



UNC  
GREENSBORO

Human Resources

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# HR Liaisons Meeting

Tuesday, November 15, 2022  
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



UNC  
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# Controller's Office

A Part of Finance & Administration Division

**Ghazala Bibi**

**Assistant Controller of Financial Reporting**

**[g\\_bibi@uncg.edu](mailto:g_bibi@uncg.edu)**

# Controller's Office Areas

- Accounts Payable
- Cashiers and Student Accounts Office
- Fixed Assets
- Foundation Finance
- General Accounting & Financial Reporting
- Payroll



# Accounts Payable

- Vendor Payments
  - PO Invoices
  - Direct Pays (formerly Banfin-32, BanHon, BanCPS)
- Travel
  - Employees
  - Students
  - Non-employees
- Reimbursements
  - Employees (including moving expenses)
  - Students
- Cash Fund Establishments/Reimbursements (Banfin-34)
- UNCG Subsidiaries
  - UNCG Bookstore (Banfin-60)
  - UNCG Food Services (Banfin-69)
- IRS Form 1099 year end reporting

# Cashiers and Student Accounts Office

- Student Refunds & Direct Deposits (including appeals)
- Departmental Deposits (cash, check ACH/wire, credit card)
- Third Party Billing
- Cash Handling & Student Payments (in-person, by mail, online)
- Student Billing (monthly and semesterly)
- Student Payment Plans
- Collections (past due student account balances)
- Tuition and Fee Assessment and other student account transactions
- Perkins and Institutional Loans Collections
- Faculty/Staff Tuition Waivers
- 1098T Tax Reporting
- International Student Wire Transfers (via TransferMate)
- Maintaining Cashiers and Student Accounts information on Spartan Central
- New Student Orientation Presentations (SOAR)

# Fixed Assets

- Purchases
  - Determine New Assets & their Costs
  - Selecting the Correct Fixed Asset Account
  - Apply Barcode Tags for Identification
- Perform Annual Inventory Audits
- Process Transfer Forms & Off-Campus Agreements
- Assess and Process eDisposal Forms
- Maintain the University's Fixed Assets Accounting Records

# Foundation Finance

- Annual Spending Communications
- Administer University's Endowment and Investments
- Work with Advancement for gift processing and establishing endowments
- Quasi Reinvestment and Process requests
- Annual Budgets
- Day-to-Day Accounting Operations
- Annual Audit and Tax Returns for each entity
- Board Meetings

Visit the website for more information:

<https://sac.uncg.edu>



# General Accounting & Financial Reporting

- Establishment of New Funds
- Chart of Account Changes
- Sources and Uses of Institutional Trust Funds
- Maintenance of Statements of Establishments of Funds (SOEs)
- Journal Entries (JEs)
  - Reclass of Expenditures and Deposits
  - Transfer of Funds
  - FUPLOADs for multi-line JEs
  - Interdepartmental Invoices
- Petty Cash Fund Reconciliations
- Fiscal Year End Financial Reporting to Office of the State Controller (OSC) via the Annual Financial Comprehensive Report (ACFR) and Notes to the Financial Statements
- Cash Requisitions
- Moss Street Partnership School Accounting

# Payroll

- Provide Timely and Accurate Payments of Salary to Faculty, Staff and Students
- Reconciliation, Reporting and Remittance of Withheld Taxes, Deductions and Benefits
- Process Redistribution Entries for Labor Cost of Wages and Benefits
- Process Federal and State Reporting Related to Payments Made to Non-resident Aliens (NRAs)

# Coming soon....

- Accounts Payable – Staff Update and Paymode-X
- Cashiers
  - Remote Check Deposits
  - Upload of Faculty/Staff waiver forms via UNCGenie self-service
- Finance User Network

# Area of Responsibility

## Ghazala Bibi

- General Accounting
- Financial Reporting
- Cash Management
- Chart of Accounts

## Heather Snelling

- Fixed Assets

## Yolonda Crim

- A/P
- Payroll

## Doug Kramer

- Foundation Finance

## Todd Mitchell

- Cashier's Office and Student Accounts

Questions or Concerns?

[financialreporting@uncg.edu](mailto:financialreporting@uncg.edu)

Please visit <https://acb.uncg.edu>  
for updated forms, policies and procedures.

# Benefits

## Emily Foust

# Family Medical Leave (FMLA) Act Basics

The Family and Medical Leave Act 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.*

# FMLA - When to Apply

- 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 servicemember who suffered an injury or illness in the line of duty  
Qualifying exigency leave



# FMLA - When to Apply (Cont'd)

- What is considered 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.)

