HR Liaisons Meeting

Tuesday, November 16, 2021

1:30 - 3:00
These sessions are not recorded

This presentation will be shared and posted on the HR website

Live links are included in this presentation

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
Talent Solutions

Cati Caruthers
Interim Talent Solutions Manager
End of Year Recruitment Reminders

Friday, December 3: LAST day for hiring proposals to be submitted for HR Comp review for 2021 start dates.

Friday, December 10: LAST start date for NEW employees hired for 2021

Monday, December 13: LAST day for hiring proposals to be submitted for HR Comp review for 2022 start dates

December 20 - December 23: Talent Solutions (TS) Team will be finalizing 2021 Actions:

• Please assign “NOT HIRED” workflow reasons for all candidates remaining in your applicant pools by Friday, December 17, 2021
Pre-Employment Reference Checks Reminders

- External Candidates **must** have at least two (2) references checked.
- Internal Candidates (UNCG candidates) **must** have at least one (1) reference.
- References **MUST** include at least one (1) current/immediate past supervisor listed on the application.
- For internal hires:
  - The one (1) reference must be from current supervisor.
  - If the current supervisor is also the future supervisor, then the one (1) reference must be from the previous supervisor.
- Reference check forms should detail the responses provided as best as possible.

Reference Check Form Location: Spartan Talent-->eHire Documentation-->Resource Documents
## Requesting Actions - Reminders

<table>
<thead>
<tr>
<th>I Need To ...</th>
<th>I Should ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire a temporary employee</td>
<td>Submit a Temp New Hire request form to HR</td>
</tr>
<tr>
<td>Request to Post a position (SHRA &amp; EHRA-NF)</td>
<td>Initiate an action in <a href="#">ePosition</a></td>
</tr>
<tr>
<td>Request an employee to perform additional duties</td>
<td>Consult with Talent Solutions (TS) Manager on how to proceed. Options are: 1. Submit Special Assignment Form (SHRA) 2. Submit Supplemental Pay Form (EHRA NF) 3. Initiate an action in <a href="#">ePosition</a></td>
</tr>
<tr>
<td>Reappoint an EHRA NF employee</td>
<td>Submit an email to TS Manager at least 45 days in advance</td>
</tr>
<tr>
<td>Create or modify a Position (ex. create a new position, salary change, competency, etc.)</td>
<td>Initiate an action in <a href="#">ePosition</a></td>
</tr>
<tr>
<td>Change Supervisor for a position</td>
<td>Initiate an action in <a href="#">ePosition</a> and must submit a new, updated, Org chart</td>
</tr>
</tbody>
</table>

Supervisors should not commit to additional compensation for additional duties without HR’s prior review and approval.
UNCG Mobile

Craig Biles
University Digital Design and Mobile Communications Developer
UNCG Mobile - A Great Employee Resource

• How to get it and set it up in four clicks
• Quick access to emergency numbers and LiveSafe app
• Dining on Campus - What is open? How crowded is it?
• COVID info and dashboard
• News from four different newsfeeds
• Interactive map with driving/walking instructions
• Staff directory
• Mail, Academic Calendar, Notifications
• HR link, SpartanTalent, Starfish, Canvas, Workshops!
Let’s take a tour!
What is next?

• You tell us?
  ➤ HR related - Sean Farrell
  ➤ General - Craig Biles
  ➤ Feedback - Feedback tile
• More direct connections
• Links to more apps
EEO/AA & Employee Relations

Patricia M. Lynch
Director of EEO/AA & Interim Director of ER
Performance Cycle Important Dates

• SHRA Performance Cycle 5/1/2021 - 4/30/2022

• June 30, 2021: Deadline for SHRA Performance Plans (87% completion rate and 13% incompletion rate)

• June 30, 2021: Deadline for SHRA Employee Acknowledges Plan (now considered overdue)

• October 31, 2021: Mid-Year Review (if required, see SHRA policy (.pdf) Section VII for more details)
Performance Cycle Important Dates

• EHRA Performance Cycle 7/1/2021 - 6/30/2022

• **September 30, 2021**: Deadline for EHRA Performance Plans (78% completion rate and 22% incompletion rate)

• **September 30, 2021**: Deadline for EHRA Employee Acknowledges Plan (now considered overdue)
# EEODF 2022 Class Schedule

**Classroom** *(Bryan 113)* and Online Options TBD

<table>
<thead>
<tr>
<th>2022 Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11</td>
</tr>
<tr>
<td>February 1</td>
</tr>
<tr>
<td>March 1</td>
</tr>
<tr>
<td>April 5</td>
</tr>
<tr>
<td>May 3</td>
</tr>
<tr>
<td>June 7</td>
</tr>
<tr>
<td>July 12</td>
</tr>
<tr>
<td>August 2</td>
</tr>
<tr>
<td>September 13</td>
</tr>
<tr>
<td>October 4</td>
</tr>
</tbody>
</table>
End of Year Celebrations

• COVID-19 requirements still apply (masks and flow through events)

• 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)

• Zoom parties are encouraged

Be safe and inclusive

Fellow Spartans
Give thanks and be mindful
HR Operations

Rhonda Rogers
HR Operations Specialist
Payroll Reminders

Mark Your Calendars! DON'T Forget!

