UNC GREENSBORO
Human Resources

HR Liaisons Meeting

Tuesday, February 10, 2026

1:30pm to 3:00pm

These sessions are **NOT** recorded or transcribed

Please stay muted until presenters request otherwise.

Ask questions via the Chat function.

Welcome

Patricia M. Lynch

Associate Vice Chancellor and Chief Human Resources Officer

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ITS Initiatives

Todd Sutton

Associate Vice Chancellor for Learning Technology & Customer Success

TASUTTON@uncg.edu

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Managed Print Services (MPS) Program

Purpose: Streamline print operations, reduce costs, improve efficiency, and support sustainability through centralized printer management

Update:

- **eGold Fax discovery in process**

- **Review and departmental consultations – targeting February 2026**

- **Implement in Campus Departments – Spring 2026**

- **Convert Student Facing Printing – Summer 2026**

https://go.uncg.edu/mps

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CHiP Initiative

Purpose: Centralize all UNCG technology purchases through ITS to ensure compliance, improve security, standardize support, and reduce costs.

Update:

- Leasing is in place and operational

- Additional capabilities and exception process in development

https://its.uncg.edu/tech-initiatives/chip-initiative/

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IT Assessment

Purpose: Evaluate how IT services are organized and delivered across campus.

Update:

- o Campus review shared by Feb. 3 with feedback window open until Feb. 20
- o Final decision and recommendation communicated to campus by Mar. 2

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Identity & Access Management (IAM)

Purpose: UNCG is developing a strategic plan to modernize how we manage sign-ins and system access—improving security, user experience, and efficiency across campus.

Update:
- **Project team has selected SailPoint as the IAM platform**

- **Implementation plan in development**

https://its.uncg.edu/tech-initiatives/identity-and-access-management/

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Banner Web Time Entry

Purpose: Streamline and improve our current time and leave entry process

Update:

- **Exempt leave-earning employees:** 2026 leave report deadlines and WTE resources available at https://hrs.uncg.edu/hr-operations/banner-hr/

- **Date TBD:** Hourly Student and Temp employees will begin using Banner Web Time Entry timesheets

- **Date TBD:** Non-Exempt and Non-Exempt LEO employees will begin using Banner Web Time Entry timesheets

https://its.uncg.edu/tech-initiatives/banner-web-time-entry/

Academic-Link

Purpose: Strengthen indoor wireless connectivity at UNCG, ensuring fast, reliable Wi-Fi where it's needed most

Update:

- **November 2025:** Network closet assessment complete

- **Mid-Spring 2026:** Access Point installation anticipated to begin for academic and administrative buildings

- **Summer 2026:** Access Point installation residence halls

https://its.uncg.edu/tech-initiatives/academic-link/

February Tech Training

Feb 5	Canvas Studio: But First, The Basics
Feb 10	Introduction to Online Surveys using Qualtrics
Feb 11	*New!* Choose your Own Adventure: Canvas Training
Feb 12	*New!* Slide Smarter, Not Harder - *Designing Impactful Presentations*
Feb 17	*New!* Buckets, Bridges, and Beyond: Your 2026 Personalized AI Roadmap
Feb 18	*New!* Canvas & Critique: Give Good Feedback in Less Time
Feb 19	*New!* From Zero to Copilot Chat Agent Hero
Feb 24	*New!* From Zero to Copilot Chat Agent Hero
Feb 25	Proactive Practices: Using Canvas & CARE to Support Students
Feb 25	*New!* Like Canva? You'll Love Adobe Express.

Every Tuesday - Open Office Hours with ITS: Learning Tech's Instructional Design Team

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Stay In Touch With Us

Tech Initiatives Website: https://its.uncg.edu/tech-initiatives/

Sign up for the Campus Technology Initiatives Team while you're there!

