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Human Resources
Find your career *here*

HR Liaisons Meeting

Tuesday, November 28, 2023
1:30 pm - 3:00 pm

These sessions are not recorded.
This presentation includes live links and will be shared with you and posted on the HR website
Please stay muted until you want to speak. You may ask questions via Audio or Chat

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Welcome

Jeanne Madorin
Associate Vice Chancellor and
Chief Human Resources Officer

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Career & Professional Development: Student Employment

Katherine Faulkner

Important Need to Knows & Reminders

- Students can work until the **last day of finals** for this semester
- Student Employment Office handles all student employee I9s
- Student must schedule an appointment in advance to complete I9s
  - No same day appointments and/ore walk-ins will be offered at this time
- No student employee should start working until I9s are completed and supervisors have received confirmation via email from student
  - International students are an exception to this due to SSN card delays
- I9s must be handled in person for all students who will be working on campus and in-state
  - Remote I9s will be granted on a case-by-case basis and will be rarely allowed (more policies to come about that)

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Student Employee Supervisor Trainings

Canvas course in the works
- Will go live in December
- Will be a hub for action forms and other important SEO policies/updates
- Anyone who supervises a student worker must at least be enrolled in the Canvas course and get a passing score on the quiz

- Virtual and in-person trainings will also be happening in December

- *OUR ASK*: Please email SEO or Katherine Faulkner the name and contact information of any supervisors who will be managing students next semester.

- If anyone has any questions or concerns, please email:

seo@uncg.edu

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Learning & Organizational Development

Shay Bracewell

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Spring 2024 Events for UNCG Employees sponsored by:

SECU
State Employees' Credit Union®

- Estate Planning
- Trusts
- Personal Budgeting
- Tips on credit improvement
- Retirement Planning

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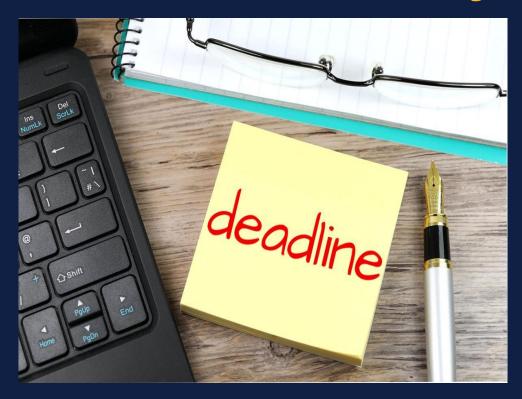# Are you interested in taking a course at UNCG?

UNCG Employee Tuition Waiver Program

- Allows permanent UNCG Employees working 30+ hours per week for 9+ months per calendar year to have tuition and fees waived for course(s) taken at any of the 17 campuses in the UNC System.
- Employees may take up to 3 courses per year at the under or graduate level.
- The Tuition Waiver does NOT cover non credit courses.

Spring 2024 Employee Tuition Waiver Deadline: January 8, 2024

To be eligible for Spring 2024, employees must be enrolled, course selected and Tuition Waiver form must be uploaded to UNCGenie

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Benefits

Emily Foust

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End of the Year Reminders

Health Flex rollover for balances between $25 - $570

- [FSA Store](#) and OTC purchases

Dependent Day Care Flex

- Use 2023 account on expenses incurred by March 15, 2024

Open Enrollment Data Entry Updates

- Health insurance premiums will apply in the December payroll (NCFlex & Securian will apply in January)

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Fidelity Transition - 2023

- As of Sept. 1, 2023, the University began the transition to TIAA as the single recordkeeper for the UNC Retirement Plans.
- Impacted plans are Optional Retirement Program (ORP) and the UNC supplemental accounts through **Fidelity**: **401(a), 403(b) and 457(b) plans**
- No action required.
- Beneficiaries will be mapped to TIAA.
- No impact on TSERS or Empower/Prudential programs.

