



UNC
GREENSBORO

Human Resources

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HR Liaisons Meeting

Tuesday, February 7, 2023
1:30 pm - 3:00 pm

These sessions are not recorded.

This presentation includes live links and will be shared with you and posted on the [HR website](#)
Please stay muted until you want to speak. You may ask questions via Audio or Chat

Welcome

Jeanne Madorin

Associate Vice Chancellor and
Chief Human Resources Officer

Poll Question #1

Please indicate how long you have been with UNCG

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Poll Question #2

Please indicate how long you have been in your current position

Poll Question #3

How often do you work with HR related matters/issues?

Description of HR Liaison

- Employees who are serving as their unit's liaison administering or managing human resources and payroll-related functions for employees within a college, division or department
 - Assisting employees with onboarding
 - Advising departmental managers/supervisors on HR related policy and procedure
 - Processing timekeeping records
 - Answering HR related questions and/or directing employees to appropriate resources
 - Assisting in searches and completing hiring documentation
 - Assisting and advising managers/supervisors with position descriptions, reclassifications, salary increases, etc.

Description of HR Liaison

- Point of contact for HR/FPS to assist with HR administration.
- Provide communication to their Division/Department/Unit
- Provide feedback to HR/FPS on HR related policies and issues
- Positions may be primarily devoted to HR or have other responsibilities, usually related to administration (i.e., budget, grant management, etc.).
 - Assistant Deans
 - Business Officers
 - Business Service Coordinators
 - Administrative Support Specialist
 - Etc.

HR Liaison Group

- Since going virtual, the HR Liaison group has been an open group, meaning anyone can access the HR Liaison Group Meeting
- We (HR) will be working on updating our list of current HR Liaison in an effort to provide more focused training to help the HR Liaison's in their roles
- Encourage the group to be more interactive and engaged in discussions on various topics
- Design/update training that is specific to those serving as HR Liaisons
- You are an important partner to us and our ability to serve UNCG

Poll Question #4

Why are you attending the HR Liaison Group meeting today?

- A.** I want to learn more about HR policies and procedures to help me with my work as an HR Liaison
- B.** I'm not an HR Liaison but want to learn more about HR policies and procedures
- C.** I want to know how HR policies and procedures impact me as a UNCG employee
- D.** I don't have anything else to do and it sounded like fun.

Poll Question #5

As an HR Liaison, what type of activities do you engage in (check all that apply):

- A.** Timekeeping/Payroll related duties
- B.** Preparing documentation for personnel action changes (including new hires/separations)
- C.** Consulting with supervisors/managers on HR policy and procedure
- D.** Assisting with position descriptions, job postings, etc.
- E.** Onboarding new employees
- F.** Answering employee questions
- G.** Managing and/or assisting with faculty/staff searches

Poll Question #6

How much time do you spend on HR related activities?

Organizational Charts

- Required for position actions
 - Establishing a new position
 - Reallocations/Competency changes
 - Increases for additional duties and/or interim promotions
- Organizational Charts should be kept up to date - often requested for compliance purposes (audits) or to review for organizational decisions (dual approval)
- Organizational Charts are also helpful for new employees, especially those in administrative positions that will interact with others in the organizational unit

