October 2021

Featured News

2022 Open Enrollment

**October is Organize Your Medical Information Month**

Open Enrollment is October 11 - 29

All members will be automatically enrolled in the 70/30 Plan for the 2022 benefit year unless they select otherwise.

Everyone will receive new health insurance ID cards.

View a slideshow by Senior Benefits Consultant Stephen Hale to learn more.

If you have questions, please contact the HR Benefits staff at askbenefits@uncg.edu.
Recently many of us have been balancing much more than we anticipated. As we try our best to manage – being good parents, coworkers, spouses, relatives, etc. – we might miss the signs and symptoms of burnout. This might be the case especially in serving as a primary caretaker.

Burnout can manifest in various ways on our physical and mental health, having long-term and sometimes irreversible effects. It is important to pay attention to how you feel in body and mind and protect your overall wellbeing so that you may continue enjoying the important things and people in your life.

Below you will find resources about identifying, managing, and preventing burnout.

**Percipio Resources**

- **Burnout to Breakthrough: Motivating Employees with Leadership Tools That Work**
- **Overcoming Burnout and Thriving in Turbulent Times Leadercamp**
- **HBR Guide to Beating Burnout**
- **Tackling the Problem of Burnout in the Workplace**
- **The Age of Burnout**
- **The Signs of Burnout**

**ComPsych Resources**

- **Burnout Could Be New Contagion**
- **Guide: Burnout and Work-Life Balance**

ComPsych is the provider for UNCG’s Employee Assistance Program (EAP). For questions about ComPsych services, please contact your Human Resources (HR) business partner.
# ComPsych Workshops

**October is Emotional Wellness Month**

Webinars are delivered by UNC System partner ComPsych.

ComPsych is UNCG’s Employee Assistance Program (EAP) provider. For questions about ComPsych services please contact your Human Resources Business Partner.

Click on the name of the workshop that you would like to attend, and you will be taken to a registration page. After you register you will receive a confirmation email with instructions on how to join the webinar.

If you are having trouble accessing the registration page, please contact Natasha Toussaint nmstoussa@uncg.edu.

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<td>Thursday, October 28, 2021</td>
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<td>The Psychology Behind Saving Money and Other Good Financial Habits</td>
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<td>How to Be More Engaged at Work</td>
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<td>Using Kindness to Achieve Personal Success and Happiness</td>
<td>Friday, May 6, 2022</td>
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For questions about these webinars, please contact Natasha Toussaint nmstoussa@uncg.edu.
SAVE The DATES!

PHATime Entry closes at 8 pm on Friday, December 3, 2021

Your UNCGenie pay stub will be available for review: Wednesday, December 15, 2021

December Pay Date: Tuesday, December 21, 2021

January 2022 EPAF Deadline: Tuesday, December 14, 2021

2022 MCD Deadline: Tuesday, December 14, 2021

2022 MCD Reminder

Mobile Communication Device (MCD) allowances are set to expire on December 31, 2021.

Please submit all renewal requests to the appropriate office no later than Tuesday, December 14, 2021.

Approved forms for SHRA and EHRA Non-Faculty eligible employees should be sent to the HR Operations unit at hrops@uncg.edu, and forms for EHRA Faculty should be sent to Faculty Personnel Services in the Office of the Provost.

MCD forms can be found on the Human Resources website on the Files and Forms page.

Please note that employees receiving this annual allowance must provide documentation in the form of an annual contract or monthly billing statement and supervisors are required to keep a copy on file in the department to certify that he/she has seen proof.

Learn more about the UNCG Mobile Communications Device (MCD) Allowances policy.

For additional assistance please contact HR Operations at hrops@uncg.edu.
EEO & AA

October is Global Diversity Awareness Month

Welcome to Equal Employment Opportunity and Diversity Fundamentals

University managers and supervisors have critical responsibilities and an often-demanding job. UNCG Human Resources Equal Employment Opportunity and Affirmative Action (EEO/AA) office is here to support you with developing and maintaining a diverse workforce and campus environment with the state-mandated diversity initiative training: Equal Employment Opportunity and Diversity Fundamentals (EEODF). This course was previously referred to as the Equal Employment Opportunity Institute (EEOI).

Who Should Participate in EEODF?

Per the House Bill 834, NC G.S. 126-16.1, EEODF is required for all state government employees who were hired, promoted, or appointed to the position of supervisor and/or manager on or after July 1, 1991. All (non-executive level) supervisors and managers should enroll in EEODF Level 1 training.

