



UNIVERSITY of NORTH CAROLINA WILMINGTON
HUMAN RESOURCES

MINUTES

Human Resources Liaison Minutes

Thursday, May 24, 2018

3:30 PM – 5:00 PM, Friday Annex Room 136

- **Full Cycle Online** **Molly Nece**
The new online platform for Full Cycle is now Live, just in time for the 2018-19 performance cycle. Please watch the online tutorials on our website. We also have workshops for supervisors and employees that you can sign up for. The deadline for 2018-19 performance plans is May 31st. Please let Molly know if you would like for someone to come speak to your department to help with any questions regarding Full Cycle.
- **Full Cycle Goal Setting & Calibration** **Molly Nece**
There are tools and resources online for help with goal setting and performance plans including workshops and guides to help walk you through the full cycle process.
- **Forte or Strengths Finder Assessments** **Molly Nece**
The Strength Finder assessment is simple online assessment that provides resources and materials to help employees discover their strengths. The cost for this assessment is \$9.99. Employees will need to let their departmental budget authority know if they wish to take this assessment.
- **Retreat Season** **Molly Nece**
We are in full swing of retreat season. Please let Molly & the Full Cycle Performance Team know if you would like to schedule a departmental retreat. Please see our website for the programs we offer.
- **Administrative Professionals Summit** **Molly Nece**
This summit will focus on various administrative topics to enhance the professionalism for the office admin. Please save the date, July 25th and encourage your admins to attend.
- **DC Virgo Move in Day** **Molly Nece**
Move in Day is July 9th from 8 am-noon. Volunteers are needed! This is a great time to make use of your community service leave. We need about 80 to 90 volunteers. Volunteers will be helping bring in classroom supplies for the new DC Virgo teachers. Sign up for the event will be through the HR Dare 2 Learn Academy and will be communicated to campus in the near future.

- **Leave Age Report** **Patti Hale**
 Patti reminded leavekeepers of the state policy on compensatory time. For FLSA non-exempt employees (SHRA employees who use SmartTime), compensatory time must be used within 12 months after it is earned or be paid out. For FLSA exempt employees (SHRA employees who use MoveTime), compensatory time not used within 12 months is forfeited. A report has been developed to tell us when compensatory time is older than 12 months. HR will begin using this report to inform employees that they have until the end of the month to use excess compensatory time.
- **Locator Report** **Patti Hale**
 Please review your departmental locator report information. Please send any updates or corrections to our office and we will update. This is a great way to clean up any terminated employees. You may access this report through the SSRS portal under UNCW reports. You will need to enter your org number.
- **Smart Time Reminders** **Patti Hale**
 Please encourage the employees in your department to set leave report reminders on their calendars. HR will not be sending out leave report reminders anymore. We will be monitoring this process to see how it goes.
- **Independent Contractor Update** **Caroline Dellinger**
 A modified PUR1.40 form and process information has been updated and will go live in mid-July. Webinars will be given in the near future explaining the updates and revisions. Notices for the webinar dates will be sent to the HR liaison group, uShop requestors and hopefully in SWOOP.
- **EPAF Update** **Deanna Tirrell**
 We have successfully loaded jobs for our pilot groups in May. We will be training business officers and department admins in June and going live for all of campus in July except for Academic Affairs which will go live in September.
- **Classification and Compensation/Employment Structure Change** **Jennifer Coombs**
 Classification and Compensation has now become its own team. Please send any class/comp questions to Cathi Willoughby and Caroline Dellinger. All employment questions may continue to go to Jennifer Coombs and the Talent Acquisition Team.
- **EHRA IT Band Update**
 A final draft of the new classifications and ranges were presented by UNC Sys Office for campuses to review. We can expect the final version of this package likely in July and will follow up with campus on our projected timeline and roll out. Right now, we are only reclassifying vacant position that are eligible. Please contact Compensation with questions.

- **2018 ARP Update**

2018 ARP and Excellence & Equity Update – With the anticipated Annual Raise Process on the horizon, there are few things to keep in mind in terms of planning. The first action of the FY will be the ARP/ E&E increase and salary increases not related to this process will be secondary. As such, subsequent salary actions will need to be calculated accordingly. Additionally, once we start the ARP process, we will recognize an order of priority with position actions coming in to PeopleAdmin. Order of priority will be 1) ARP activity, 2) critical recruitments, and 3) reclassifications, position updates, etc. Your patience and support during this time is appreciated in advance.