HR Liaisons Meeting
Thursday, May 6, 2021
Virtual Meeting
1:30 - 3:00 PM
Please mute your microphones
You may submit questions using the Chat function

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
Finance

Steve Honeycutt
Interim Associate Vice Chancellor for Finance
Year-End

PCard - Valerie Nall 336.334.4461

**June 25** last day to post a PCard transaction

**June 26** New PCard statement begins

**June 29, 11:59 pm** last day to reconcile and approve PCard transaction for 2020-21

**June 30** all PCard transactions not reconciled will be swept by the PCard Administrator
Year End

June 8 last Payroll redistribution will be processed (Yolonda Crim 336.334.4135)

June 15 invoices received by Accounts Payable with proper documentation and budget will be processed (Robin Jones 336.334.5740)

June 24 Journal vouchers received by Controller’s Office with proper documentation will be processed (Stephanie Pflum 336.334.5029)

June 30, 2:00 pm deposits delivered to Cashier’s Office (Preston Clark 336.334.4295)
Year End

Before something can be paid from 2020-21 funds, we will need:

1. Purchase Order
2. Valid invoice
3. Receiving information in Jaggaer

Any purchase orders on state funds that are not paid by June 30, 2021 will be charged to 2021-22 funds.
EEO and AA

Patricia M. Lynch
Director of EEO and AA
EEODF 2021 Class Schedule

Classroom (Bryan 113)

2021 Dates

June 1
July 13
August 10
September 7
October 5
Welcome to Guardian LawLogix

Human Resources is excited to announce the implementation of the new electronic I-9 and E-Verify compliance system called Guardian LawLogix. LawLogix is a leader in I-9 and E-Verify compliance software. Beginning Thursday, April 29, 2021, instead of completing a paper Form I-9, we began using this online system to complete the Form I-9 and E-Verify processes for all faculty, staff, and student new hires at the university. This system is also used to document work authorization reverification and/or employee rehires.
The Form I-9, officially the Employment Eligibility Verification, is a United States Citizenship and Immigration Services form. Mandated by the Immigration Reform and Control Act of 1986, it is used to verify the identity and legal authorization to work of all paid employees in the United States.

All U.S. employers must properly complete Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. Both employees and employers (or authorized representatives of the employer) must complete the form.

The Form I-9 and E-Verify deadlines apply to all hires, whether local or remote and includes faculty, staff, and students.
Guardian LawLogix: I-9 & E-Verify Compliance

• Employers must treat employees in a non-discriminatory when recruiting, hiring, firing, and verifying their identity and authorization to work on Form I-9, Employment Eligibility Verification.

• Federal law requires that every employer who recruits, refers for a fee, or hires an individual for employment in the U.S. must complete Form I-9, Employment Eligibility Verification. The Form I-9 will help us verify your employee's identity and employment authorization.

• E-Verify is an Internet-based system operated by U.S. Citizenship and Immigration Services (USCIS), a part of the U.S. Department of Homeland Security (DHS). E-Verify electronically compares information contained on the I-9 form with records contained in the Social Security Administration (SSA) and DHS databases to help employers verify the identity and employment eligibility of newly hired employees.
Employers May Not....

- Demand that an employee show specific documents because of their national origin, ethnicity, immigration or citizenship status, race, color, religion, age, gender or disability, or because of any other protected characteristic.

- Refuse to accept your document or refuse to hire you because of an unfounded suspicion that your document is fraudulent. For example, your employer may not refuse to accept your U.S. passport because an employee has limited English proficiency.

- Treat an employee differently than other applicants because they are, or the employer believes that they are, a U.S. citizen or noncitizen.
Guardian LawLogix - Employee Rights

Employers May Not….

- Ask to see the employment authorization documents before hiring an applicant before they complete Form I-9. You may not use the I-9 form as part of the applicant screening process or background check.

- Refuse to accept a document or refuse to hire someone because their document expires in the future.

