



UNC
GREENSBORO
Human Resources

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HR Liaisons

Wednesday, December 2, 2020

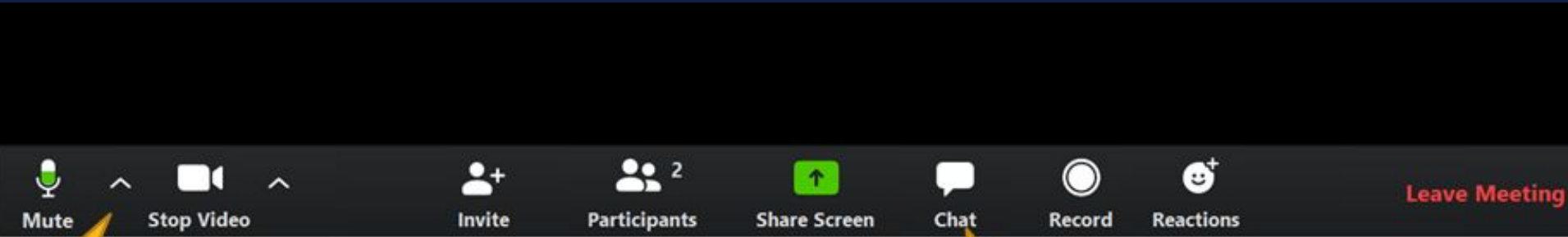
Webinar

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 and an upward arrow), 'Stop Video' (with a video camera icon and an upward arrow), '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

HR Operations

Glendneil Blackmon
HR Operations Manager

Payroll Reminders

Mark Your Calendars! DON'T Forget!

- PHATIME Entry closes at 8pm on Friday, December 4, 2020
- Your UNCGenie Pay Stub will be available for review on December 16, 2020
- December Pay Date is Tuesday, December 22, 2020

2021 Mobile Communication Device (MCD)

Reminder!

The end of the year is quickly approaching! All MCD allowances will terminate on December 31, 2020.

Please submit all requests to the appropriate office, before Friday, December 14, 2020. Find the [MCD form](#) on the Human Resources website - hrs.uncg.edu; Click on the Employee tab and choose the [Files and Forms](#) option.

SHRA and EHRA Non-Faculty ---> hrops@uncg.edu

EHRA Faculty ---> Faculty Personnel Services in the Provost's Office.

HR Information Systems

Sean Farrell
HRIS Manager

2021 Timesheets

New Timesheets for 2021 have been posted on HR site

- SHRA Non-exempt
 - Updated Calendar
 - No longer tracking MOS (Mandatory On-site work)
- EHRA Exempt Leave Report
 - No longer tracking MOS (Mandatory On-site work)
- Temporary Employment
 - Updated Calendar
 - Automatic calculation of Dept. Summary
- Student Employment
 - Updated Calendar
 - Automatic calculation of Dept. Summary

Teleworking Reporting

The UNC System Office continues to request monthly reporting regarding teleworking employees and we will continue to communicate directly with Timekeepers for each monthly reporting period.

Using Qualtrics to collect in aggregate for each Timekeeping Org.

Annual Leave Roll

We will perform the annual vacation leave roll and community involvement leave reset following the January Payroll in January 2021.

Again this year we will have some additional adjustments that will occur following the leave roll due to Bonus Leave utilization provisions.

Talent Solutions

Dr. Veronica Sills
Talent Solutions Manager

End of the Year Recruitment Reminders

- **Monday, December 14th** is the last start date for new employees hired for 2020.
- **Monday, December 21st** is the last day for hiring proposals to be submitted for HR Comp review for 2021 start dates.
- **Tues. & Wed. December 22nd and 23rd** the Talent Solutions Team will be finalizing 2020 actions.
 - Assign “Not Hired” workflow reasons for all candidates remaining in your applicant pools by Monday, December 21st.

NEW FORM ALERT!

Pre-Employment Reference Checks

An updated pre-employment reference check form has been uploaded to our website.

