



UNIVERSITY of NORTH CAROLINA WILMINGTON
HUMAN RESOURCES

MINUTES

Human Resources Liaison Minutes

Thursday, July 26, 2018

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

- **Welcome/Introductions** **Liz Grimes**
Annikka Jenkins has joined HR as the new Employee Relations Consultant.
- **New Minimum Salary** **Liz Grimes**
New minimum salary for state employees is set at \$31,200. UNCW has approximately 140 positions below the new minimum. Once the System Office has authorized the increase, current employees below \$31,200 will receive their increase retroactive from July 1, 2018. New positions below \$31,200 should now be posted and advertised at the new minimums.
- **Annual Raise Process (ARP)** **Liz Grimes**
UNC campuses are awaiting instructions from the System Office for implementing the annual raise process. Funding for the ARP will be based on the legislature's allocation of \$20 million for the entire UNC system.
- **Special Annual Bonus Leave** **Patti Hale**
40 hours of Special Annual Bonus Leave will be granted in 2018. It will never expire and cannot be paid out or donated. You can only roll over up to 240 hours of vacation leave into the next year. If you have over 240 hours of vacation leave in December that would typically roll into sick leave, we are required to deduct the rollover if you've used the Special Annual Bonus Leave during that year. Special Leave 2018 will be available on the August leave report, and employees will be allowed to use the Special Annual Bonus Leave in July in place of their vacation, but must notify their leave keeper and HR Compensation staff if they wish to recast their July vacation leave as Special Leave 2018.
- **Compensation** **Caroline Dellinger**
The UNC System Office has implemented a "soft freeze," so that only "mission critical" increases will be sent to the System Office at this time, if they cannot be handled on campus. See SHRA and EHRA guidelines as needed. All classification title updates must be submitted through PeopleAdmin for SHRA, then will be reviewed and, if approved, will be updated in Banner, PeopleAdmin, and the online directory. Contact Caroline Dellinger or Cathi Willoughby directly for EHRA classification title updates.
Please note that HRAB (Human Resources Advisory Board) at the System Office must approve any changes (i.e. title, salary, description, etc.) to SAAO II positions, which adds time to the

approval process.

Please be mindful of compression issues when making any changes in regards to the new minimum salary of \$31,200.

HR 3.35 is expected to be eliminated January 1, 2019 so those updates will then be handled through PeopleAdmin.

Position Management workshops will soon be launched. The first will be a position description workshop, and is intended for Assistant/Coordinators, Hiring Officials, etc.

PeopleAdmin has a new landing page, and the SHRA form will soon be similar to the EHRA form.

- **Employee Leadership, Learning & Engagement (ELLE)** **Molly Nece**
The UNCW Admin Summit held on Wednesday, July 25 was quite a success. Approximately 90 admins participated and we ask that they share the knowledge they gained with their fellow employees.
Administrative Professionals Talent Advisory Board (TAB) – application will be open Monday, July 30 for those interested in serving this coming academic year.
Full Cycle Consulting is available for individuals and teams. Please contact Molly to set up an appointment.
- **Talent Acquisition** **Val Griffith**
PeopleAdmin Search Committee Training sessions specific to search committee members will be held every other Wednesday 1:00 – 2:00 PM starting August 8. UNCW employees can register through the Dare to Learn Academy.
New Process for Recruitment Postings – after positions have been approved to be posted through PeopleAdmin, the Assistant/Coordinators are then responsible for creating the draft postings and forwarding them to HR, who will then review and post them.
- **HRIS** **Deanna Tirrell**
IT Maintenance Weekend potential downtime, August 3-5 – SSRS, Banner, and HR Online may be down.
Banner HR Module will go live in Banner 9 September 7-9. Banner 8 will no longer be available after November 8, 2018.
EPAF for Academic Affairs will be done training in August so they can utilize EPAF with FLAC.
EPAF open sessions are available for those who would like individual help when entering their personnel actions. These dates will be emailed to you once you have completed the basic EPAF training.