# FMLA - Employee Responsibilities

1. Complete and submit a completed [Family Medical Leave Request Form](#)
2. Submit this form, ***and*** the FMLA Certification form **to HR 30 days prior** to a planned medical treatment or birth/adoption of a child, or as soon as possible (within 15 days) for emergencies
3. Report “intent to return” status to supervisor
4. Follow the standard call-in protocols of the department
5. For intermittent FMLA cases, employees must report leave usage to the HR Benefits Office on a monthly basis

# FMLA - Human Resources Responsibilities

When the employee requests FMLA leave, or when HR knows that there is a need for FMLA based on a qualifying reason, HR sends an FMLA form to the employee

1. HR determines the employee's eligibility and communicates the decision to the employee and the supervisor
  - a) While the FMLA approval notice is shared with the supervisor, no medical details are disclosed.
2. HR logs FMLA hours once reported by the department

**IMPORTANT:** *Informal FMLA arrangements are not in line with policy.*

# General Leave Reminders

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

Personal Observance Leave will renew annually, and must be used by the end of the calendar year, or lost. (It will not roll to the next year.)

Friday, December 30th - The university is closed on this day. Any type of leave aside from sick leave can be used, including Personal Observance Leave, or Booster leave

# Holiday Calendar - 2023

<b>New Year's Day</b>	<b>Monday, January 2</b>
<b>Martin Luther King Jr's Birthday</b>	<b>Monday, January 16</b>
<b>Spring Holiday</b>	<b>Friday, April 7</b>
<b>Memorial Day</b>	<b>Monday, May 29</b>
<b>Independence Day</b>	<b>Tuesday, July 4</b>
<b>Labor Day</b>	<b>Monday, September 4</b>
<b>Thanksgiving Holiday</b>	<b>Thursday &amp; Friday November 23, 24</b>
<b>Winter Holiday</b>	<b>Monday - Thursday, December 25-28*</b>
<b>**University Closed</b>	<b>Friday, December 29</b>

# Spam Concerns

Bulk email sent by Human Resources will be listed in the [Verified Campus Communications Repository \(VCCR\)](#), and will have the message below at the bottom of the email:

This email is an official communication from UNC Greensboro. You may verify official university emails by checking the [Verified Campus Communications Repository](#). If you have questions about the VCCR or the authenticity of an email message you have received, please contact the sender of the message or search the UNCG website for "VCCR."

# HR Operations

## Glendneil Blackmon

# Payroll Reminders

## MARK your Calendars!

- ❖ PHATIME Entry closes at 8pm on Monday, December 5, 2022
- ❖ UNCGenie pay stub available for review: Thursday, December 15, 2022
- ❖ December Pay Date: Wednesday, December 21, 2022
- ❖ EPAF Deadline for January 2023: Wednesday, December 14, 2022



# 2023 Timesheets/Leave Reports

Updated timesheets/leave reports are now available.

## LEAVE MANAGEMENT

Leave Management for SHRA and EHRA Non-faculty is administered by the Department of Human Resources. Leave for Faculty is administered by the Office of the Provost. Leave is granted to eligible full-time, part-time, and time-limited employees. Your leave balances can be found on the [UNCGenie Employee Self Service Portal](#). If you have any questions regarding leave policies or procedures, please contact Human Resources at 334-5009.

### EMPLOYEE TIMESHEETS

Search:

Form Name	Last Updated	File Type
2023 - SHRA Non-Exempt Timesheet	11/14/2023	XLSX
2023 - Exempt Employee Monthly Leave Report	11/14/2023	XLSX
2023 - Hourly Student Employee Timesheet	11/14/2023	XLSX
2023 - Hourly Temp Timesheet	11/14/2023	XLSX

# 2022 Mobile Communication Device (MCD)

Mobile Communication Device (MCD) allowances will expire on Friday, December 30, 2022.

MCD forms can be found on the Human Resources website.

[https://hrs.uncg.edu/wp-content/themes/uncgwp/Files/Forms/MCD\\_Authorization\\_Form.pdf?nocache=1](https://hrs.uncg.edu/wp-content/themes/uncgwp/Files/Forms/MCD_Authorization_Form.pdf?nocache=1)

- Approved forms for SHRA and EHRA Non-Faculty eligible employees, submit to: [hrops@uncg.edu](mailto:hrops@uncg.edu)
- Approved forms for Faculty, submit to: Faculty Personnel Services [fps@uncg.edu](mailto:fps@uncg.edu)

Please submit all renewal requests to the appropriate office no later than Wednesday, December 14, 2022

Employees receiving this annual allowance must provide documentation in the form of an annual contract or monthly billing statement and supervisors are required to keep a copy on file in the department to certify that he/she has seen proof.