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Fidelity Transition - 2024

- Fidelity payroll contributions will be redirected to TIAA in January 2024.
- Mapping process will begin, moving existing Fidelity accounts over to TIAA in late spring 2024 (approximately).
- Fund adjustments can be made if needed.
- More information:
  https://myapps.northcarolina.edu/hr/benefits-leave/retirement/orp/
  - Investment Performance Documents
  - Plan Documents

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Fidelity Transition

A detailed transition guide will be mailed to UNC System retirement plan participants in late January 2024.

The guide will provide details on key dates, specific action steps, and available resources.

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Payroll Reminders

Mark Your Calendars!

➔ EPAF Deadline for December: Friday, November 17, 2023

➔ PHATIME Entry closes: 8pm on Tuesday, December 5, 2023

➔ UNCGenie Pay Stub will be available for review: Friday, December 15, 2023

➔ Pay Day: Thursday, December 21, 2023

➔ January 2024 EPAF Deadline: Thursday, December 14, 2023

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2023 Mobile Communication Device (MCD)

All MCD allowances will terminate on December 31, 2023

➔ [MCD Form](#)
➔ [MCD Policy](#)

➔ Approved forms for SHRA & EHRA Non Faculty eligible employees, submit to: hrops@uncg.edu
➔ Approved forms for Faculty, submit to: fps@uncg.edu

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 for certification purposes.

Please submit all request to the appropriate office no later than Friday, December 15, 2023

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HRIS

Sean Farrell

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2024 Timesheets/Leave Reports

Updated timesheets/leave reports are available today.

https://hrs.uncg.edu/Leave_Management/

2023 Calendar Year-End Leave Roll

Leave roll will occur following January Payroll in 2024.

- 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

End of the Year Deadlines

Hiring Proposals deadlines:

Friday 12/1/2023: Last day for Hiring Proposals to be submitted for HR comp review for 2023 start dates.

Monday 12/4/23: Last Day for Hiring Proposals to be completed (Finalized) to be included in December payroll

Monday 12/11/23: Last day for NEW hires employees to start for year 2023

Friday 12/15/23: Last Day for Hiring Proposals to be submitted from Comp review with 2024 start date

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continued...

Posting Deadlines:

Wednesday 12/20/23: Last day to submit Postings before the holiday break. Closing dates on those requests not earlier than January 2nd.

Temporary Hiring Deadlines:

Monday 12/4/23: Last Day to submit Temp hiring request forms

Monday 12/11/2023: Last day for New Hired temps or rehired to start for year 2023.

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Temp. Employment Hiring Process

New and returning temps MUST be approved by HR prior to making a commitment or to allow them to start working.

- Temp Request form must be submitted
- Criminal Background check/MVR clearance received
- Current application in file
- Green light to hire a temp received by HR
- Start date agreed upon all parties and approved by HR
- I-9 MUST be completed before the start date or by the first day of employment

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ER and EEO/AA

Patricia M. Lynch

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Performance Cycle Important Dates

SHRA Performance Cycle 4/1/2023 -3/31/2024

- **SHRA Plans with goals should be completed** (84% completion rate and 16% incompletion rate)

- **February 1, 2024:** SHRA Supervisor Creates Appraisals opens

- **April 30, 2024:** SHRA Appraisals are due

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Performance Cycle Important Dates

EHRA Non-Faculty Performance Cycle
7/1/2023 -6/30/2024

- **EHRA Non-Faculty Plans with goals should be completed**
  (70% completion rate and 30% incompletion rate)

- **April 1, 2024:** EHRA Non-Faculty Supervisors creates Appraisals opens

- **June 30, 2024:** EHRA Non-Faculty Appraisals are due

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EEODF 2024 Class Schedule for New & Existing Supervisors/Managers Classroom (Bryan 113)

2024 Dates

January 9	June 4
February 6	July 9
March 5	August 6
April 2	September 10
May 7	October 8

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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

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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/

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Reminders & Updates

Jeanne Madorin

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Dual Approval

All personnel actions that are not primarily funded by direct funds to a grant (fund ranges: 200000-229999) are reviewed by the Provost and CFO to determine if the request is mission essential.