- Limit jobs to U.S. citizens unless U.S. citizenship is required by law or government contract.

- Demand a specific document when reverifying that someone is authorized to work. An employee may present any document either from List A or from List C of the Lists of Acceptable Documents to demonstrate that you are still authorized to work.
Guardian LawLogix: The Three Day Rule

**Section 1 Deadline**

- The earliest that the new hire can be asked to complete Section 1 of the I-9 form is after an offer of employment is extended and accepted.
- The latest that the new hire must complete Section 1 of the form is the end of the first day of work for pay.

**Section 2 & E-Verify Deadline**

- The latest that you may complete Section 2 of the form (identification documentation verification) is the end of the third day after the first day of employment. If the employee will work for fewer than three days, we must verify identification documents on the first day of work for pay.

**E-Verify Deadline**

- The earliest—after the applicant has accepted the position, and UNCG and the employee have completed both sections of Form I-9. The verification can be completed before the employee begins work for pay;
- The latest — three days after the new hire’s first day of work for pay, unless the employee will work for fewer than three days; for them, we must verify no later than the first day of work for pay.
EXAMPLE

UNCG Human Resources extends an offer of employment to Applicant Dallas Jones on a Monday (May 3rd), and the applicant accepts. Dallas will begin work on the following Monday (May 10), and will be a long-term employee. Dallas may complete the I-9 form and present identification documents any time between the first Monday (May 3rd, the date that the position was accepted) and the end of the next Monday (May 10th), the first day of work for pay. UNCG must examine identification documents and complete Section 2 by end of business on Thursday (May 13), the third day after the first day of work for pay.
Non-Compliance & Missed Deadlines

- Failure to appear at Human Resources (or SEO or GS) by the end of the third business day may result in disruption in the employee’s payroll and/or immediate separation from employment with the University.
  - Guardian LawLogix tracks Form I-9 status to alert our offices if we are in jeopardy of non-compliance.
  - The HR Onboarding Specialist will email the employee and their supervisor to alert them by the third business day or of failure to comply with the deadline.
  - HR Operations has access to LawLogix to review non-compliance and take the necessary action if identity and employment are not verified by the deadline.
- We must make every effort to complete the form in a timely manner.
All employers must complete and retain Form I-9, Employment Eligibility Verification, for every person they hire for employment after Nov. 6, 1986, in the U.S. as long as the person works for pay or other type of payment.

You may have your employees complete Form I-9:

- On their first day of employment (the actual commencement of employment of an employee for wages or other remuneration, referred to as date of hire in the Department of Homeland Security regulations); or
- Before their first day of employment, if they accepted your job offer

Preparers and translators can help employees complete Section 1.
Guardian LawLogix - New Hires Section 1 & 2
UNCG HR Talent Solutions
I-9 Section 2 (Documentation)

Within three business days of the date employment begins, you must present an original document or documents for an acceptable receipt to Human Resources. As a faculty, staff, or temporary employee, you must schedule this appointment with Human Resources to present your original documents which show your identity and employment authorization.

Select a Date & Time

Enter Details
Name *

Email *

Please share anything that will help prepare for our meeting.

Schedule Event
In general, I-9 Section 3 is used to document work authorization reverification and/or employee rehire.

Federal law requires that an employer (UNCG) must complete Section 3 when:

- an employee’s employment authorization or documentation of employment authorization has expired ("reverification").
- an employee is rehired within 3 years of the date that the Form I-9 was original completed
- an employee has a legal name change

When your employment authorization or, in most cases, employment authorization documentation expires, UNCG must reverify to ensure you are still authorized to work.
Guardian LawLogix - Important Reminders

- Hires (new or rehires) and reauthorizations must be processed in a timely manner!
- UG students hires should be referred to SEO
- Graduate student hires should be referred to the Graduate School
- Banner must be updated in advance of the employee start date.
- I-9 workflow (in-person or remote) is designated at the time of hire.
- Section 1 invite is sent out the day after Banner is updated
- Section 1 invite expires within 30 days
- Section 2 invite includes a link to schedule appointment online with HR
  - Employees use Calendly scheduler for I-9 document review
- Update your department documents, SOPs, letters, and templates that reference Form I-9.
- Review the Human Resources I-9 & E-Verify website
- Do not use or reference paper I-9 forms!
Guardian LawLogix - Important Reminders

Please do not allow employees to begin work without a completed Form I-9 & E-Verify!

