



UNC
GREENSBORO

Human Resources

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HR Liaisons Meeting

Tuesday, November 12, 2024

1:30 PM - 3:00 PM

These sessions are NOT recorded or transcribed!

This presentation includes live links and will be shared on the [HR Website](#)

Please stay muted until presenters permit otherwise. Ask questions via Chat or Q&A function

Welcome

Jeanne Madorin

Associate Vice Chancellor and
Chief Human Resources Officer



Learning & Organizational Development

Shay Bracewell, Training Specialist

E-mail: tgbracewell@uncg.edu



Professional Development Sponsored by ComPsych



To register, please visit the Percipio Link [HERE](#)

Wed, October 16th 10:00 AM- 11:00 AM (VIRTUAL)

- Managing Remote (Or Hybrid) Employees

Wed, October 30th 10:00 AM- 11:00 AM (VIRTUAL)

- How to Receive Criticism and Make it Work for You

Wed, November 13th 10:00 AM – 11:00 AM (VIRTUAL)

- Time Management Principles

Mon, November 25th 10:00 AM – 11:00 AM (VIRTUAL)

- Managing Staff Through Stressful Situations

For any questions or concerns, please send an e-mail to HR Training Specialist, Shay
Bracewell tbracewell@uncg.edu.

Professional Development
Sessions Sponsored by
ComPsych:
"Time Management Principles"

Register for the event [HERE](#)



START DATE

Nov 13, 2024

DATES AND TIMES

November 13, 2024, 10:00 AM - 11:00 AM

VIRTUAL PD sponsored by ComPsych- Time Management Principles

📍 Online 🗣️ Timarshay Bracewell

If you need access to the link, please contact Shay Bracewell (tbracewell@uncg.edu)

🕒 Registration closes on November 13 at 10:00 AM ✓ Available

Register

HR Liaisons Fundamentals Toolkit



Coming Spring 2025

HR Liaisons at UNCG act as key communicators between the HR department and their specific teams, sharing important information such as policy updates, benefits changes, training opportunities, and compensation details. Timely communication is essential, as this information often has time constraints.

Liaisons participate in regular meetings with HR throughout the year, as well as in ad-hoc sessions when needed. They are included in a closed, broadcast-only group to receive timely updates on important topics and issues. By ensuring their departments are well-informed, HR Liaisons contribute to a culture of transparency and engagement, empowering faculty and staff to make informed decisions and actively engage in university initiatives.

This program will include pre- and post-assessments to measure and evaluate the knowledge of liaisons. Followed by a series of technical workshops that will set learning objectives for participants to practice skill building needed to effectively perform essential Human Resources functions and processes. the program will focus on extracting relevant information for administrative tasks from areas such as:

- Payroll/ Time Entry
- Benefits Administration
- Recruitment Practices
- Orientation/Onboarding
- Performance Management
- HR Operations
- Compensation

Benefits & Retirement Services

Emily Foust, Manager of Benefits

E-mail: askbenefits@uncg.edu



Open Enrollment Data Entry

- Please assist with reminders to check paystubs in December and January
- December: health insurance
- January: all other insurance (dental, vision, FSA's, etc.)

If there are problems with enrollments, the possibility that corrections can be made a far better addressed quickly

Flexible Spending Accounts

- Please assist with reminders that Health Care Flexible Spending accounts should be used by 12/31/2024, or rollover will take place
- Rollover amounts are minimum \$25 and maximum of \$610
- 2024 Dependent Day Care Flexible Spending Accounts have a grace period runs through 3/15/2025

2025 IRS Retirement Limits

The 2025 supplemental retirement account limits have been announced:

- The standard limit for 403b, 401k, and 457b plans will be \$23,500
- The over-50 catch up for each of these plans will be \$7,500
- Universal Availability Notice email will be sent in January with the new version of the 403b form
- 403b and 401k share limits, but 457b does not

Talent Solutions

Cati Caruthers, Talent Acquisition and Employment
Manager

E-mail: hrcomp@uncg.edu



End of the Year Deadlines

Hiring Proposals Deadlines:

Monday 12/2/2024: Last day for Hiring Proposals to be submitted for HR comp review for 2024 start dates.

Monday 12/2/2024: Last day for Hiring Proposals to be completed (Finalized) to be included in December payroll.

