HR Operations
Rhonda Rogers
HR Operations Specialist
HR Operations - EPAF’s

- Adding comments provides the OPS team with the detailed information that’s needed to ensure your action is correctly processed for payroll purposes.

- All salary action EPAF requests should be consulted with the appropriate Talent Consultant prior to submission. Having the conversation beforehand will eliminate the communication barrier and allow for quicker approval for class and compensation purposes.
HR Operations - Deadlines

- 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). *Need something to happen in October? You must submit it in time for it to reach the HR Office approval queue no later than the 25th of September.*

- If your request was submitted in time, your action will be processed. You can monitor your submitted EPAFs by checking your Originator Summary.

- Due to the number of HR transactions submitted our focus must be on our current month actions. We must ensure that actions submitted on time are processed in time for our upcoming payroll. Thus, we ask for your patience in allowing us time to process our current workload.
HR Operations - Approvals

Approval Queues (When to include HR)

- HR should be in the approval queue *if*:
  - The employee’s primary position is classified as an SHRA or EHRA Non-Faculty position.
  - You are 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 allow for a more seamless process and quicker approvals for payroll processing.
HR Operations - Facts

- 745 EPAF’s processed in July, 1168 for August 2018 and over 243 so far for September 2018, not including student EPAFs.

- The following functional offices (HR, Office of the Provost (FPS), Contracts & Grants and The Budget Office) approve EPAFs.
  - EPAF training is currently being offered at your request. To request this training, please contact our Learning and Development Consultant Sarah Dreier-Kasik, s_dreier@uncg.edu or by phone at 334-9795.

Having trouble submitting your EPAF? If so, please contact HROPS@uncg.edu or by phone at 334-5009.
HR Operations - Timesheets & Leave

You will find that the Non-Exempt timesheet and the Exempt Leave Report have been revised to reflect the new leave code for Special Annual Leave Bonus (194).

- Both electronic versions of these documents can be found on the HR web page under HR forms.
- Please note that all supervisors are required to sign these documents monthly for recordkeeping purposes.
- The Adverse Weather make-up window has been extended from 90 days to 180 due to hurricane Florence related issues.
Timesheets & Leave (continued)

- Please ask for assistance with reporting Adverse Weather events on the timesheet if needed. Coding the timesheet is crucial in ensuring that Leave balances are correct.
- Report all Comp Time hours accrued at the end of a workweek only. Comp Time is not accrued daily.
  - Remember to record hours made-up in the Comp Time taken column (CU) as well as the Adverse Weather makeup column (AM)
  - Need help understanding your timesheet? Training is available per your request, for assistance with reporting Adverse Weather please contact HROPS@uncg.edu or by phone at 336-334-5009.
Benefits

Emily Foust
Manager, Benefits
Benefits

Open Enrollment Begins September 29th

- If you are enrolled in the State Health Plan, you and your eligible dependents will be automatically enrolled in the 70/30 Plan. If you want to enroll in the 80/20 Plan, you must actively enroll through eBenefits during Open Enrollment.

- If you want to reduce your premium under any of the plans offered by the State Health Plan, you MUST complete your tobacco attestation by October 31, 2018. **If you fail to take action during Open Enrollment, your monthly premiums will be considerably higher in 2019 ($60 credit).**
Benefits

New for 2019

- The **tobacco attestation premium credit** activity has changed for tobacco users who want to reduce their monthly premium. Now, tobacco users must commit to visit a CVS Minute Clinic for at least one tobacco cessation counseling session within 90 days after the last day of Open Enrollment or risk losing the monthly premium credit.

- There has also been a **change in the 80/20 Plan’s specialist and inpatient hospital copay**.

