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HR Liaisons Meeting

Tuesday, February 13 , 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



Learning & Organizational Development

Shay Bracewell, Training Specialist
E-mail: tgbracewell@uncg.edu



SAVE THE DATES!



Estate Planning

The presentation will cover general estate planning topics including wills, trusts, powers of attorney, and advance health care directives, as well as the estate planning and trust services offered to members by SECU through Members Trust Company.

Wed, April 10th
10:00 am- 11:15 am
Bryan School of Business, Room 113

To register for this session, please visit Live Courses via [Percipio](#)

Life Stages

During the presentation, we will discuss the Financial Advisory Services offered through SECU, including insurance, investments, retirement and education planning, estate planning and trust services, and financial empowerment.

Wed, March 13th
10:00 am- 11:15 am
Bryan School of Business, Room 113

To register for this session, please visit Live Courses via [Percipio](#)

Benefits & Retirement Services

Emily Foust, Manager of Benefits

E-mail: askbenefits@uncg.edu



Fidelity Transition

- Fidelity payroll contributions will be redirected to TIAA in the February 29th payroll.
- Blackout period runs March 25th through the week of April 15th.
- Fidelity account balances will move to TIAA beginning April 1st.
- [Transition Guide](#)
- Register for online access with TIAA at TIAA.org
 - Check beneficiaries
 - Review investment choices

Talent Solutions

Cati Caruthers, Talent Acquisition and Employment
Manager

E-mail: hrcomp@uncg.edu



New Employee Orientation: Instructions for New Hires

Please note the follow changes from HR Talent Solutions regarding instructions for new hires:

- New Blurb used on the onboarding emails for those hired after the middle of the month and invited to a full day, usually the 1st Monday of the month.
- New Blurb used for those hired after the first Monday of the month and before the middle of the month, they will be invited to two half sessions.
- There will be no version of a hybrid or virtual orientation offered, both orientations are in-person ONLY!
- For any questions regarding the NEO please contact Shay Bracewell (tgbracewell@uncg.edu). For any questions regarding the Benefits Orientation, contact Jennifer Permar (askbenefits@uncg.edu).

NEW BLURB (only for 1st cohort of each month)

New Employee Orientation (NEO) is conducted in several parts:

- **New Employee Orientation (In-person)** on Monday, **(change this date accordingly)** March 4, 2024, from 9:00 a.m. – 4:00 p.m. at the Bryan School of Business Building, Room 113 (HR Training Room). New Spartans will engage in fun agenda and gain beneficial information about the UNC System, the world of higher education at UNCG, perks of being a Spartan, and learn much more insight that will help guide their professional journeys at the G! For questions or concerns, please contact HR Training Specialist, Shay Bracewell (tgbracewell@uncg.edu). After attending the session, you will be provided instructions on how to **enroll in your benefits**. You will also learn about available benefits, by visiting the [HR Benefits Website](#) page to view options. Your benefits enrollment is **extremely time sensitive**. Enrollment in all benefit programs must occur within **thirty (30) days** from your hire date! For questions or concerns about benefits, please contact HR Benefits team via Ask Benefits email: ASKBENE@uncg.edu.
- **NEO Online Modules:** After you have been assigned your start date and have successfully accessed your UNCG employee e-mail, complete your [NEO Online Course](#) in Canvas. If you are having troubleshooting issues regarding the NEO Course not appearing on your Canvas dashboard, please contact HR Training Specialist, Shay Bracewell (tgbracewell@uncg.edu).

NEW BLURB (only for 2nd cohort of each month)

New Employee Orientation (NEO) is conducted in several parts:

- **Benefits Orientation (In-Person):** You are scheduled to attend this session on Monday, **(change this date accordingly)** February 19th, 2024, from 9:00 a.m. – 1:00 p.m. at the Bryan School of Business Building, Room 113 (HR Training Room). This is mandatory training. You will learn about available benefits, by visiting the [HR Benefits Website](#) page to view options. After attending the session, you will be provided instructions on how to **enroll in your benefits**. Your benefits enrollment is extremely time sensitive. Enrollment in all benefit programs must occur within **thirty (30) days** from your hire date! For questions or concerns, please contact HR Benefits team via Ask Benefits (ASKBENE@uncg.edu).
- In addition, you are invited to attend the **New Employee Orientation by HRL0D (In-person) on Monday, (change this date accordingly) March 4, 2024, from 9:00 a.m. – 1:00 p.m.** (HR Training Room). New Spartans will engage in fun agenda and gain beneficial information about the UNC System, the world of higher education at UNCG, perks of being a Spartan, and learn much more insight that will help guide their professional journeys at the G! For questions or concerns, please contact HR Training Specialist, Shay Bracewell (tgbracewell@uncg.edu).
- **NEO Online Modules:** After you have been assigned your start date and have successfully accessed your UNCG employee e-mail, complete your [NEO Online Course](#) in Canvas. If you are having troubleshooting issues regarding the NEO Course not appearing on your Canvas dashboard, please contact HR Training Specialist, Shay Bracewell (tgbracewell@uncg.edu).

Form I-9 Completion

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.**

No new hires can start working or continue to work if their I-9 form has not been completed

The Form I-9 and E-Verify deadlines apply to all hires, whether local or remote and includes faculty, staff, and students. Violations may result in Federal fines.

Employment Eligibility Verification		USCIS	
Department of Homeland Security		Form I-9	
U.S. Citizenship and Immigration Services		OMB No. 1615-0047	
		Expires 08/31/2019	

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
Address (Street Number and Name)		Apt. Number	City or Town
			State
		ZIP Code	
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.


