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
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

Links will be available in the Links Resource Document
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.

Links will be available in the Links Resource Document
HR Information Systems

Sean Farrell
HRIS Manager
## 2021 Timesheets

New Timesheets for 2021 have been posted on HR site

<table>
<thead>
<tr>
<th>Non-exempt</th>
<th>Temporary Employment</th>
<th>Exempt Leave Report</th>
<th>Student Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Updated Calendar</td>
<td>○ Updated Calendar</td>
<td>○ No longer tracking MOS</td>
<td>○ Updated Calendar</td>
</tr>
<tr>
<td>○ No longer tracking MOS (Mandatory On-site work)</td>
<td>○ Automatic calculation of Dept. Summary</td>
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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.

Links will be available in the Links Resource Document
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.

Links will be available in the Links Resource Document
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
REMINDEERS
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

Links will be available in the Links Resource Document
### REMINDERS: Requesting Actions

<table>
<thead>
<tr>
<th>I Need to ...</th>
<th>Where Do I Start?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire a temporary employee...</td>
<td>Submit a Temporary New Hire Request Form</td>
</tr>
<tr>
<td>Request to post a position (SHRA &amp; EHRA-NF)...</td>
<td>Initiate an action in ePosition</td>
</tr>
<tr>
<td>Request an employee to perform additional duties for compensation...</td>
<td>Consult with the Talent Solutions Manager whether you should</td>
</tr>
<tr>
<td>(Note: Employees are not permitted to perform additional duties without HR’s prior review and approval)</td>
<td>● Submit Special Assignment Form (SHRA) - OR -</td>
</tr>
<tr>
<td></td>
<td>● Submit Supplemental Pay Form (EHRA-NF) - OR -</td>
</tr>
<tr>
<td></td>
<td>● Initiate an action in ePosition</td>
</tr>
<tr>
<td>Reappoint an EHRA-NF employee...</td>
<td>Submit an email to the Talent Solutions Manager at least 45 days in advance</td>
</tr>
<tr>
<td>Create or Modify a Position (e.g. create new position, salary change,...</td>
<td>Initiate an action in ePosition</td>
</tr>
<tr>
<td>Change a Supervisor for a position...</td>
<td>Initiate an action in ePosition (Note: Don’t forget the org chart!)</td>
</tr>
</tbody>
</table>
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

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# EEODF 2021 Class Schedule

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

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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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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)

Links will be available in the Links Resource Document
Learning & Organizational Development

Natasha Toussaint
L&OD Consultant
Percipio
Learning Management System (LMS)
[uncg.percipio.com](uncg.percipio.com)

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

Watch this brief [Percipio Overview Video](#)

Contact L&OD at [profdev@uncg.edu](mailto:profdev@uncg.edu)

Links will be available in the Links Resource Document
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

Links will be available in theLinks Resource Document
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

Links will be available in the Links Resource Document