



UNC
GREENSBORO

Human Resources

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HR Liaisons Meeting

Tuesday, May 14, 2024

1:30 PM - 3:00 PM

These sessions are NOT recorded.

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



Financial Planning & Budgets

Jackie Jenkins

Business Systems Analyst

jmjenki3@uncg.edu



State Funds(110000-119999) Year End Spending

- ❑ **Due diligence in spending down state appropriations.**
- ❑ **For all potential expenditures, the ‘appearance test’ should be used.**
 - How would this purchase look to external constituents if reported in the news?
 - Is this expenditure necessary for a faculty/staff member to do their job?
 - Is this expenditure necessary to carry on the University’s normal business?
- ❑ **Additional fund custodian responsibilities:**
 - Maintain proper documentation procedures.
 - Follow proper procedures for the use of all funds under your purview.
 - Make sure proper authorization is received for expenditures charged to a fund or project under your purview.

Learning & Organizational Development

Shay Bracewell, Training Specialist

E-mail: tgbracewell@uncg.edu



What type of Professional Development Opportunities would you like to Experience Fall 2024?

Please select the Professional Development/ Work-Life Topics from the categories in the poll (select all that apply)

Benefits & Retirement Services

Emily Foust, Manager of Benefits

E-mail: askbenefits@uncg.edu



State Health Plan - Aetna

Effective 1/1/2025, the **Third Party Administrator** will be Aetna.

- Aetna will administer claims and manage billing
- Aetna does not determine premiums or plan design (copays, deductibles, etc.)
- The State Health Plan's Board of Trustees sets Plan benefits and premiums

There will be no changes to premiums or plan design.

Members should check [eBenefits](#) to make sure that addresses are current.

<https://www.shpnc.org/2025-transition-aetna-tpa>

State Health Plan – Aetna Network

Aetna has an extensive national and in-state provider network. Aetna reviewed millions of State Health Plan claims processed over an entire year, and about 99% of those claims came from providers already in the Aetna network.

Providers don't have to wait to make sure they continue to serve Plan members, if they're already not in Aetna's network, they can join now. **The Clear Pricing Project (CPP) will continue in 2025, but current CPP providers need to rejoin through Aetna.**

Primary Care Providers will need to be updated in eBenefits during Open Enrollment.

Fidelity to TIAA Transition

All Fidelity balances mapped over to TIAA on schedule.

TIAA outreach is proactive. It includes phone calls to invite participants to review accounts, investments and beneficiaries.

<https://myapps.northcarolina.edu/hr/benefits-leave/retirement/>

Talent Solutions

**Cati Caruthers, Talent Acquisition and Employment
Manager**

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Remote Work

Temporary and permanent changes to the teleworking agreement, teleworking arrangements or Flexible work schedule that exceeds 30 days are required a new approved teleworking agreement form in file.

Flexible Schedule/Telework Plan and Agreement

[Flexible Schedule/Telework Plan and Agreement](#)

Out of State Remote Work

- As a reminder, any type of remote work (permanent or temporary) **outside of the state of North Carolina** (with the exception of employees in hybrid remote work situations who reside within commuting distance) will require a justification as to the business need for the work to be performed in another state and is subject to approval by the **Associate Vice Chancellor for Human Resources** for Staff (EHRA non-faculty or SHRA) or **the Provost** for faculty. This rule applies to new hires **and** current employees moving out of state.
- Out of the Country work is not permitted.

If you have any questions, please email the Talent Solutions' mail box: ***HRcomp@uncg.edu***

HR INFORMATION SYSTEMS

Sean Farrell, HRIS Manager
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2024 Org Change Process

Org Change Committee

- Annual Process – Changes occur July 1 (Fiscal Year)
- Includes New/Abolished Orgs and Funds, Org name changes, Fund changes
- Updates to Request Form:
 - If positions/employees are moving to a new Org due to a change – Now requesting information related to SpartanTalent roles.