I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States.
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions).
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number).
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy). Some aliens may write "N/A" in the expiration date field. (See instructions).

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number:	
OR	
2. Form I-94 Admission Number:	
OR	
3. Foreign Passport Number:	
Country of Issuance:	

QR Code - Section 1 Do Not Write in This Space

Signature of Employee  Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Today's Date (mm/dd/yyyy)
Last Name (Family Name)	First Name (Given Name)
Address (Street Number and Name)	City or Town
	State
	ZIP Code

STOP Employer Completes Next Page STOP

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I-9 The Three Day Rule

- **Non-compliance may result in significant fines being assessed to the University.**
- **Individuals are NOT allowed to work for the University without authorization.**
- **Failure to appear at Human Resources (or SEO) 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.**

Remember, compliance is a shared responsibility.

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.



Pre-Employment Reference Checks- Reminder

REMINDER: Reference check forms should detail the responses provided as best as possible. The form **must** be completed and signed by the person in the department conducting the reference interview questions.

Form location:

HR website: Spartan Talent-->eHire
Documentation---> Resource Documents-
>Reference Check Form:

[Reference Check Form](#)

External Candidates:

Must have **a least** two (2) references checked

Internal Candidates (UNCG candidates)

Must have **at least** one (1) reference (current supervisor)

➤ If the current supervisor is also the future supervisor, then the one (1) reference must be from the previous supervisor or a supervisor who has knowledge of the individual's work performance (e.g., a supervisor from another area the employee services).

ALL new hires references **MUST** include **at least** one (1) **current/immediate past supervisor** listed on the application.

Any questions, please contact HR via HRCOMP@uncg.edu

EEO/AFFIRMATIVE ACTION AND EMPLOYEE RELATIONS

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

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SHRA Performance Cycle Important Dates

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

- **SHRA Plans with goals should be completed
(90% plan completion rate and 10% incompleteness rate)**
- **February 1, 2024: SHRA Supervisor Creates Appraisal Task opened.**
- **April 30, 2024: SHRA Appraisals are due**

EHRA Performance Cycle Important Dates

EHRA Non-Faculty Performance Cycle

7/1/2023 -6/30/2024

- **EHRA Non-Faculty Plans with goals should be completed
(81% completion rate and 19% incompleteness rate)**
- **April 1, 2024: EHRA Non-Faculty Supervisor Creates
Appraisal task opens**
- **June 30, 2024: EHRA Non-Faculty Appraisals are due**

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



EHRA Non-Faculty Employees

- Senior Academic Administrative Officers
 - Tier I
 - Tier II
- Instructional, Research and Information Technology (IRIT)
 - Academic Advising and Assessment
 - Academic Preparation and Enhancement
 - Academic Standards
 - Athletics Coaching and Athletics Management
 - Etc.

EHRA Non-Faculty Employees

Old	New
SAAO I – Chancellor, VC's Deans	SAAO
SAAO II – Assist/Assoc VC's, Provosts, Deans; Directors; Deputy Directors; etc.	Exempt Professional Staff (EPS)
Instructional, Research and Information Technology	Exempt Professional Staff (EPS)

EHRA Non-Faculty Employees

- SpartanTalent
 - Changes will be made to reflect either SAAO or EPS for the EHRA Non-Faculty Classification
 - EHRA Non-Faculty IRIT Sub-Category will no longer be used
 - Position E-Classes will not Change
 - Position E-Class for SAAO II will no longer be used
 - The EClass for full time SAAO II employees will be EP –EHRA 12 month leave earning
- UNC Policy Manual
 - 300.1.1 - Policy on Employees Exempt from the North Carolina State Human Resources Act
- Conversion Process for SHRA Employees
 - UNC SO is building the compensation structure (May)
 - EHRA employees will need to be crosswalked into the new structure (June – August)
 - Conversion Options will be communicated (September)

New SHRA Salary Ranges

- New Ranges
 - Posted around March 1
 - New Ranges will put us in a better position for recruitment and retention for the next several years
 - More information will be coming

2024 Gladys Strawn Bullard Award

The Gladys Strawn Bullard Award was established to recognize and reward members of the student body, faculty, and staff of UNCG who provide Outstanding Leadership and Service to the University. Members of the faculty and staff are eligible after two years of full-time service to the University. Students must have completed three (3) semesters of full-time course work.

- Remember to consider the people who may quietly guide as well as those who are more visible.
- Three (3) \$1000 awards will be given to a member of each group.
- A committee, representatives of the diverse constituencies of the campus and appointed by the Chancellor, will select the recipients.
- All entries must be submitted electronically, via this form, NO LATER THAN Thursday, February 29, 2024. Go to: https://go.uncg.edu/bullard_award_2024
- Please Note: Nominees for the Staff Excellence Award may also be considered for the Gladys Strawn Bullard Award
- The nomination and selection process will be coordinated by the Human Resources Department.

2024 Engagement Survey

- The UNC System Employee Engagement Survey is sponsored by the UNC System. It is a regularly scheduled survey on workplace satisfaction that took place in 2018, 2020, and 2022 as part of the UNC System Strategic Plan.
- The survey is being administered through an outside vendor, ModernThink. ModernThink is the only entity that can access or view raw survey data and individual responses. System Office and the constituent institutions do not have access to any raw data.
- The survey will launch on March 25 and run through April 8.
- The survey takes approximately 10 minutes to complete.
- You will receive an email invitation directly from ModernThink that has a unique login and password for you. Login information cannot be shared with others.



Any Questions?



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