This includes the following actions:

- Positions
- Reallocations/Reclassifications
- Salary Increases
- Supplemental Payments
- Other actions that affect salary or require an expenditure

Dual Approval

Process

Academic Affairs - Coordinated through AA and submitted by Mitzi Burchinal

Other Divisions
- Submit SpartanTalent Action AFTER obtaining approval to move forward by Vice Chancellor
- Include **one or two sentence justification** in the reason for the action
- Actions are submitted by HR from SpartanTalent

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Dual Approval

Approval Process

- Majority of actions are approved to move forward
- AA notifies department action is approved and department submits through SpartanTalent
- Other Divisions - Unless HR notifies the department the action was not approved or more information is required, the action is moved forward for analysis
- Approval through Dual Approval authorizes the action to move forward - it does not approve the action itself

Holiday Schedule

Thanksgiving

Paid Holidays- November 23 and 24

Winter Holiday

Paid Holidays- December 25, 26, 27, 28 and January 1

University Closed- December 29 is not a University Holiday

Employees will need to take leave time (Personal Observance Leave may be used for this day)

Employees may work remotely with supervisory approval

January 2, 2024: First workday of 2024

Employees who are REQUIRED by their supervisor to work on a holiday may be eligible for Holiday Premium Pay in accordance with state policy.

Employees who chose to work on a holiday are not eligible for holiday premium pay.

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Adverse Weather

Condition 1- Reduced Operations - Some operations may be suspended or curtailed but most of campus will remain operational

- Mandatory Staff report per regular schedule
- Non-mandatory employees may report or use compensatory time/annual leave/bonus leave or leave without pay
- Non-mandatory Staff may make up their times within 90 days with supervisor approval
- Staff who work remotely are expected to continue to work, if possible
- Staff who work hybrid or on-campus may work remotely with supervisory approval.

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Condition 2- Suspended Operations

Adverse Weather

Condition 2- Suspended Operations - Campus is closed, classes and activities are cancelled.

- Mandatory Staff report per regular schedule
- Non-mandatory employees do not report or leave campus when a Condition 2 is activated
- Buildings will be locked and parking areas may be closed
- Non-mandatory employees may use compensatory time/annual leave/bonus leave or leave without pay
- Non-mandatory Staff may make up their time within 90 days with supervisor approval
- Staff who work remotely are expected to continue to work, if possible
- Staff who work hybrid or on-campus may work remotely with supervisory approval.

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Adverse Weather

Condition 3- University Closed - This is normally requested after a Condition 2 and requires approval from the UNC System President

- Allows employees to be paid for the time missed.
- Since this is approved after the event, employees need to plan on having to account for their time and leave would be restored should a Condition 3 be approved
- This is a rare occurrence and should not be an expectation - most weather related events would not qualify absent severe circumstances (e.g., hurricane) and extreme structural damage or operational interruption (e.g., flooding)

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Adverse Weather

- FLSA Non-Exempt Mandatory employees who are required to report to campus (or another campus worksite) during a Condition 2 or 3 receive hour-for-hour compensatory time for the time they work.
- Employees who work remotely are expected to continue to do so as long as they are able.
- Adverse Weather conditions are based on campus conditions, not the commuting area - employees are expected to use their own judgement in regards to their ability to report to work
- University operating statuses are updated on the University webpage and available through Spartan Alerts (Spartan Safe App).

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Adverse Weather

<u>Things to Do Now</u>

- Make sure mandatory employees are aware of their status and know when they should report (e.g., should they wait to be notified, report as scheduled, etc.).
- Determine who could work remotely and communicate expectations (e.g., equipment that is available, do they need to check in, etc.).
- Make sure employees, especially new employees, are aware of the conditions - you do not want someone driving through bad weather only to arrive to a closed campus.

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