Academic Org changes are routed through The Provost's Office

All others are routed through The Budget Office

Administration of changes are managed by the Org Change Committee

EEO/AFFIRMATIVE ACTION AND EMPLOYEE RELATIONS

Patricia M. Lynch, Director of EEO/AA and ER

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Important SHRA Performance Cycle Dates

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

- ❑ **SHRA Appraisals should be completed**
 - (57% completion rate and 43% incompleteness rate)
- ❑ **February 1, 2024: SHRA Supervisor Creates Appraisals opened**
- ❑ **April 30, 2024: SHRA Appraisals were due**

2024-2025 SHRA Performance Cycle 5/1/2024 -6/30/2024

- ❑ **June 30, 2024: SHRA Performance Plans should be completed**

Important Exempt Professional Staff (EPS) Formally EHRA Non-Faculty Performance Cycle Dates

EPS Performance Cycle: 7/1/2023 -6/30/2024

- EPS Plans with plans should be completed**
(90% completion rate and 10% incompleteness rate)
- April 1, 2024:** EPS Supervisor Creates Appraisal Opened
- June 30, 2024:** EPS Appraisals are due

EPS Performance Cycle: 7/1/2024 -6/30/2025

- July 1, 2024:** EPS Supervisor Creates Plan Opens

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

REMINDERS & UPDATES

Jeanne Madorin
Associate Vice Chancellor and
Chief Human Resources Officer



FLSA Salary Thresholds

- Minimum salary for a position to be FLSA exempt (not subject to overtime):
 - \$43,888 (\$844 a week)– Effective July 1, 2024
 - \$58,656 (\$1,128 a week) – Effective January 1, 2025
- This includes positions that are less than 1.0 FTE
- Example: Position is a .5 FTE with a salary of \$30,000 will not be FLSA exempt even if the position meets the criteria of the duties test.

Exempt Professional Staff

- Coming Soon – New classification structure for Exempt Professional Staff
 - Job Families
 - New Salary Ranges
 - Expected to be released in May 2024
 - EPS Ranges were last revised in 2022 – changes are not expected to be as significant as SHRA Range revisions
- Current EPS positions will be placed in the new structure
 - Salaries expected to remain the same

Exempt Professional Staff

- Banner/SpartanTalent Changes
 - The UNC System Office is working with campuses on changes that will need to be made to Banner
 - Specific information has not been released
 - Positions will be placed in the new structure between June - August
- Conversion Options
 - SHRA FLSA Exempt level positions are eligible for conversion to EPS
 - Positions will first be reviewed to confirm exemption status
 - Conversion options will be communicated between September - December
 - Conversion is voluntary
 - Employees electing not to convert will remain in their SHRA position
 - Reclassifications, reallocations, etc., are still possible within SHRA policies

Exempt Professional Staff

- How you can help your departments:
 - Review HR Liaison PowerPoint from August 14, 2023, on FLSA Exemption Criteria
 - New positions that will pay less than \$58,656 on January 1, 2025, should be submitted as SHRA non-exempt positions
 - Current positions that will pay more than \$58,656 on January 1, 2025, and meet the duties test should be submitted as EPS positions
 - If in doubt, please ask before you submit the position

SHRA Career Banded Salary Ranges

- New SHRA ranges have been posted on our website
- Employee salaries are based on several factors
 - The salary range and market reference rate
 - Internal pay alignment (equity among other similarly situated employees)
 - Available funding/budget
 - Required competencies for the position
- The updated ranges do not mean there will be automatic increases or that employees are entitled for an increase due to a change in their range
- The new ranges provide the opportunity for potential salary growth over time and will help with recruitment and retention of our workforce

SHRA Career Banded Salary Ranges

- There was no funding allocated for employee increases
- We are hopeful that labor market adjustment reserve funding (LMAR) will be provided in the next legislative session
 - Employees who are farthest from their market reference rate will be addressed first
 - Positions should be posted at a minimum of 90% of the new market reference rate
 - Shift in focusing on paying 100% of the MRR to focusing on the range (90 – 100% of the MRR) when determining the salary to recommend
 - Internal alignment

SHRA Career Banded Salary Ranges

- How can you help your departments:
 - Positions should not be submitted for reclassification if there is not sufficient funding to support a salary at 90% of the MRR
 - Review internal equity on new hire salaries to make sure the recommendation is consistent with others in the department
 - Set expectations for candidates - positions are posted with a range – candidates should expect a salary within the range, not necessarily the salary at the top of the hiring range
 - Positions can be posted with a hiring range that does not reach 100% of the MRR if that salary cannot be supported.

Other Tidbits

- 3% Legislative Increase
- Abolishment of Positions
 - Positions that are vacant with no budget should be abolished
 - We will be reaching out to departments regarding these positions to determine if they will be funded/filled



Any Questions?



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