Changes Include:

- Removed salary history question (banned by N.C. Exec. Order 93)
- Clarified basic applicant and reference information
- Streamlined previous on-the-job performance questions
- Added “Completed by” section

REMINDERS

Pre-Employment Reference Checks

Pre-Employment Reference Check Reminders

- External candidates must have at least 2 references
- UNCG candidates must have at least 1 reference
- References should be completed for temporary hires
- References should include at least one current/immediate past supervisor
- Reference check forms should detail the responses provided as best as possible.

Form Location: Spartan Talent -> eHire Documentation -> Resource Documents

REMINDERS: Requesting Actions

I Need to ...	Where Do I Start?
Hire a temporary employee...	Submit a Temporary New Hire Request Form
Request to post a position (SHRA & EHRA-NF)...	Initiate an action in ePosition
Request an employee to perform additional duties for compensation... <i>(Note: Employees are not permitted to perform additional duties without HR's <u>prior</u> review and approval)</i>	Consult with the Talent Solutions Manager whether you should <ul style="list-style-type: none">• <i>Submit Special Assignment Form (SHRA) - OR -</i>• <i>Submit Supplemental Pay Form (EHRA-NF) - OR -</i>• <i>Initiate an action in ePosition</i>
Reappoint an EHRA-NF employee...	Submit an email to the Talent Solutions Manager at least 45 days in advance
Create or Modify a Position (e.g. create new position, salary change, competency change, etc.)...	Initiate an action in ePosition
Change a Supervisor for a position....	Initiate an action in ePosition <i>(Note: Don't forget the org chart!)</i>

EEO and AA

Patricia M. Lynch,
SPHR, SHRM-SCP
Director of EEO and AA

Revised University SHRA Grievance Policy

- Effective January 1, 2021 (link on UNCG HR website)
- Alignment with Title IX process requirement
- Clarification of interaction of the grievance process with EEO/Title IX procedures

Links will be available in the Links Resource Document

Revised University SHRA Grievance Policy

- Flexibility to administer performance management grievances through a different dispute resolution process
- Inclusion of sexual orientation, gender id/expression, and pregnancy under protected statuses for harassment, discrimination, and retaliation complaints

EEODF 2021 Class Schedule

Classroom (Bryan 113) and Online Options TBD

2021 Dates	
January 21	June 1
February 9	July 13
March 9	August 10
April 6	September 7
May 4	October 5



End of Year Celebrations

- COVID-19 requirements still apply (masks, social distancing, groups of 10, and flow through events)
- EDI required (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 welcome

Give thanks and be mindful fellow Spartans!

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Benefits

Emily Foust
Benefits Manager

End of Year Reminders

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

- [FSA Store](#) and OTC purchases

Dependent Day Care Flex

- Use 2020 account on expenses incurred by March 15, 2021

Open Enrollment Data Entry Update

- Health insurance premiums will apply in the December payroll (NCFlex in January)

Learning & Organizational Development

Natasha Toussaint
L&OD Consultant

Percipio

Learning Management System (LMS)

uncg.percipio.com

Access Percipio from the [Human Resources website](#)

Watch this brief [Percipio Overview Video](#)

Contact L&OD at profdev@uncg.edu

Updates and Questions

Jeanne Madorin

Associate Vice Chancellor and
Chief Human Resources Officer

HR Action Pause

The following actions require approval from Provost and Vice Chancellor for Finance and Administration:

Any Funding Source (State or Non-State) -

Any action involving a salary increase (reallocations, reappointments with salary increase, promotions, increase for additional duties, interim appointments, etc.)

Any funding source EXCEPT for grant funds

New Positions

Posting of Vacant Positions

Adverse Weather

Condition 1 - Reduced Operations

Non-mandatory employees may report

Condition 2 - Suspended Operations

Non-mandatory employees do not report or leave campus
Buildings will be locked

Condition 3 - University Closed

Requires approval from the UNC System Office

Mandatory employees report as directed

Links will be available in the Links Resource Document

Holidays

Winter Holiday

Paid Holidays - December 24, 25, 28, 29 and January 1

University Closed - December 30 and 31

Employees may take leave

Employees may work remotely with approval from supervisor

Employees who are **REQUIRED** by their supervisor to work on a holiday may be eligible for Holiday Premium Pay in accordance with state policy

Q&A



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