- PHATime Entry closes: 8pm on Friday, December 3, 2021
- Your UNCGenie pay stub will be available for review: Wednesday, December 15, 2021
- December Pay Date: Tuesday, December 21, 2021
- January 2022 EPAF Deadline: Tuesday, December 14, 2021
2021 Mobile Communication Device (MCD)

The end of the year is quickly approaching!

Mobile Communication Device (MCD) allowances will expire on December 31, 2021.

MCD forms can be found on the Human Resources website on the Files and Forms page.

 Approved forms for SHRA and EHRA Non-Faculty eligible employees, submit to: hrops@uncg.edu
 Approved forms for Faculty, submit to: Faculty Personnel Services in the Office of the Provost

Please submit all renewal requests to the appropriate office no later than Tuesday, December 14, 2021.

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
Expired Compensatory Time

• The new Aged Leave By Organization Report now available in ePrint - WRWLAGEORG

• Department Timekeeper/HR Liaison responsible for generating monthly reports per the Organization Number(s)

• Replaces the monthly report previously provided by HROps
  ➢ HROps will still monitor to ensure balances are paid

• Hours for pay will be entered in the summary section of the timesheet and initialed by the supervisor/department head for approval
Expired Compensatory Time

- In the last column titled MLA*, the asterisk (*) indicates that HR has processed a Manual Leave Adjustment on the record.

- The asterisk (*) does not always indicate that the comp time hours have been used or paid.
  ➤ Must verify available hours prior to processing for payout.

- Eligible payout hours are entered in PHATIME under Earn Code 075 Comp Paid Out.

For questions contact your department timekeeper or hrops@uncg.edu.
HRIS

Sean Farrell
HRIS Manager
2022 Timesheets/Leave Reports

Updated timesheets/leave reports will be available online by November 30, 2021

https://hrs.uncg.edu/Leave_Management/

---

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

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Last Updated</th>
<th>File Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHRA Non-Exempt Timesheet – 2021</td>
<td>5/4/2021</td>
<td>XLSX</td>
</tr>
<tr>
<td>Hourly Temp Timesheet – 2021</td>
<td>12/23/2021</td>
<td>XLSX</td>
</tr>
<tr>
<td>Hourly Student Employee Timesheet – 2021</td>
<td>1/23/2021</td>
<td>XLSX</td>
</tr>
</tbody>
</table>
2022 Calendar Year-End Leave Roll

Leave roll will occur following January Payroll in 2022.

- **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 as SALB.

- **Community Involvement** - CI Leave will be reset for the new year
Reminders & Updates

Jeanne Madorin
Associate Vice Chancellor and Chief Human Resources Officer
Expected the legislature (Senate and House) will vote this week

Does not become law until the Governor signs, which he has indicated he will do

2.5% increase for University employees this year (FY22) and next (FY23) - 5% total for two year period

$1500 one time bonus < $75,000 annual salary

$1000 one time bonus > $75,000 annual salary
Budget Press Release

- UNC System Office will release implementation instructions once the budget has become law
- More details will be provided after the implementation instructions have been reviewed
- Increases will be retroactive to July 1, 2021, calculated on June 30, 2021 base salary
Accounts Payable Updates

After December 31, 2021 Accounts Payable (AP) will no longer accept paper or email payment request for:

- Direct Payment Request (Banfin-32 to vendors)
- BanHON
- BanCPS
- Dual Employment (when employee is borrowed from another agency)

If employees submit these types of payments and have not been trained on Jaggaer, they will need to sign up for December Jaggaer training in workshops.uncg.edu

Last check for employee reimbursement 2021 - Monday, December 20th

Last check run for vendor payments 2021 - Tuesday, December 21st
COVID Testing

Testing is not required for the following weeks:

- **November 22** - week of Thanksgiving Holiday
- **December 20** - week prior to Winter Break
- **December 27** - University closed
COVID Reminders

• Booster shots are available by appointment at the Student Health Center
  ➤ Call 336-334-5340 to schedule

• Time off is still available to receive the vaccine and/or booster
  ➤ Day of shot
  ➤ Day following shot if there are side effects
Holiday Schedule

• November 25 and 26: Thanksgiving

• December 24 - 31: Winter Break

• Thursday, December 30 is **not** a University Holiday
  ➤ Employees will need to take leave time
  ➤ Employees may work remotely with supervisory approval

• January 3, 2022: First workday of 2022
Benefits Deductions

• Check your deductions in your December check for open enrollment changes
➤ Notify Benefits as soon as possible if there are discrepancies

• NC Flex changes will be reflected in January’s paycheck
ComPsych Resources

ComPsych - Provider of UNCG’s Employee Assistance Program

Helpful tools and resources that employees can utilize all season long

Healthy Holidays Toolkit
Mindfulness and Relaxation Toolkit
Resiliency Resources

Burnout continues to be one of the biggest corporate risks to retention and productivity. Here are some tools that can help:

Guide: Workforce in Transition
On-Demand Training: Managing Staff Through Change and Stress
Happy Winter Holidays