



UNC
GREENSBORO
Human Resources

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HR Liaisons

Thursday, October 8, 2020


Webinar

2:00 - 3:30 PM

All participants are muted/no video

Links mentioned will be sent to you after meeting

Please hold questions until the end in Chat



The image shows a screenshot of a Zoom meeting toolbar. The toolbar is dark grey and contains several icons and labels: 'Mute' (with a microphone icon), 'Stop Video' (with a video camera icon), 'Invite' (with a person icon and a plus sign), 'Participants' (with a group of people icon and the number '2'), 'Share Screen' (with a green square icon and an upward arrow), 'Chat' (with a speech bubble icon), 'Record' (with a circle icon), 'Reactions' (with a smiley face icon and a plus sign), and 'Leave Meeting' (in red text). Two yellow callout boxes are present: one pointing to the 'Mute' icon with the text 'Audio Use menu to change mic/speakers', and another pointing to the 'Chat' icon with the text 'Chat Speak to all, host, or participant'.

Audio
Use menu to change mic/speakers

Chat
Speak to all, host, or participant

Welcome

Jeanne Madorin

Associate Vice Chancellor and
Chief Human Resources Officer

Talent Solutions

Dr. Veronica Sills
Talent Solutions Manager

ePosition & eHire Reminders

Critical items for ePosition submissions:

- Updated organizational charts
- Complete job description
- Supervisor name

Critical items for eHire submissions (Hiring Proposals):

- References
- Justification for Candidate Selection

Sample Justification for Candidate Selection

Dr. Smith holds several advanced degrees and has a background in scholarly research. She earned her PhD in Basket Weaving from Learning University in 1999. Dr. Smith worked as an Assistant Professor and Director of Basket Weaving at Academic Central University from 2007-2014. After leaving the classroom, she worked as the lead community fabric maker with the International Fabric Commission from 2017-2018. Drawing upon her work experience, Dr. Smith has a solid knowledge of the fabric and basket making field. Her research interests have provided her with substantial knowledge of baskets, mats, mesh bags and furniture.

Sample Justification for Candidate Selection

(Cont'd)

Dr. Smith's other strengths include experience with arranging and describing materials in the material collection, and working with international communities, sewing pliable materials into three-dimensional artifacts, and community creative projects. The committee also noted that she has an engaging public speaking "presence" and has experience speaking to a range of audiences. If hired, Smith would add diversity within the department and the library.

Form I-9 Employment Eligibility Verification

Purpose: To verify the identity and employment authorization of individuals hired for employment in the United States.

CRITICAL REMINDERS

- Federal law requires that every employer in the United States complete a Form I-9 Employment Eligibility Verification for each new employee.
- I-9 must be completed within 3 business days of the date of hire of their employee (preference: by or before the first day of employment.)

Form I-9 (Cont'd)

- Employees cannot act as authorized representatives for their own Form I-9.
- Onsite and remote I-9 options are available
 - Authorized representatives include UNCG HR staff, Notary Public, other HR personnel at a college/university.
- Full I-9 compliance is essential.

Spartan Talent (People Admin) Updates

People Admin Security Inactivity Timeout (15 minutes)

- The system will recognize mouse movements and keyboard input to reset the timer. All that is needed to prevent loss of data is to ensure there is some type of activity within the 15 minute timeout period.
- When clicking OK on the pop up message, the box will go away, the timer will be reset and all data previously entered will not be cleared or deleted.

Temporary Employment

- Any request to hire a temporary employee must be submitted to and approved by UNCG Human Resources prior to the work beginning and prior to any work or compensation being promised to an individual.
- All requests for temporary employment should be submitted at least 10 business days in advance of the proposed start date.
- Employees cannot start w/o HR approval, background check and completed Form I-9.

Temporary Employment (Cont'd)

We are drafting a **Request for Proposals (RFP)** for temporary solutions.

- This will not replace our temp talent solutions but supplement the availability of temporary personnel for skilled and unskilled labor.
- Any departments contracted with a vendor for temp services with direct billing need to notify us immediately.

Please email Cati Munoz at mdmunoz@uncg.edu.

Performance Management

Marlon Summers
HR Business Partner

Performance Management

2019-2020 Performance Plans complete (100% reported)

2020-2021 Performance Plans Due (September 30)

ePerformance Reminder

SHRA Performance Plan Cycle July 1- March 31 (9 mo)

EHRA Performance Plan Cycle July 1 - June 30 (12 mo)

Benefits

Emily Foust
Benefits Manager

Flu Shot Clinics

The State Health Plan's on-site flu shot clinics are back this October!

Flu shot clinic dates, location and time are:

- October 12 ● Maple Room, EUC ● 9 am - 4 pm
- October 13 ● Maple Room, EUC ● 9 am - 4 pm
- October 27 ● Maple Room, EUC ● 9 am - 4 pm

Flu Shot Clinics (Cont'd)

- Flu shots are available to all State Health Plan members over age 18, at no cost.
- Each participant must bring an insurance card and a form of identification (ID).
- Each participant must complete two copies consent form with insurance and ID details before the flu shot is administered.
- Retirees covered by UnitedHealthcare can participate but would need to bring Medicare card.

Flu Shot Clinics (Cont'd)

- Appointments are strongly encouraged
- After clicking on the link below, it will be necessary to click Create Account, to set up a unique username and password
[*https://healthwellconnect.com/bcbsnc/uncgreensboro](https://healthwellconnect.com/bcbsnc/uncgreensboro)
- The vaccine offered is the Strain 4 Quadrivalent

Get more information about the flu from the [*BlueCross BlueShield website.](#)

**Link will be included in Links Resource document*

Open Enrollment

- 2021 Open Enrollment is October 15-31, 2020
- All State Health Plan members will be moved to the 70/30 plan, and will need to take action to re-elect the 80/20.
- Tobacco attestations must be renewed to save \$60 per month on premiums.
- Flexible Spending Accounts require re-enrollment.
- New MetLife group term life insurance will be offered. Enrollment will be completed with paper forms.

Open Enrollment (Cont'd)

- Virtual information sessions will be offered. A registration link will be included in an upcoming email.
- NCFlex booklets will be sent through interoffice mail.
- Please forward electronic copies of this booklet to employees who are working remotely: [*2021 NCFlex Enrollment Guide](#)
- Enrollments can be completed online through eEnroll.
- Enrollments can be completed by phone: 855-859-0966

**Link will be included in Links Resource document*

Updates and Questions

Jeanne Madorin

Associate Vice Chancellor and
Chief Human Resources Officer

Updates and Questions

COVID-19

- Self Report
- On-Campus Testing
- Positive Test Notification

Updates and Questions

Professor Ahmad's Six Month Wall: *Rehumanizing the Virtual Workplace*

[*https://www.forbes.com/sites/drnancydoyle/2020/09/24/professor-ahmads-six-month-wall-rehumanizing-the-virtual-workplace-with-the-human-touch/#20ccf37568ad](https://www.forbes.com/sites/drnancydoyle/2020/09/24/professor-ahmads-six-month-wall-rehumanizing-the-virtual-workplace-with-the-human-touch/#20ccf37568ad)

**Link will be included in Links Resource document*

Q&A

Teleworking

Donating Leave



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