UNCG Mobile Communications Device (MCD) Allowances Policy.

[https://policy.uncg.edu/university\\_policies/mobile-communications-device-mcd-allowances-2/#:~:text=Employees%20do%20not%20have%20to,provided%20devices%20are%20business%20related.](https://policy.uncg.edu/university_policies/mobile-communications-device-mcd-allowances-2/#:~:text=Employees%20do%20not%20have%20to,provided%20devices%20are%20business%20related.)

# HR Information Systems

Sean Farrell

# 2023 Calendar Year-End Leave Roll

Leave roll will occur following January Payroll in 2023.

- Vacation - Any V. hours banked that exceed 240 hours will be rolled to Sick.\*\*
  - \*\* If any employee with V. hours scheduled to roll has used SALB this calendar year, their rolled V. hours will be reduced by that number.
- SALB 18/19 - Any reduction in rolled V. hours due to SALB use will be credited back to SALB.
- Community Involvement - CI Leave will be reset for the new year
- Personal Observance - POBV leave will be reset for the new year

# Talent Acquisition

## Cati Caruthers

# End of the Year Recruitment Reminders

**Friday, December 2:** LAST day for hiring proposals to be submitted for HR comp review for 2022 start dates.

**Monday, December 5:** LAST day for Hiring Proposals to be completed (finalized) to be included in December Payroll.

**Friday, December 16:** LAST date for new employees to start for 2022.

**Monday, December 19:** LAST day for hiring proposals to be submitted for Comp review with a 2023 start date.

Employees with a start date **after December 8th**, will receive their first installment on **January 31, 2023**.

NOTE: Payroll PHATIME is set up to cut off **December 5th**

# End of Year Recruitment Reminders, continue

December 19 - December 23: Talent Acquisition (TA) Team will be finalizing 2022 Actions:

- Please assign “NOT HIRED” workflow reasons for all candidates remaining in your applicant pools by **Friday, December 16, 2022**

Questions on Recruitment: email  
[HRCOMP@UNCG.edu](mailto:HRCOMP@UNCG.edu)

# EEO/AA and ER

**Chris Castelloe  
and  
Christy Lennon**



# Performance Cycle Important Dates

SHRA Performance Cycle 5/1/2022 - 4/30/2023

- SHRA Plans with goals should be completed  
(74% completion rate and 26% incompleteness rate)
- February 1, 2023: SHRA Performance Plans step 4 opens
- April 30, 2023: SHRA Appraisals are due

# Performance Cycle Important Dates

EHRA Non-Faculty Performance Cycle **7/1/2022 - 6/30/2023**

- **September 30, 2022:** Deadline for EHRA Non-Faculty Performance Plans (61% completion rate and 39% incompleteness rate)
- **September 30, 2022:** Deadline for EHRA Non-Faculty Employee Acknowledges Plan (now considered overdue)
- **April 1, 2023** EHRA Non-Faculty step 3 opens

# EEODF 2023 Class Schedule for New & Existing Supervisors/Managers

## Classroom (Bryan 113) and Online Options

2023 Dates	
January 10	June 6
February 7	July 11
March 7	August 1
April 4	September 5
May 2	October 3



# End of Year Celebrations

- EDI considerations (diverse palates with individual wrapped food items, non-denominational, attendance voluntary, keep decor non-specific, and remember staff may celebrate different days for observance)

Be safe and inclusive



Fellow Spartans  
Give thanks and be mindful

# ComPsych and Ginger

## EAP

- Counseling Services
- Certified Financial Planners
- Legal
- Civil and Criminal Actions
- College Planning
- Home Repair
- <https://hrs.uncg.edu/eap/>

## Ginger

- Counseling Services
- Quick Counselor Access
- Text Chats
- Self Care Library
- Seminars and Training
- Therapy
- <https://hrs.uncg.edu/benefits/ginger/>

# Reminders & Updates

## Jeanne Madorin

# Labor Market Adjustment Reserve

- Over 400 SHRA employees received increases
- Based on position [market reference rate](#)
- Most will be brought up to 100% of the MRR
- Classifications/Competency Levels are based on [Career Banding Profiles](#)
- Questions should be directed to Supervisors

# Q&A





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