Project Status Dashboard: https://its.uncg.edu/project-status-dashboard/

Banner User Group: https://go.uncg.edu/banner-users-groups-request

Send Us Your Questions! https://go.uncg.edu/ask-its

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Learning & Organizational Development

Chris Castelloe

Director of L&OD and HR Business Partner

cdcastelloe@uncg.edu

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HR Liaisons Training Program

Overview & Learning Outcomes

- Consists of 5 required courses

- Created in collaboration with HR and HR Liaisons

- Designed to provide HR Liaisons with a foundational understanding of the HR processes, workflows, systems, and timelines they will coordinate for their departments
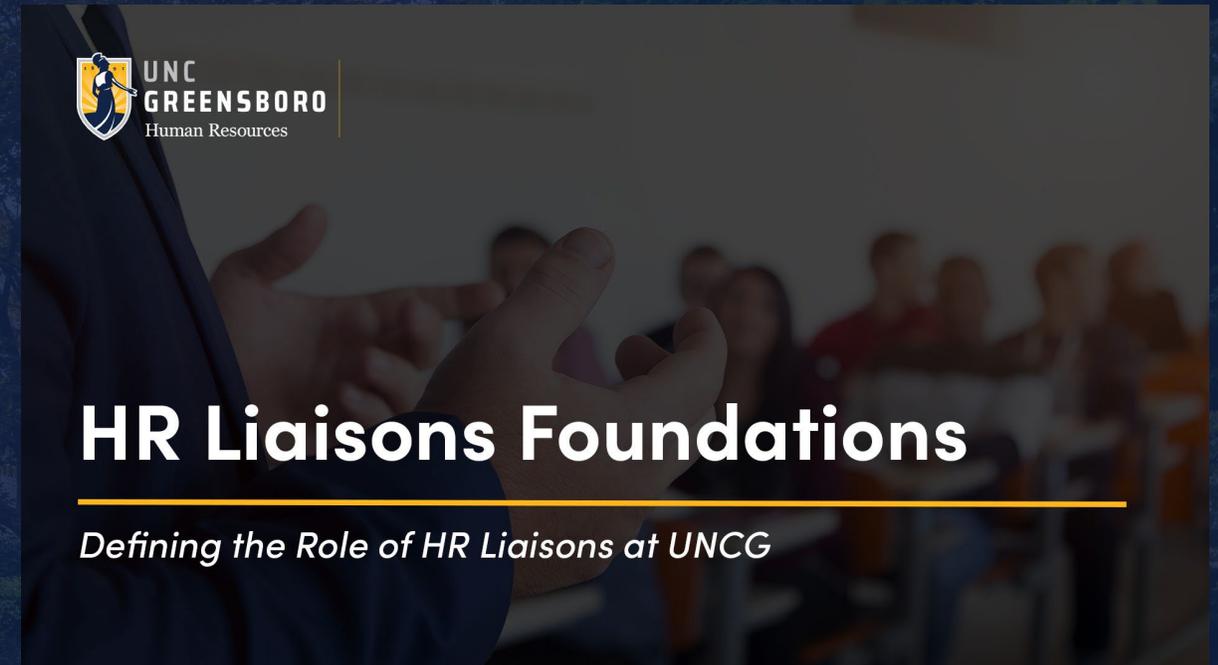
Curriculum Includes:

- HR Liaisons Foundations

- Supporting Employee Transitions

- EPAF 101 Training

- EPAF 102 Training

- SpartanTalent
  - ePosition
  - eHire
  - ePerformance

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HR Liaisons Foundations

HR Liaisons Foundations

- First course in curriculum
- In-Person and Virtual Options
  - **First option = 2/26**
- Register in Percipio

[HR liaisons Training Program Link](#)

HR Liaisons Membership Hub

CURRENT STATE

- No centralized area/site for:
  - HR Liaisons names, depts, contact info
  - Resources, presentations, supporting docs
  - Announcements, key dates, upcoming events, etc.
- Unreliable list, contact info and communication tool

SOLUTIONS

- Members must request access and be approved by supervisor & HR
- Creates centralized hub of contact info, resources and important information
- Increased transparency and communication for HR Liaisons on campus

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HR Liaisons Membership Hub

- Still under construction
- Our Goals for site
  - Create more reliable HR Liaison contact list
  - Centralize resources and info for Liaisons
  - Resource rich but not overwhelming

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Benefits & Retirement Services