- The **wellness incentives** offered under the 80/20 Plan for Blue Options Designated specialists and hospitals have been discontinued.
<table>
<thead>
<tr>
<th>Individual In-Network Benefit Design</th>
<th>70/30 Plan (no changes)</th>
<th>2018 80/20 Plan</th>
<th>2019 80/20 Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deductible</strong></td>
<td>$1,080</td>
<td>$1,250</td>
<td>$1,250</td>
</tr>
<tr>
<td><strong>Coinsurance Percentage</strong></td>
<td>30%</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Preventive Coverage</strong></td>
<td>Cost-Sharing Applies</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Medical OOP Max</strong></td>
<td>NA</td>
<td>$4,350</td>
<td>NA</td>
</tr>
<tr>
<td><strong>Pharmacy OOP Max</strong></td>
<td>$3,360</td>
<td>$2,500</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Medical Coinsurance Max</strong></td>
<td>$4,388</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Overall OOP Max</strong></td>
<td>N/A</td>
<td>$6,850</td>
<td>$4,890</td>
</tr>
<tr>
<td><strong>PCP Copay</strong></td>
<td>$40</td>
<td>$10 (selected PCP)/$25 (non)</td>
<td>$10 (selected PCP)/$25 (non)</td>
</tr>
<tr>
<td><strong>Chiro/Therapies</strong></td>
<td>$72</td>
<td>$52</td>
<td>$52</td>
</tr>
<tr>
<td><strong>Specialist Copay</strong></td>
<td>$94</td>
<td>$45 Designated/$85 (non)</td>
<td>$80</td>
</tr>
<tr>
<td><strong>Inpatient Hospital</strong></td>
<td>$337, then Ded/Coins.</td>
<td>$0 or $450, then Ded/Coins.</td>
<td>$300, then Ded/Coins.</td>
</tr>
<tr>
<td><strong>ER Copay</strong></td>
<td>$337, then Ded/Coins.</td>
<td>$300, then Ded/Coins.</td>
<td>$300, then Ded/Coins.</td>
</tr>
<tr>
<td><strong>Urgent Care</strong></td>
<td>$100</td>
<td>$70</td>
<td>$70</td>
</tr>
<tr>
<td><strong>Drugs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tier 1</td>
<td>$16</td>
<td>$5</td>
<td>$5</td>
</tr>
<tr>
<td>Tier 2</td>
<td>$47</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>Tier 3</td>
<td>$74</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Tier 4</td>
<td>10% up to $100</td>
<td>Ded/Coins.</td>
<td>Ded/Coins.</td>
</tr>
<tr>
<td>Tier 5</td>
<td>25% up to $103</td>
<td>$250</td>
<td>$250</td>
</tr>
<tr>
<td>Tier 6</td>
<td>25% up to $133</td>
<td>Ded/Coins.</td>
<td>Ded/Coins.</td>
</tr>
<tr>
<td><strong>Preferred Diabetic Supplies</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e.g. Test Strips, Lancets, Syringes, Needles)</td>
<td>$10</td>
<td>$5</td>
<td>$5</td>
</tr>
<tr>
<td>Preferred Diabetic Supply brand is OneTouch</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Non-preferred Diabetic Supplies will be priced at Tier 3
Benefits

NCFlex Changes and Reminders:

● The **Flexible Spending Accounts (FSA's)** require re-enrollment every year. If you want to participate in either or both of the FSA's, you must make your election during Open Enrollment.

● The **annual contribution** for the Health Care Flexible Spending Account (FSA) is **$2,650 for 2019**.

● During Open Enrollment, you may enroll or increase your **Cancer and Specified Disease Insurance** coverage without providing Evidence of Insurability (EOI).
Benefits

Single Sign-On Reminder

You will be able to log in using your UNCG username and password. For Single Sign-On click HERE to get to the right webpage

Open Enrollment Assistance Labs:

Join our HR Benefits Staff in the computer lab as we walk you through the enrollment process. HR Benefits Staff will be on hand to provide assistance for online enrollment of your 2019 benefits. Register for a seat in the 2019 Open Enrollment Assistance Lab by clicking HERE to get to the right webpage to enroll
Benefits

Flu Shot Clinics

**Date:** October 1 - EUC Alexander Room
October 2 - EUC Alexander Room
October 10 - Campus Supply Store (Training Room)

**Time:** 9:00 am to 4:30pm

**BRING YOUR SHP/BCBS ID CARD AND PHOTO ID.**

*Flu shots are available to all employees and dependents (at least 9 years old) covered on a State Health Plan at no cost.*
HR Information Systems

Christopher Wilson
HR Information Systems Analyst
Organizational Charts

Why?
- To assist University staff and members of the community better understand and navigate the UNCG organizational hierarchy.
- To meet State Office requirements for supplying up-to-date organizational charts for qualifying position changes.

