and a one-day classroom session. Participants are expected to enroll and complete both the online modules and classroom training as soon as possible. It is recommended that online modules be completed no later than a month prior to the anticipated time to attend the classroom session.

Registration for classroom sessions close three days prior to each scheduled classroom date. Monthly reports will be generated and provided to University executive leadership to highlight the progress of participant completion within each division. **Remember, this training is mandatory.**

[Review the brief course highlights, a list of available classroom dates, and easy instructions to enroll today!](#)

## Important Dates

**March 23 & April 6**  
New Employee Orientation (NEO)  
Bryan 113

**March 13**  
Payroll Time Entry Cutoff

**March 25**  
EPAF Deadline

**April 6**  
HR Liaisons Meeting

**See more**  
[HR dates](#) & [Payroll Deadlines](#)

723 Kenilworth Street, UNCG, PO Box 26170, Greensboro, NC 27402-6170

Phone 334-5009 • Fax 334-5585

Internet Home Page: <http://hrs.uncg.edu>

UNCG is an Equal Opportunity/Affirmative Action Employer

## Prohibiting the Use of Salary History

In April 2019, Executive Order #93 (Prohibiting the Use of Salary History in the State Hiring Process) was issued by Governor Roy Cooper. This Executive Order (EO) prohibited state agencies from requesting salary history from applicants or relying on previously obtained prior salary information in determining an applicant's salary. The Office of State Human Resources (OSHR) was required to remove the employment history fields from the state application. This EO does not apply to Universities. However, we have adopted the practice on our applications to be consistent with OSHR.

UNC Greensboro acts consistently with Executive Order #93 by:

- removing the employment history fields from the application for SHRA positions.
- providing information about the University's education efforts by providing this information to OSHR in the annual EEO Plan.
- training the relevant staff, the UNCG Talent Solutions team, on these salary administration requirements.

## Customized Executive Onboarding

Do you have a new executive coming on board? We have a customized portion of New Employee Orientation just for executives!

We want to make sure executives have what they need from HR to start their new position at UNCG.

Contact [Learning and Organizational Development](#) when you start planning their arrival.

Not sure if your new person will need executive onboarding? Reach out and we will help you decide.

## ePosition Management Training

We apologize for the cancellation of the March session. As there has been strong interest in this training, we plan to reschedule as soon as time permits. Notification will be sent when a new training date and venue have been determined.

This training is designed to help initiators and other users with coordinating and managing position actions, using online forms, and navigating electronic workflows to perform a variety of tasks.

Participants are expected to have a basic understanding and working knowledge of the use of SpartanTalent.

## Meet the G

Meet the G is a monthly meet and greet for your department to welcome and connect with new staff! Yes – you get that much desired facetime with the Spartan newbies! This is an opportunity to inform new staff about your department, services, and perks! Bring swag, goodies, handouts and your best 5-minute spiel!

**When:** Last Wednesday of every month

**Where:** Bryan Building, Rm 113  
(HR training room)

**Time:** 10:00 am - 11:00 am

For more information contact [profdev@uncg.edu](mailto:profdev@uncg.edu) or call 336.334.9795.



# Medical Plan Options When You Become Medicare-Eligible

Beginning March 24, the State Health Plan will offer in-person informational sessions across the state on “Understanding Your Medical Plan Options When You Become Medicare-Eligible.”

These popular, free sessions are designed for active employees who will soon be 65, are already 65 or older, and retirees getting ready to turn 65.

Each session lasts approximately 2 hours and will explain important information regarding Medicare, your retirement health benefit options and offer the opportunity to ask questions.

The in-person sessions are held across the state and will run through June. Visit the [Plan's website](#) to register for one of the onsite events.

If you're unable to attend an in-person meeting, no problem! The Plan is offering convenient online webinars on the same topic now through July. Visit the [Plan's website](#) to register for one of the webinars.

## Retirement Vendor Appointments

Fidelity and TIAA will be at UNCG for one-on-one appointments in the near future.

CAPTRUST Financial Advisors is an independent advisory group hired by the UNC System Office to provide free financial assistance to all employees.

If you are trying to decide which plan is right for you or if you are saving enough for retirement, they can offer unbiased advice at no cost to you.

All of these resources are ready to help you address many questions, including:

- Am I investing properly?
- Am I on track with my retirement savings?
- How do I bring my retirement savings together?
- How do I turn retirement savings into ongoing, steady income?

Click [here](#) for details and registration information.

## Upcoming Events (Workshops/Trainings)

### [Practicing Assertiveness](#)

March 18 @ 12:00 pm - 1:00 pm

### [Meet the G](#)

March 25 @ 10:00 am - 11:00 am

### [Using Reason to Resolve Conflict](#)

April 8 @ 12:00 pm - 1:00 pm

### [Estate Planning Basics](#)

April 9 @ 12:00 pm - 1:00 pm

### [Being Part of a Multigenerational Team](#)

April 22 @ 12:00 pm - 1:00 pm

See all HR events at [workshops.uncg.edu](http://workshops.uncg.edu)



**Happy Spring Holiday!**

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