



UNC  
GREENSBORO  
Human Resources

*Find your **career** here*

# HR Liaisons Meeting

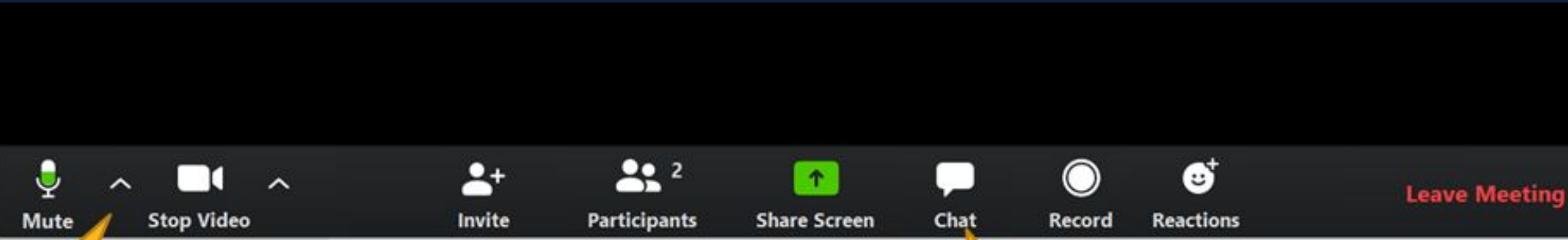
Thursday, February 11, 2021

Virtual Meeting

1:30 - 3:00 PM

All participants are muted

You may submit questions using the Chat function



The image shows a meeting control bar with the following items from left to right: 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).

**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

# HRIS

**Sean Farrell**  
HRIS Manager

# 2020 Leave Roll Update

The leave roll for 2020 has been completed.

All vacation, sick, and SALB leave have been updated for eligible employees.

Please contact [hrops@uncg.edu](mailto:hrops@uncg.edu) with any questions related to leave.

# UNC System Office Teleworking Reports

Monthly teleworking reporting continues to be required on the 9th of each month. Each dept. should report total number of \*permanent staff:

- working remotely more than 50% of the time
- working at a campus location 50% or more of the time
- unable to work remotely/telework or at an on campus location

We will continue to communicate these requests directly to timekeepers each month.

*\*excluding hourly employees and faculty*

# Talent Solutions

**Dr. Veronica Sills**  
Talent Solutions Manager

# Spartan Talent User Request Form

The User Account Request Form has been upgraded to Qualtrics.

SpartanTalent User Accounts are only available for permanent UNCG employees. Please confirm that you are a permanent UNCG Employee below. If you have any questions, please contact the Talent Solutions Manager, Veronica Sills at [v\\_sills@uncg.edu](mailto:v_sills@uncg.edu)