How?
- Org Chart Template
- Org Chart Guide

Where?
- UNCG Organizational charts will be stored on the HR web server. These files will be available via the HR web site.
- Example: https://tmp-hrs.uncg.edu/organization-charts
Organizational Charts

When?
- Whenever the organization changes or there is a qualifying position change.
- Training will be announced via email to the HR Liaison group and you will be able to register @ https://workshops.uncg.edu/
- Complete by 1st QTR 2019

Who?
- You - The upkeep of the organizational chart is the responsibility of the HR Liaison for the department. HR will house the supplied charts and serve them via the HR web.
Learning & Development Opportunities

- Leadership Development
- HR Liaison Development
- Professional Development
Learning & Development Opportunities

Leadership Development
- SuperVISION
- Purposeful Leadership

HR Liaison Training on Canvas
- Career Banding
- FMLA
- ePosition

...with more available & many more to come!
Learning & Development Opportunities

Professional Development through the L&OD Catalog

- Dealing with Difficult People
- StrengthsFinder - Discover Your Strengths
- Working Across Generations: How to Solve the Generational Puzzle at Work

...and 80+ more workshops for you to improve personally and professionally!
HR Business Partners and Employee Relations

Gwen Evans
Director, HR Business Partners and Employee Relations
## Our Roles

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Guidance</th>
<th>Solutions</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Performance Management Policy</td>
<td>• SHRA Disciplinary Action Policy</td>
<td>• Separation &amp; Discontinuance Policies</td>
<td>• Strategic Partner for guidance &amp; consultation</td>
</tr>
<tr>
<td>○ Talent Solutions</td>
<td>○ Benefits</td>
<td>○ EEO &amp; Affirmative Action</td>
<td>○ Learning &amp; Development</td>
</tr>
</tbody>
</table>
Our Roles

Guidance Opportunities

• Interpreting and applying policies
• Minimizing risk to the University
• Collaboration
  ○ Legal
  ○ Title IX
  ○ EEO & Affirmative Action
  ○ Benefits & Leave
Provide Tools and Innovative Options to Drive Measurable Improvement in Performance

• Identify Obstacles and Red Flags
• Lend Perspective
• Thinking Outside the Box
• Finding a Way to “Yes!”
• Ensure Effective Communication And Collaboration
Our Roles

- “Time to Chat” – just a phone call away!
- Leadership Meetings
- Staff Meetings & Retreats
- Training & Teambuilding
Talent Solutions

Nathan Burrows
Director, Talent Solutions
- **ePosition (POSITION)**
  - Create/modify/abolish position
  - Salary Change/Supervisor Change
  - Title Change/Key Responsibilities

- **JobSearch Applicant Tracking (HIRE)**
  Create posting from:
  - Position Description
  - Classification
  - Old Posting
  - Position Type
Compensation Review/Salary Actions

- Compensation Reviews completed by assigned Talent Consultant
- Salary Actions Consultation and Recommendation
New Employee Orientation (NEO) will be held on the 2nd and 4th Monday of each month.

Hire/Start dates will continue to be every Monday.
Equal Employment Opportunity & Affirmative Action

Patricia Lynch
Director, Equal Employment Opportunity and Affirmative Action
The EEO and AA office does work in the following areas:

• Title VII compliance, complaints, and SHRA grievances
• Unemployment Hearings
• Staff-related Title IX concerns
• ADA compliance
• Diversity, equity and employment law training (not limited)
• Equity in recruitment practices
• Collaboration: ER, Benefits, Legal, OARS, Title IX, UNCG PD, and others
How Does Recruitment Tie to EEO & AA?

- Compliance (EEO Plan, AAP, UNC System Office, OSHR review, EEOC, DOL, and OFCCP expectations/audits)
- Job Search AA Review of SHRA, EHRA (Non-Faculty), and Faculty applicants (minimum 3 interviews required)
- Search Waivers (will provide a fillable form for a standardized option for requests)
- Resources for diverse job boards (The Local JobNetwork & others)
EEO and AA Contacts

Patricia M. Lynch
Director of EEO and AA
pmlynch2@uncg.edu
(336)-334-9725

Veronica Sills
EEO Consultant and Investigator
v_sills@uncg.edu
(336)-334-5166
Questions/Comments

Find your career here
Find your way here