Wednesday 12/11/2024: Last day for a new employee to start for year 2024.

Friday 12/13/2024: Last day for a Hiring Proposal to be submitted for comp review with 2025 start date.

End of the Year Deadlines

Posting Deadlines:

Wednesday 12/18/2024: Last day to submit postings before the Holiday break.

Posts NOT to close earlier than January 2nd, 2025

Temps Hiring Deadlines:

Monday 12/2/2024: Last day to submit temp hiring request forms.

Wednesday 12/11/2024: Last day for new temps or rehires to start for year 2024.

HR Operations

Glendneil Blackmon, Manager of HR Operations

E-mail: hrops@uncg.edu



Payroll Reminders

Mark Your Calendars!

- PHATIME Entry closes: 8pm on Wednesday, December 4, 2024
- UNCGenie Available for Review: Wednesday, December 16, 2024
- December Pay Date: Tuesday, December 20, 2024
- December EPAF Deadline: Sunday, November 17, 2024 (five more days)
- January 2025 EPAF Deadline: Friday, December 13, 2024

2025 Mobile Communication Device (MCD)

Mobile Communication Device (MCD) allowances will expire on Tuesday, December 31, 2024.

Please submit all renewal requests to the appropriate office no later than Friday, December 13, 2024.

- Approved forms for SHRA and EHRA Non-Faculty eligible employees, submit to: hrops@uncg.edu
- Approved forms for Faculty, submit to: Faculty Personnel Services fps@uncg.edu

Employees receiving this annual allowance must provide documentation, such as an annual contract or monthly billing statement.

Supervisors must retain a copy in the department to verify that they have reviewed the proof.

If you have any questions about this policy, please don't hesitate to reach out to your HR Business Partners for assistance.

Mobile Communications (MCD) Allowances Policy [Click here](#)

Mobile Communications (MCD) Allowances Form [Click here](#)

HR INFORMATION SYSTEMS

Sean Farrell, HRIS Manager
E-mail: sdfarrel@uncg.edu



2025 Timesheets

2025 Personnel Dates and Deadlines and Timesheets are under review and will be posted this week.

2024 Calendar Year-End Leave Roll

Leave roll will occur following January Payroll in 2025.

- 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
- Personal Observance Leave - PO Leave will be reset for the new year

EEO/AFFIRMATIVE ACTION AND EMPLOYEE RELATIONS

Patricia M. Lynch, Executive Director

E-mail: askeeo@uncg.edu

E-mail: hrbp@uncg.edu

E-mail: pmp2018@uncg.edu



SHRA Performance Cycle

2023-2024 Performance Cycle

- Performance Appraisals Were Due 04/30/2024
 - 96% completion rate
 - 7 employees need a performance plan
 - 18 employees need a performance appraisal
 - 13 plans/appraisals need next-level supervisor approval
 - 15 employees need to acknowledge their plan/appraisal

2024-2025 Performance Cycle

- Performance Plans Were Due 06/30/2024
 - 71% phase one completion rate
 - 171 performance plans need to be completed
 - 56 plans need next-level supervisor approval
 - 27 employees to acknowledge the performance plan
 - Phase 2 opens on 02/01/2025
 - Performance Appraisals, Next-Level Supervisors, and Employee Acknowledgements are due on 04/30/2025

EPS Performance Cycle

2023-2024 Performance Cycle

- Performance Appraisals Were Due 06/30/2024
 - 88% completion rate
 - 13 need a performance plan
 - 1 plans need the employee's acknowledgement
 - 48 supervisor's need to complete the performance appraisal
 - 10 appraisals need the employee's acknowledgement

2024-2025 Performance Cycle

- Performance Plans Were Due 09/30/2024
 - 88% phase one completion rate
 - 192 needs a performance plan
 - 13 plans need the employee's acknowledgement
- Phase 2 opens on 04/01/2025
 - Performance Appraisals, Next-Level Supervisor Approvals, and Employee Acknowledgements are due on 06/30/2025

EEODF 2025 Class Schedule for New & Existing Supervisors/Managers Classroom (Bryan 113)

2025 Dates

January 21	June 10
February 18	July 15
March 12	August 19
April 15	September 16
May 13	October 14

End of Year Celebrations

Considerations to remember (diverse palates with individual wrapped food items, non-denominational, attendance voluntary, keep decor non-specific, and remember staff may celebrate different days for observance)