- Yes, I am a permanent UNCG Employee
- No I am NOT a permanent UNCG employee

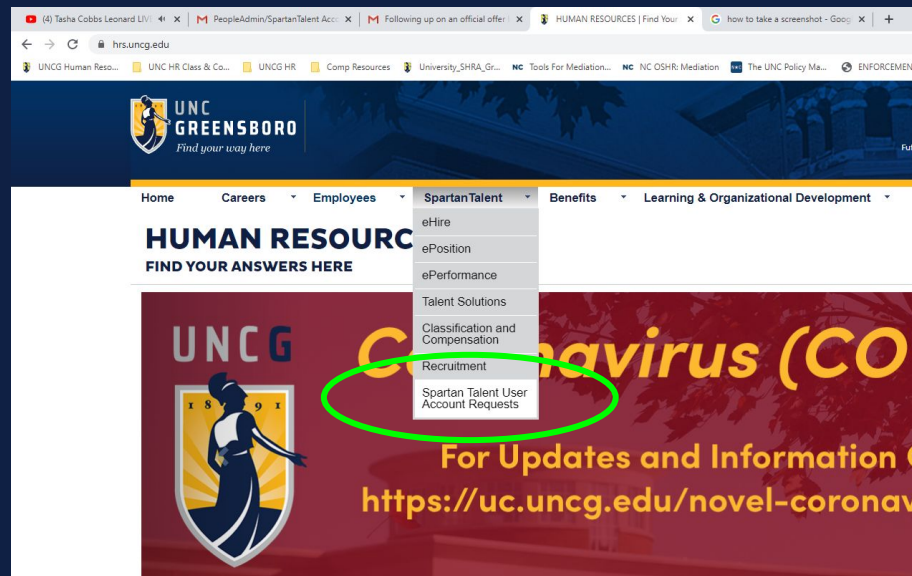
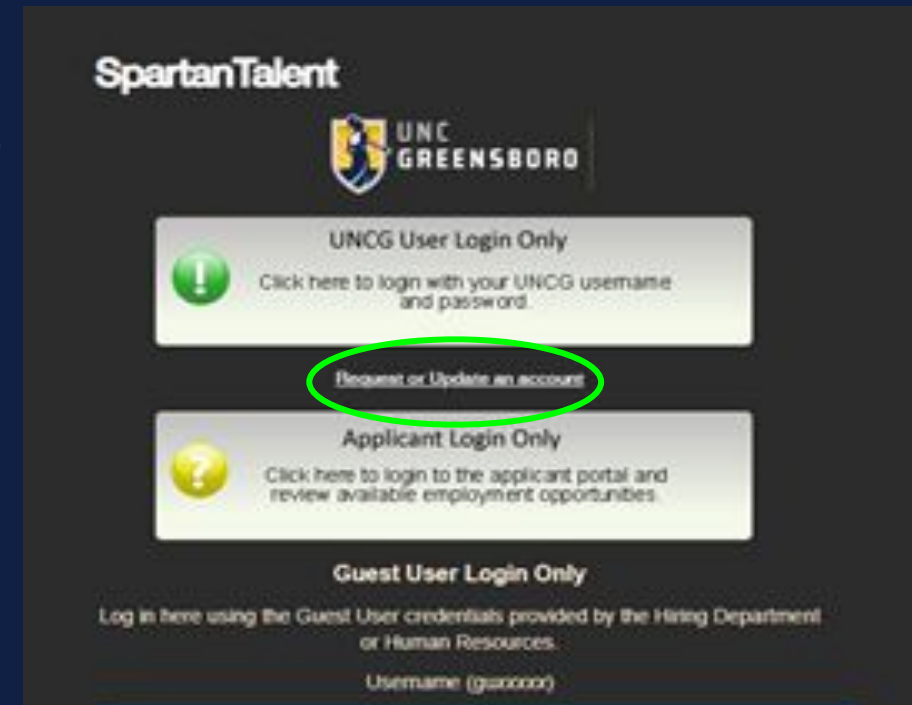
## Qualtrics Features Include

- Streamline view and easy use
- Supervisor notification
- Department groups defined (C&G, Budget, PI)
- Document upload option
- Advanced reporting options



# Spartan Talent User Request Form (cont'd)

- Used to submit requests for user account changes (e.g. request initiator access, position access)
- Use the form in lieu of sending emails so that we can better manage/track requests
- Students do not have user accounts in Spartan Talent and cannot be given access
- User groups are not available for temporary staff



# Temporary Employment

- Any request to hire a new or former temporary employee must be submitted to and approved by UNCG Human Resources prior to any work or compensation being promised to an individual and prior to the work beginning.
- All requests for temporary employment should be submitted at least 10 business days in advance of the proposed start date.
- Employees cannot start without HR approval, a satisfactory background check and completed Form I-9.

*For temp employment questions, contact Cati Caruthers at [mdmunoz@uncg.edu](mailto:mdmunoz@uncg.edu)*

# How to Hire a New Temporary Employee

- Submit a \*Temporary New Hire Request Form
- HR determines the FLSA exemption, classification, and compensation (hourly rate or rate range).
- Recruitment, Interview and Selection
  - Review temporary pooled positions
  - Request referrals from Human Resources
  - Post a custom temporary position
- Reference Checks and Background Check Request
- Hiring approval, University ID and Job Setup
- Department submits the correct ePAF
- New Hire Letter and Form I-9 Appointment

*\*Due to the HR Action Pause Dual Approval is Still Required*

# Temporary Employment Reminders

- Dual approval is still required
- HR Approval is required for hiring former temporary staff
- Temporary job assignments are limited to 12 months with the required 31-day break in service\*
- Be mindful of the limitations when reemploying state retirees
- HR must approve new and prior temporary hires

# EEO and AA

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

# Self ID Genie & Banner Update



HELP EXIT

## UNCGenie Homepage

**For security reasons you should use the most recent available browser (Firefox, IE, Chrome etc. for your OS). Most features in UNCGenie work with most browsers. If you are having problems please read UNCGenie Browser FAQ.**

**Please be aware - Use of Bookmarks inside UNCGenie may result in Page Not Found Errors!**

### Enter Secure Area

Login here to view your personal information.

### Campus Directory

Contact Information for campus employees.

### Payment Information

View Payment Information and Due Dates

### Student Account Center-Log in for Authorized Users only

Parents and others authorized by the student can: view student account information, make payments, and enroll in payment plans

### General Financial Aid

Financial Aid Application and Information Links.

### Class Schedule

View the current schedule of classes.

### Detailed Class Schedule

View detailed information of the current schedule of classes.

### Course Catalog

View course information, including course description.

### Alumni & Friends

Links to Alumni related sites.