Should I Enroll in EEODF If I Previously Completed EEOI?

EEODF is a one-time training. Any managers or supervisors that have not completed EEODF (or the former EEOI) at any North Carolina state agency or institution, are required to enroll in this training. If you previously completed the former version of this course (EEOI), you are welcome to enroll in the newly revised EEODF training, however it is not mandatory.

What is Included in the Training?

ONLINE

There are six modules and a final assessment which take about 3-5 hours to complete. The online modules and final assessment must be completed before registering for and attending the full-day instructor-led classroom session.

CLASSROOM

The one-day 8-hour instructor-led classroom training is facilitated by two state-certified adjunct trainers that are members of the UNCG Human Resources EEO/AA office. Classroom training is held on campus from 8:30 am to 4:30 pm.

The EEODF course is designed with the latest information needed to help supervisors and managers understand equal employment opportunity/affirmative action laws in the context of daily work situations. The training will also include case studies, effective hiring practices, rights and responsibilities, and inclusive practices to help you work more effectively with a diverse workforce.

How Can I Register for EEODF?

Registration for Level 1 for online training and classroom session through the Office of State Human Resources.

Click here for a quick reference guide that provides step-by-step instructions for registration.

For more information, details on registration, and FAQs visit UNCG Human Resources - EEODF.

UNCG Greensboro classroom sessions are scheduled for the following dates:
- Tuesday, January 11, 2022
- Tuesday, February 1, 2022
- Tuesday, March 1, 2022
- Tuesday, April 5, 2022
- Tuesday, May 2, 2022
- Tuesday, June 7, 2022
- Tuesday, July 12, 2022
- Tuesday, August 2, 2022
- Tuesday, September 13, 2022
- Tuesday, October 4, 2022

DO YOU HAVE QUESTIONS OR NEED ASSISTANCE?

EEODF course questions? Contact Patricia M. Lynch at plynch3@ncp.edu or at 334-334-9725. OSHR NC Learning Center technical difficulties? Contact itsupport@ncp.edu. Issues with the internet browser or Adobe Flash? Contact 6-TECH at 334-256-TECH (8324).
October is National Learning & Development Month
All permanent UNCG employees can access over 400 topics!

Please contact Natasha Toussaint nmtoussa@uncg.edu with questions about Percipio.

Meet the G!

Meet the G! is part of New Employee Orientation (NEO). This is a monthly information sharing meet-and-greet for departments and groups to connect with new staff! This session is a great opportunity for new Spartans to learn about our campus community and about services/perks.

There is a prize drawing at each session. Prizes are swag items courtesy of University Communications! Big thanks UC! Encourage new staff to attend a Meet the G! session.

When: **Last Wednesday of every month
Where: Zoom
Time: 10:00 am -11:00 am
**Subject to University calendar and national holidays

For questions contact Natasha Toussaint at nmtoussa@uncg.edu.
National Months

October

Caffeine Addiction Recovery Month

Emotional Intelligence Awareness Month

Financial Planning Month

November

National Career Development Month

National Native American Heritage Month

Vegan Month

December

National Human Rights Month

Root Vegetables and Exotic Fruits Month

Safe Toys and Gifts Month
Stay safe with the **3 Ws**
*Wait* six feet apart – *Wash* hands for 20 seconds – *Wear* a face covering

**Stay Informed by visiting the Shield our Spartans Website**

**Upcoming Events (Workshops/Trainings)**

- **November 2021 Actions**
  - EPAF Deadline
    - **October 25**

- **December 2021 Actions**
  - EPAF Deadline
    - **November 17**

- **January 2022 Actions**
  - **December 14**

- PHATIME Entry Cutoff
  - **October 13, November 10, December 3**

- **November 1, 15 & 29, December 13**
  - New Employee Orientation (NEO)
  - Zoom Meeting

- **October 27, November 17*, December 15* **Meet the G!**
  - 10:00 am - 11:00 am
  - *Dates vary due to holiday/University schedule

- **October 28**
  - Loneliness and Social Isolation In Today’s World
  - 12:00 pm - 1:00 pm

- **November 16**
  - HR Liaisons Meeting
  - 1:30 pm - 3:00 pm
  - Zoom Meeting

**Important Dates**

- **PHATIME Entry Cutoff**
  - **October 13, November 10, December 3**

See all important dates at [HR dates & Payroll Deadlines](http://hrs.uncg.edu)