HR Liaisons

April 8, 2019

Find your career here
Welcome

Jeanne Madorin
Associate Vice Chancellor
Human Resources
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**SHRA, EHRA Non Faculty, Temporary & Undergraduate Student Employees**

**HRIS**
- Banner
- PeopleAdmin

**L & OD**
- Professional Development
- Supervisor Training

**EEO/AA**
- Affirmative Action
- Grievances
- Accommodation Requests

**UNCG Human Resources**
Benefits

Emily Foust
Manager, Benefits
The Family and Medical Leave Act (FMLA) provides up to 12 work weeks of unpaid, job protected leave in a 12 month period. The FMLA period is a rolling 12 months, based on the beginning of the qualifying event.
Qualifying Events for FMLA

- A personal serious health condition
- Birth and care of a newborn
- Care for a child, spouse or parent with a serious health condition
- Care for an adopted or foster child (proof is required)
- Care for a servicemen who suffered an injury or illness in the line of duty
- Qualifying exigency leave

Informal FMLA arrangements are strongly discouraged
Qualifying Events for FMLA

Treatment for, and Incapacity due to a Serious Health Condition:

● Inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical facility

● A period of incapacity of more than three consecutive days, and subsequent treatment or period of incapacity relating to the same condition

● Incapacity or treatment due to a “chronic serious health condition,” (e.g., asthma, diabetes, epilepsy, etc.)

Informal FMLA arrangements are strongly discouraged
FMLA Departmental Responsibilities

If employee has not requested Family and Medical Leave, the supervisor, based on available information must determine if the employee might qualify for FMLA

1. The Supervisor directs the employee to contact the HR Benefits Office to request FMLA paperwork
2. If the Supervisor receives the FMLA request form, or return to work certification, the form must be forwarded to HR
3. Supervisors continue to report employees time i.e. sick, vacation, LWOP to payroll by completing the appropriate timesheets, or EPAF’s

*Medical documentation should not be given to the department*

Please see our website for the forms: [https://hrs.uncg.edu/Leave_Management/FMLA/](https://hrs.uncg.edu/Leave_Management/FMLA/)
Or email @ askbenefits@uncg.edu
HR Business Partners and Employee Relations

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

1. Close 2018-19 SHRA Performance Cycle
   ○ Performance Plans
   ○ Appraisal Ratings - Target 100%
   ○ Deadline April 30th

1. Open 2019-20 SHRA Performance Cycle
   ○ Revisions and updates
   ○ Improve functionality
   ○ Date TBD
ePerformance Questions?
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
- **26%** of managers/supervisors have completed the requirement
  Register online at NC Learning Center (OSHR)

- Instructor-Led One Day
- **Two Dates** available:
  June 21 or June 28
  Contact Sarah Dreier-Kasik to register

Don’t wait! Register today!
For those employees who are in progress for the online portion:

**Effective May 1st**, all supervisors and managers who are currently identified as in process 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
EEO Affirmative Action (EEO/AA) Plan

- The EEO/AA Plan has been submitted to OSHR and UNC System office.

- Upon approval, the EEO/AA Plan will be available on the UNCG HR website or you can contact the EEO/AA office for review.
HR Operations

Glendneil Blackmon
Manager, HR Operations
EPAF Helpful Tips

- **Remember timing is everything!** EPAFs must be submitted, and approved by Department, PI and Unit levels by the **25th of the month** (for actions effective the following month)

- **WAIT!** Before submitting your Salary Action EPAF please contact with your **Talent Consultant**

- **Comments! Comments! Comments!** We ask that you provide the necessary details to ensure your action is processed expeditiously
EPAF Helpful Tips

HR should be in the approval queue when:

- The employee’s primary position is classified as an SHRA or EHRA Non-Faculty position
- Paying an employee an additional stipend, for example, an Add-Pay request or using a position that is classified as SHRA or EHRA Non-Faculty

Having the correct approvers in the approval queues allows for a more seamless approval process
EPAF Helpful Tips

- **Originators!** Please monitor your EPAF submission by checking your Originator Summary. Doing this will prevent pay issues.

- **Why can’t HR approve post dated EPAF’s?** Due to the volume of HR transactions our focus must be on current month actions.

- **GOAL:** EPAF’s out of the HR approval queue no later than the **10th of the month**.
  
  *We ask for your patience in allowing us time to process our current workload.*

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Having an issue submitting your EPAF? If so, please contact [HROPS@uncg.edu](mailto:HROPS@uncg.edu)

EPAF Training is currently being offered by request. To request this training, please contact our Learning and Development Consultant Sarah Dreier-Kasik, [s_dreier@uncg.edu](mailto:s_dreier@uncg.edu)
Find your career here

UNC GREENSBORO

Questions/Comments
Jeanne Madorin - AVC & CHRO