Be Safe and Inclusive

ComPsych & Headspace Care (Previously Known As Ginger)

EAP

- Counseling Services
- Certified Financial Planners
- Legal
- Civil and Criminal Actions
- College Planning Home Repair

Headspace Care

- Counseling Services
- Quick Counselor Access
- Text Chats
- Self Care Library
- Seminars and Training
- Therapy

<https://hrs.uncg.edu/eap/>

<https://hrs.uncg.edu/benefits/ginger/>

REMINDERS & UPDATES

Jeanne Madorin
Associate Vice Chancellor and
Chief Human Resources Officer



Personal Leave Program

- EHRA Leave Earning Employees hired January 1, 2025 or later
 - Includes EHRA or SHRA employees hired from a different university
- Current SHRA employees who are hired into or convert to an EHRA position may remain in the current vacation leave program

Personal Leave Program

- Employees accrue 26 days of leave per year (prorated for employees who work less than full time)
- Up to 20 days of personal leave may be carried over into the next year
- Any excess leave at the end of the calendar year expires and not converted to sick leave

Personal Leave Program

- Example One
 - Employee earns 26 days of leave in 2025
 - Employee takes 15 days of leave
 - 11 days of leave is carried over to 2026
- Example Two
 - Employee earns 26 days of leave in 2026
 - 11 days of leave was carried over from 2025
 - Employee takes 15 days of leave
 - 20 days of leave carries over to 2027 and 2 days expire

Personal Leave Program

- Example Three
 - Employee earns 26 days of leave in 2025
 - Employee takes 15 days of leave
 - 11 days of leave is carried over to 2026
 - Employee takes 2 days of leave in January 2026 and resigns on February 1, 2026
 - All remaining leave expires

Personal Leave Program

- Example Four
 - UNCG hires an EHRA employee who works at UNC Chapel Hill
 - Employee is currently accruing Annual Leave and has 38 days of accrued leave
 - Employee is paid out 30 days of paid leave by UNC Chapel Hill
 - Employee starts accruing Personal Leave upon hire at UNCG

FLSA Exemption Review

- Positions falling under the minimum threshold of \$58,656 are in the process of being reviewed
 - A list of positions will be sent to the Vice Chancellors
- Any position that does not meet the minimum of \$58,656 will be a SHRA non-exempt position
 - EPS positions that are currently filled will remain EPS non-exempt
 - Positions will convert to SHRA when vacated

Vacancies

- Positions that have been vacant for over 12 months will need to be abolished
 - Includes temporary positions
- Approximately 300 positions do not have funding
- Positions that are currently under recruitment will be excluded

Current Delegations

- EPS Positions
 - Promotional Increases
 - Increase within salary range
 - Non-promotional Increases (i.e., labor market, internal equity, retention, etc)
 - June 30 Base Salary + proposed increase < \$125,000 – within salary range
 - June 30 Base Salary + proposed increase > \$125,000 – up to 10% of June 30 base salary and less than the 75% percentile of the salary range
- New EPS Positions
 - Funded < \$125,000
- SHRA
 - Up to 100% of the MRR of the next competency level
 - Up to 10% of June 30 base salary for positions < \$125,000 + increase

Current Delegations

- Interim Increases
 - Salary – same as permanent positions
 - Up to 12 months in duration
- SHRA Exempt Positions
 - Competency level adjustments
 - Reclassifications may be converted to EPS or approval from the UNC SO is required

EPS Conversions

- JCATS – job category codes
- Positions and JCATS are being reviewed
- JCATS will be assigned to salary ranges
- Once the classifications and salary ranges are finalized, employees will be offered the opportunity to convert
- This process should not impact current salaries
- Conversion process expected to begin early in 2025

Bereavement Leave

- Governor signed Executive Order 325 authorizing Bereavement Leave for cabinet agencies
- President Hans announced the University system will also offer this leave
- Available to leave earning employees
- Up to 40 hours following the death of a family member (as defined in policy)
 - Must be used within 180 days of the loss
- Up to 8 hours of leave to attend the funeral/memorial service of a colleague
 - Colleague is defined as someone the employee interacted with who was employed within the last year

Reminders

- Title IX
- Security Awareness
- FERPA
- HIPPA



Any Questions?



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