Emily Foust

Manager of Benefits

ASKBENEFITS@uncg.edu

Workers' Compensation Reminders

- Injury reporting
  - Human Resources (336.334.5009)
  - Environmental Health & Safety (336.334.4357)

- The deadline to file a claim is three days from date of injury.
- Delayed filing can result in claim denial.
- More information:
  - https://hrs.uncg.edu/benefits/workers-compensation/

Workers' Compensation Reminders

- **Non-Serious Injuries:**
  - For a non-serious injury that requires medical attention, please visit **UNCG Student Health Services**. Hours of operation and additional information is available on the website (336.334.5340).
  - If Student Health Services is closed, employees should go to **Moses Cone Occupational Health** at 719 Green Valley Road. For directions please call (336.832.3600).
  - If Cone Occupational Health is closed, you may proceed to the Wesley Long Hospital or Moses Cone Hospital Emergency Departments.
  - *Employees may not choose their own doctor.*

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Workers' Compensation Reminders

- **Life Threatening Injuries:**
  - Call 336.334.4444, University Policy/Emergency for emergency services. Request to go to Moses Cone Hospital any time during 24-hour period.

- **Serious Injuries:**
  - Call 336.334.4444, University Police/Emergency for emergency services, **or**
  - Supervisor / authorized individual may take employee to Moses Cone Hospital or Wesley Long Community Hospital Emergency Departments any time during 24-hour period.

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HR Operations

Glendneil Blackmon

Manager of HR Operations

HROps@uncg.edu

Adverse Weather Reminder

Condition 1- Reduced Operations - Some operations may be suspended or scaled back 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 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 2 – Suspended Operations – Campus is closed, classes and activities are cancelled.

- Mandatory Staff report per regular schedule.

- Non-mandatory employees do not report when a Condition 2 is activated.

- Buildings will be locked and parking areas may be closed.

- Non-mandatory Staff may make up their time within 90 days with supervisory approval.

- 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 equivalent time off for the time they work.

- Employees who work remotely are expected to continue working, if possible.

- Adverse Weather conditions are based on campus conditions, not the commuting area - employees are expected to use their own judgement regarding 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: How To Prepare

- Supervisor should 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, download Spartan Safe App and 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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Adverse Weather: Timekeeping Reminders

- Make up time should be worked during a week in which overtime would not be incurred (for example, during a week of scheduled vacation) or completed outside of normal work hours (for example, coming in early, staying late, or working on weekends).

- As make up hours are worked, they should be recorded in the ADW section of the non-exempt timesheet.

- If make up time is not completed within 90 days, available compensatory, annual leave or bonus leave must be charged.

- If insufficient leave is available, the time will be treated as leave without pay.

- A timesheet overview training for non-exempt employees is available on Percipio under *SHRA Timesheet Training*.

After reviewing the training referenced above, if you have questions regarding specific leve or time coding scenarios, please contact hrops@uncg.edu

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Timesheet Leave Coding Update

An issue where Bereavement Leave use was inadvertently being added to Adverse Weather use in the calculated totals was corrected.

In addition, we corrected an issue where Adverse Weather use was being incorrectly populated.

Banner leave/earnings were not affected by this issue.

Please make sure Non-Exempt staff have downloaded and are using the latest version, 1.2, with an updated date of 2/2/26. You can find the latest version HERE.

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Secondary Employment Reminder

• All SHRA employees must obtain **prior approval** before engaging in any secondary employment outside their state position.

• If an employee currently holds or plans to accept outside work, please have them submit an updated **Secondary Employment Request** to their supervisor for review/approval.

• Supervisors with concerns regarding potential conflict of interest, should consult with their HR Business Partner before approving the secondary employment request.

• Supervisors must maintain a departmental copy to certify that verification of the documentation has been completed.

Note: It is the responsibility of the employee to update this form annually and to notify their supervisor of any changes throughout the year.

Secondary Employment Form here

HR Business Partners can be reached at hrbp@uncg.edu

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HR Information Systems

Sean Farrell

HRIS Manager

SDFARREL@uncg.edu

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2025/2026 Annual Leave Roll

- The leave roll/reset has completed. Employees can view their leave balances and history in UNCGenie.