### UNCG Homepage

View the UNCG Homepage

### Open Public General Surveys

Please check if you have any pending Public General Survey to answer.

**RELEASE: 8.9.1**

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# 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



# D & I Annual Report to Board of Trustees

## State Budget Act

Equal Opportunity related programs and services on campus

- Chancellor Advisory Committee on EDI
- Human Resources
- Title IX
- Office of Intercultural Engagement
- Office of Accessibility Resources and Services (OARS)



# Benefits

**Emily Foust**  
Benefits Manager

# COVID-19 Leave: January 1st - March 31st

Leave options available through the Families First Coronavirus Response Act (FFCRA) expired on December 31, 2020. This includes emergency paid sick leave (EPSL) and leave for child care or elder care.

The Office of State Human Resources has approved the use of up to 160 hours of COVID-19 Administrative Leave for reasons related to isolation, quarantine, and illness of employees.

# COVID-19 Administrative Leave

Employees may receive COVID-19 Paid Administrative Leave under the following conditions:

- The employee is subject to a quarantine or an isolation order, or has been advised to self-quarantine by a healthcare provider or public health official.
- The employee has had exposure with someone who has tested positive for COVID-19 and is awaiting a diagnosis (symptomatic or not).

# COVID-19 Administrative Leave (cont'd)

COVID-19 Paid Administrative Leave is allocated as described below:

- The employee may receive up to 80 hours of COVID-19 Administrative Leave for the absences prior to using any accrued personal leave.
- Once these 80 hours have been exhausted, the employee must use their accrued personal leave and paid time off for the absences.
- Once the employee has exhausted their accrued personal leave and paid time off, then the employee may receive an additional 80 hours of COVID-19 Paid Administrative Leave for the absences.

# COVID-19 Administrative Leave (cont'd)

Use of this COVID-19 Administrative Leave for the purposes listed is cumulative from March 16, 2020, through March 31, 2021.

If an employee used FFCRA emergency paid sick leave in 2020 for any of the reasons listed, those hours must be deducted from any remaining COVID-19 Administrative Leave available through this section.

# COVID-19 Administrative Leave (cont'd)

Example:

If an employee used 80 hours of emergency paid sick leave in July 2020 and became subject to a quarantine or isolation order in February 2021, they would only be eligible to use COVID-19 Paid Administrative Leave if they had exhausted all of their personal leave (including bonus leave).

# Interchangeability of Leave

Through March 31, 2021, employees may use accrued sick leave, vacation leave, and bonus leave interchangeably for COVID-19-related absences (child/elder care, cannot telework, etc.).

With the approval of their supervisor, employees may be advanced leave in accordance with the annual vacation and sick leave policies which allow advancement of leave up to the amount an employee can accrue in the calendar year.

# COVID-19 Administrative Leave

[COVID-19 Administrative Leave Request Form](#)

Specialized timesheets and leave reports will be supplied upon approval of leave.

Please contact Benefits as soon as the need for leave is identified to discuss eligibility and a timeline. Leave should begin upon exposure, or start of symptoms.

If you have questions about COVID related leave, please reach out to Benefits at [askbenefits@uncg.edu](mailto:askbenefits@uncg.edu), or 336-334-5009.



# Reminders & Updates

**Jeanne Madorin**

Associate Vice Chancellor and  
Chief Human Resources Officer

# 2021 Performance Management

## SHRA Performance Plan

- February 2 - Appraisal process opened
- April 30 - Appraisals are due

## EHRA Performance Plan

- April 1 - Appraisal process opens
- June 30 - Appraisals are due

Supervisor training : Conducting Remote Appraisals (TBA)

# SHRA Secondary Employment

Secondary Employment Forms **past due** as of Friday, February 5, 2021.

The Secondary Employment Policy requires all SHRA employees to obtain approval from their supervisor before engaging in any secondary employment outside the University.

This helps to ensure there is no conflict of interest with state operations.

# Secondary Employment (cont'd)

It is the responsibility of the employee to update this form annually, as well as to document changes that may occur throughout the year. All forms must be submitted and approved by the employee's immediate supervisor and kept on file within the department/division/school.

Employees who obtain secondary employment during the year need to submit the completed form to their supervisor prior to beginning such employment.

# Secondary Employment (cont'd)

Access the form here: [Secondary Employment Form](#) or by visiting our [HR website](#) and clicking on the *Employees* tab and choosing the *Files and Forms* option in the dropdown menu.

Supervisors who suspect a potential conflict of interest should contact their Business Partner to discuss their concerns prior to approving the employment.

Should you have any questions regarding secondary employment, please feel free to contact your HR Business Partner at [hrbp@uncg.edu](mailto:hrbp@uncg.edu).

# Q&A



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