Remember, compliance is a shared responsibility.

For questions regarding LawLogix contact the following HR Talent Solutions team members:

Dr. Veronica Sills, Talent Solutions Manager

Carol Benjamin, HR Onboarding Specialist
Wellness at Work

De-Stress at Your Desk

Recreation & Wellness
Catie Payne, Membership Coordinator & Yoga Instructor

HealthyUNCG
Stefanie Milroy, Director

UNCG Dining
Ryan Murray, Marketing Director

Human Resources
Marlon Summers, Interim Director, HR Business Partners
Mindfulness - Breathing & Movement

*Will share resource with content from today’s session (~10 minutes)*

3 minutes - Mindful breathing

7 minutes - Mindful movement (chair yoga)
Making Self-Care a Part of Every Meal

You are what you eat!

• As a general rule - the more colorful the plate, the better!
• Hydration, hydration, hydration (Water is key!)
• Snack smart - fruits, vegetables, nuts
• Smart portion sizing
• Reward yourself on occasion!

Fueling your stress prevention

• Stick to an eating routine
  • Number of meals
  • Time of day
  • Keeps metabolism on point!
• Account-able-buddy!
Employee Meal Plans

• Swipes give access to Fountain View
  • Variety of stations

• Cost can be payroll deducted

• Swipes can be used for guests
  • (Account-ability-buddy)

• Flex automatically saves 5% on campus purchases
Self-Care and Meal Planning

Our on-site Registered Dietitian Amy Moyer

- Can customize options for those with food allergies
- Can also customize options to help balance a healthy lifestyle
UNCG's exclusive employee wellness initiative, providing UNCG employees with information, programs, & services that help to promote a healthier lifestyle & a better quality of life.

SUPPORTING YOU IN ACHIEVING THE WELLNESS you desire

@HEALTHYUNCg
@HEALTHY_UNCG
HEALTHY.UNCg.EDU
HEALTHY_UNCG@UNCg.EDU
Healthy UNCG
What we offer

Resources and Programming
- Programs/Presentations
- ActiveU
- Fitness Lending Library
- Health Coaching
- Nutrition Consultations
- Living Easy Online Stress & Resiliency Program

Special Events and Challenges
- Spiros Scavenger Hunt
- Employee Wellness Month
- 3S Movement Challenge
- Employee Field Day

Advocacy and Support
- Wellness Committee
- Wellness Champions
- Consulting/Support
- Human Resources
- Statewide Wellness
Employee Assistance Program

Life's pressures and challenges can be difficult to handle alone. ComPsych's GuidanceResources provides confidential services at no cost to you and your dependents.

3 in-person counseling sessions per issue:
Stress, anxiety/depression, job pressures, relationship/marital conflict, grief/loss, problems with children, substance abuse

Additional Services:
- Financial Information and Resources
- Legal Support and Resources
- Work-Life Solutions
- Workshops.uncg.edu

GuidanceResources Online
The GuidanceResources Company®
Company ID: UNCG
ComPsych  Working Advantage

- Theme Park & Amusement Park Tickets
- Online Shopping and Service Discounts
- Broadway & Movie Theatre
- Ski Tickets
- Hotels & Rental Cars Worldwide
- Zoos & Aquariums
- Water Parks & Seasonal Activities
- Sporting Events
- Recreational Activities
- Museums
- Retail Merchant Gift Cards/Certificates
Reminders & Updates

Jeanne Madorin
Associate Vice Chancellor and
Chief Human Resources Officer