- Departmental leave reports in ePrint will be updated at the close of February payroll.

EEO and Employee Relations

Shanice Martin

HR Specialist

ASKEEO@uncg.edu, PMP2018@uncg.edu, HRBP@uncg.edu

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Overdue for the 2025-2026 Performance Cycle

SHRA Performance Cycle

- Phase 1 was due 06/30/2025
  - 72% completion rate
    - 164 supervisors need to complete performance plans
    - 31 plans need next-level supervisor approval
    - 37 employees to acknowledge the performance plan

- Phase 2 opened 02/01/2026

EHRA/EPS Non-Faculty Performance Cycle

- Phase 1 was due 09/30/2025
  - 72% phase one completion rate
    - 174 supervisors need to complete performance plans
    - 17 employees need to acknowledge performance plans

- Phase 2 opens 04/01/2026

Please contact us at pmp2018@uncg.edu

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Important Performance Management Dates

2025-2026 SHRA Performance Cycle

Phase 2 opened **February 1st, 2026**

- Supervisor Creates Performance Appraisal

- Next-Level Supervisor Approves Appraisal

- Employee Acknowledges Performance Appraisal

Phase 2 due **April 30th, 2026**

2025-2026 EHRA/EPS Non-Faculty Performance Cycle

Phase 2 opens **April 1st, 2026**

- Supervisor Creates Performance Appraisal

- Employee Acknowledges Performance Appraisal

Phase 2 due **June 30, 2026**

Please contact us at pmp2018@uncg.edu

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Nominations for the 2026 Gladys Strawn Bullard Award

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 different 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 Friday, February 27, 2026

  Go to: https://go.uncg.edu/bullard_award

- 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.

- For all questions and concerns, please contact Donna Kanenberg at dlstull@uncg.edu or 336-334-4511.

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EEODF 2026 Class Schedule for New & Existing Supervisors/Managers OSHR

- UNCG will offer virtual EEODF classes with the OSHR

- Supervisors and Managers can register on the HR website online directly with OSHR

- If you have any questions, then please contact MaLinda Gonzalez, our EEO Consultant and Investigator and/or your Human Resources Business Partner

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Dual Approval Process

- Dual Approval reflects labor expenses which are the University's largest expense.

- Our interim CBOs, Provost, and Assistant Provost meet once a week. Please allow for at least a week prior to checking on actions. This process does not bog down the cycle time of actions; however, it is an effort to control labor expense through normal attrition and expected recruitment efforts.

Dual Approval Process Continued

- Actions should be submitted via Spartan Talent
  - Departments may contact their HRBP regarding actions prior to submitting if they have questions on how to submit, whether the action should be in EHRA/EPS or SHRA module, or questions regarding the submission of action for consideration.
  - Actions will not be analyzed by a Consultant until Dual Approval is obtained
    - Advice on the action may be given but the outcome may be different than the initial advice given as a result of the analysis
    - Due to the time necessary to complete a full analysis, it is not a good use of resources to analyze actions that ultimately are not approved through Dual Approval

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Dual Approval Process Continued

- The following actions are exempt from the Dual Approval process
  - Actions funded at 75% or more from direct cost grant funding. These are funded from the following sources: 20XXXX-22XXXX.
  - Add pays for faculty/non-faculty employees to teach required courses as overload. Required summer session courses are also exempt.
  - Short term, or sporadic (a few times a year) temporary assignments that are connected to instructional duties (i.e. models for art class, piano accompanists for a performance, etc.) These do not include add pays for current employees doing this type of work/assignments expected to last several months or longer.

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Dual Approval Process Continued

- Actions submitted by Friday will likely be considered in the following week's Dual Approval meeting.

- Dual Approval does not indicate approval of the action but only that the action can be considered by either HR or FPS.

- Questions regarding status actions should be sent to HRComp@ucng.edu or to your assigned HRBP

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Temporary Employees

- On December 18, 2025, the UNC System adopted a Regulation on University Temporary Employment.