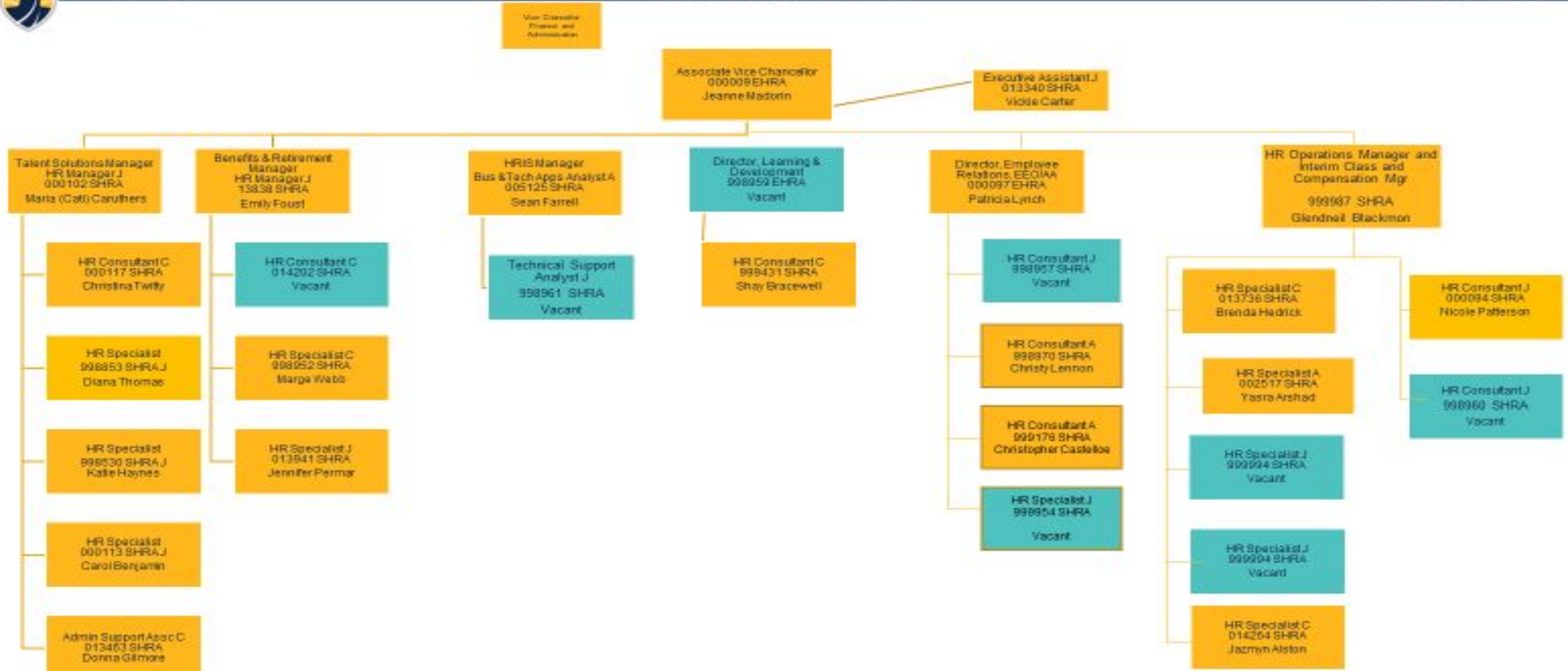
Organizational Charts



Find your way here

UNCG Human Resources

January 2023



Organizational Charts

- Each position should be identified by the:
 - Position Number
 - Employee's Name or Vacant
 - Classification/Title
 - SHRA or EHRA
 - Contributing/Journey/Advanced for SHRA

009999

Jane Doe

Student Services Specialist

SHRA

J

Organizational Charts

- If a position has multiple direct reports that are in the same classification, they can be shown as a list in the organizational chart:

001116

John Doe

Building and Environmental Supervisor

SHRA

J

001112 John Doe II Bldg Env Serv Tech SHRA C

001113 John Doe III Bldg Env Serv Tech SHRA C

001114 John Doe IV Bldg Env Serv Tech SHRA C

001115 John Doe V Bldg Env Serv Tech SHRA C

Organizational Charts

- Large sub-units may have their own organizational chart
 - If the action is in a sub-unit, provide the sub-unit chart and an overall chart to illustrate the reporting relationship of the sub-unit
 - Organizational charts with sub-units only containing the subject position and supervisor may be returned
- Include new positions on the organizational chart as follows:
 - Position Number: TBD (To be determined)
 - Employee's Name: Proposed New Position
 - Title/Classification: TBD or the requested title
 - TBD or SHRA/EHRA
 - TBD or Contributing/Journey/Advanced if SHRA

Organizational Charts

- Resources
 - [HR Liaisons Webpage](#)
 - Quick Reference for UNCG Org Charts
 - UNCG Org Charts Complete Process
 - Org Chart Template
 - Org Chart Template Creation Video (dated but still accurate)

Benefits

Emily Foust

Insurance Deduction Reminders

Open Enrollment Data Entry Updates

- Health insurance premiums applied in the December payroll
- All other insurance premiums apply in the January payroll (NCFlex and Securian)
- Please review your paystubs!

Insurance Information

Securian Life Insurance Special Adjustment Period:

- February 1 – 17, 2023
- Mapping process during Open Enrollment - coverage amounts changed to multiples of salary
- Review your current life insurance elections and premiums to ensure that no adjustments are needed
- If you see something you'd like to change, you must take action during the Special Adjustment Period

End of Year Reminders

Health Flex rollover for balances between \$25 - \$550

- [FSA Store](#)

Dependent Day Care Flex

- Use 2022 account on expenses incurred by March 15, 2023
- File for reimbursement by March 31, 2023

General Leave Reminders

Booster Leave must be used by March 31, 2023, or the leave will be forfeited

Personal Observance Leave renews annually, and if not used by the end of each calendar year, this leave will be lost. (It will not roll to the next year and cannot be paid out upon separation of employment.)

