Human Resources Liaison Minutes  
Thursday, November 29, 2018  
3:00 – 4:30, Friday Annex Rm. 136

- **Welcome/Introductions**  
  Elaine Doell  
  Elaine welcomed all those in attendance and encouraged them to share this meeting information with their colleagues.

- **Compensation**  
  Cathi Willoughby  
  - Official ORG charts – the following information needs to be listed for each position on the department websites: employee name, position title, position number, position/employee type, FTE, month appointed. This information and format will be posted on the HR Compensation website for future reference.  
  - People Admin actions – be sure all categories for each advertised position is marked correctly so HR can assign it as a priority 1 or 2 correctly and in a timely manner. Specifics for priority 1 and 2 categories will be listed on the HR Compensation website.  
  - Interim positions – interim positions should only be assigned on an emergency basis and are for 1 year only. They can only be extended beyond the 1 year if approved by Systems Office. **Pay for interim positions is not retroactive** so they need to be approved through HR before the position is assigned or within the first week of the assignment. Contact HR as soon as talks of assigning an interim position begins.  
  - SHRA salary ranges – The salary ranges have been updated and the System Office has authorized an increase in the SHRA ranges of 5.8%. This does not impact the minimum but increases the contributing reference rate, the journey market rate and the advanced reference rate.  
  - HR3.35 – HR is currently working on updating this form in PeopleAdmin. There will be training in the spring for the new on-line form and the targeted effective date to go live is summer 2019.

- **Payroll/Benefits**  
  Patti Hale/Tim Huelsman  
  - Paystub on SeaNet – when viewing your paystub on Seanet, remember that the original posting is a draft and the final version with the correct information is on pay day.  
  - December pay day is December 21 for UNCW employees. Students and temps will be paid on Dec. 14 and all paper checks will be mailed to their primary address.  
  - Medical premiums – The last medical premium for 2018 will be in the November pay. December pay will reflect the premiums for your 2019 insurance choice.  
  - W-4 – all changes to your W-4 need to be made by Dec. 10. The IRS has made changes to the W-4 form based on the new Tax Cuts and Jobs Act. To view these changes please visit the IRS website or Paycheckcity.com.  
  - Other Management Approved Leave (OMAL) – the deadline for utilization of this leave relating to Hurricane Florence was November 21.
• **Employee Leadership, Learning and Engagement**  
  Molly Nece/Michel Shackelford
  - The 2nd annual “24hrs in 7 days” Challenge is now in effect. Visit the HR ELLE/Staff Community Service website to see how you can volunteer your 24 hours of community service leave. Be sure to register for these events through the Dare2Learn Academy website and record your hours on your timesheet.
  - Yellow Service Tracker – the yellow stop watch located on the Staff Community Service webpage is now active. Faculty/staff can click on the stop watch and record their hours of community service since they cannot record it on a timesheet.
  - Fully Cycle Mid-Cycle Reviews – due by the end of December. Once the review has been completed, please go to your Full Cycle Performance (via Seaport) and report that this step has been completed.

• **Talent Acquisition**  
  Jennifer Coombs
  - The Talent Acquisition team is busy behind the scenes updating their website and adding more training classes/workshops.

• **HRIS**  
  Deanna Tirrell
  - EPAF – HR on-line shut down on November 19. You can view the history of your HR on-line actions through SSRS/HR campus reports. If you do not have access, please contact Deanna Tirrell. We are still making tweaks and adjustments to EPAF as needed. If you encounter any frustrating situations while using EPAF, please contact Deanna Tirrell or Fran Hewett in HR. Updates to the EPAF User Guide and documentation will be available on December 3. Open labs on being provided – see the HR website and register for them through the Dare2Learn Academy website or just drop in for individual help.

• **Next Meeting**  
  Liz Grimes
  - Our next HR Liaison meeting will be Thursday, Jan. 17, 2019 from 3 – 4:30 pm in the FSC Wrightsville Beach Room (Rm. 2017). If the date, time or location should change, you will get a notification from HR.

Meeting adjourned 4:05pm.

Our next meeting is Thursday, January 17, 2019

3:00 – 4:30pm

FSC Wrightsville Beach Room (Rm 2017)