- The Regulation applies to all temporary employees hired with the exception of appointments through external (Non-University temporary staffing vendors and independent contractors.

Temporary Employees Continued

- **Temporary employment**

  o designated as at-will and may be terminated at any time at the discretion of management, consistent with our nondiscrimination policy, regardless of the expected end date of the assignment

  o Non-Permanent appointments are not eligible for University paid retirement

  o Temporary appointments who work fewer than 1560 hours during any continuous 12-month period are exempt from appointment term limits

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Temporary Employees Continued

- **Term limits include:**

  - If an employee works 1560 hours or more (0.75 or greater FTE) during each of two consecutive 12-month periods, then the employee must be separated from employment and cannot be rehired by the University in a temporary capacity for at least 31 calendar days for a break in service

  - The hiring department may not move a temp employee from direct-hire employment to employment through a temporary staffing vendor to circumvent the term limit

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Temporary Employees Continued

- **Multiple Assignments**
  - Temps working multiple assignments within the same University will count all hours and months of employment to calculate the term limit.
  - Temps working at different Universities consecutively/concurrently will count all hours and months of employment separately.

- **Retirees**
  - TSERS retirees are required to fulfill a six-month waiting period after retirement
  - ORP retirees are not required to meet the six-month waiting period
  - Retirees can perform temporary appointments without term limits, so long as they are not seeking permanent employment

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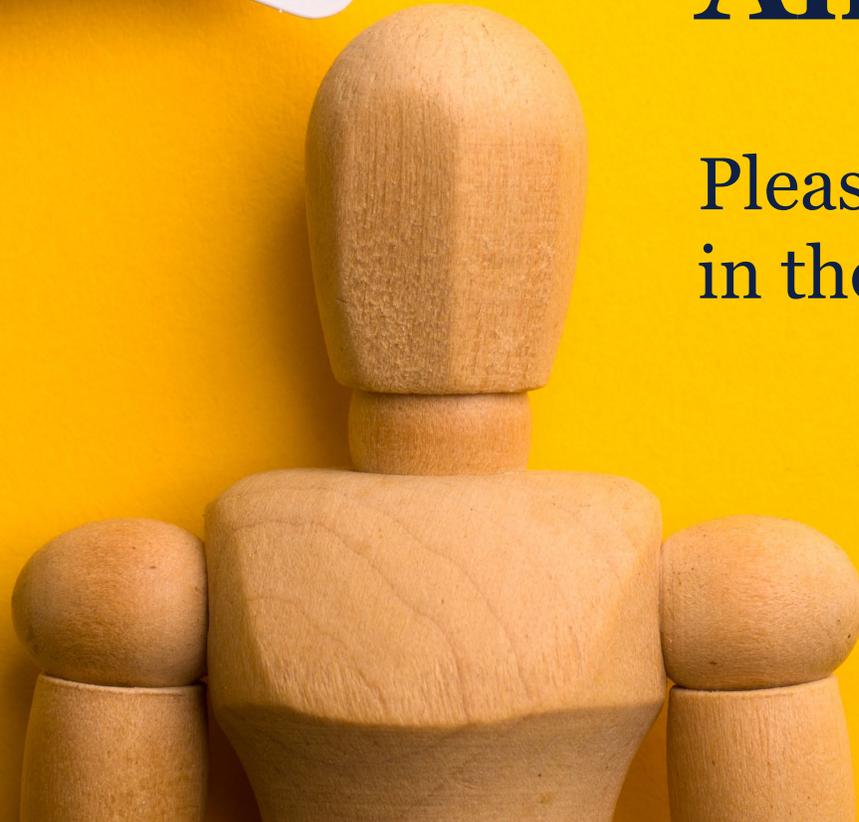
Temporary Employees Continued

Temporary to Permanent Hiring
- EHRA permanent positions will be determined

- SHRA permanent positions are exempt from standard recruitment requirements for SHRA permanent employment
  - No public job posting for the permanent position
  - No application required
  - No interview
  - No new reference checks
  - No selecting the applicants from the pool of the most qualified persons or priorities (RIF, veterans, etc.)

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Any Questions?

Please unmute your mic or type in the chat.

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