HR Information Systems

Sean Farrell

Leave Roll

- Vacation hours in excess of 240 have rolled to sick
- Manual Leave Adjustments related to SALB have been updated
- Department Leave Reports have been updated

Please contact hrops@uncg.edu with questions related to the leave roll.

EHRA Leave Accruals

- Annual leave for most EHRA leave earning employees (SAAO II and IRIT) accrues at 24 days per year
- Leave administration for SHRA/EHRA is the same (i.e., supervisory approval, leave may transfer, accrual up to 240 hours, etc.)
- Employees are expected to work on their last day of employment
 - Exceptions may be made for: Employees who are on approved leave and/or retiring
- Payout for accrued leave is adjusted **if the employee leaves within 24 months of employment** and is unable to transfer their leave to another state or local government agency
 - Leave is adjusted to one day for each month worked less the amount of leave taken during the employment period

EEO/AA and ER

**Chris Castelloe
and**

Christy Lennon
HRBPs

2023 Performance Management

SHRA Performance Plan

- 82% of the Performance Plans are completed
- Appraisals opened on February 1 and are due April 30

EHRA Performance Plan

- 71% of the Performance Plans are completed
- Appraisals will open April 1 and are due June 30

[ePerformance Management website](#)



SMART Goals:

Specific - What needs to be accomplished?

Measurable - What data can be used to define success?

Achievable - Is this challenging, but realistic?

Relevant - Does this align with broader goals?

Time-Bound - What are the deadlines/milestones?

EEODF Classes are Online!!!

REGISTRATION

Register for EEODF online training and online sessions through the [Office of State Human Resources NC Learning Center](#).

For more information and details on course registration, click here to read our [EEODF Frequently Asked Questions](#).

For step-by-step assistance with registering for EEODF (supervisors and managers), please review this [Quick Reference Guide](#).

For questions and assistance with registering please contact **Patricia M. Lynch** at pmlynch2@uncg.edu or (336)-334-9725.

2022 Class Schedule Dates

January 10	June 6
February 7	July 11
March 7	August 1
April 4	September 5
May 2	October 3

Sign up today online!!!

EQUAL
EMPLOYMENT
OPPORTUNITY &
DIVERSITY
FUNDAMENTALS

Available Now
<https://hrs.uncg.edu/eeodf>



Reminders & Updates

Jeanne Madorin

Dual Approval Process

- Clarification on what is exempt from the dual approval process:
 - Actions funded at 75% or more from direct cost funding which includes the following fund source ranges: 20XXXX - 22XXXX
- Add pays for **Faculty** employees to teach required courses as overload. Required summer courses are also exempt.
- Short term, or sporadic (a few times a year) temporary assignments that are connected to instructional duties
 - Models for art class
 - Piano accompanists for a performance

Dual Approval Process

- Clarification on what is exempt from the dual approval process:
 - Actions funded at 75% or more from direct cost grant funding
 - Direct costs are funded from fund ranges between 20XXXX-22XXXX.
- Add pays for Faculty employees to teach required courses as overload
 - Required summer session courses are also exempt
 - Clarification on what is exempt from the dual approval process:
 - Actions funded at 75% or more from direct cost grant funding
 - Direct costs are funded from fund ranges between 20XXXX-22XXXX.
 - Add pays for Faculty employees to teach required courses as overload
 - Required summer session courses are also exempt

Dual Approval Process

- Add pays for non-faculty employees who are teaching a course (including required courses and/or summer courses)
- Temporary assignments involving a consistent schedule
 - Piano accompanist that will support class activities requiring a regular weekly schedule
- It is expected that any action that is submitted is a mission critical action as one of the purposes of the dual approval process is to make sure that alternatives have been considered by the department
- Approval through dual approval indicates the action may move forward for consideration, not that the action itself has been approved.

Background Check for Summer School

- Departments will absorb the cost of background checks for employees hired to staff summer camps
- Background checks cost an average of \$22.25 - \$30
- Human Resources will still process the background check through HireRight and charge departments for the cost of the checks
- Departments may want to incorporate the cost for these background checks into their camp registration fees

Submitting Actions for Posting

- Please make sure you are clear that an updated position description is being submitted to post
 - Updated position actions only are the least priority

Q&A



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