



UNIVERSITY of NORTH CAROLINA WILMINGTON  
HUMAN RESOURCES

## Human Resources Liaison Minutes

Monday, October 29, 2018

9:00 am – 10:30 am, Friday Annex Rm. 136

- **Welcome/Introductions** **Liz Grimes**

Liz welcomed all those in attendance and encouraged them to share this meeting information with their colleagues.
- **Hurricane Florence Employee Assistance Fund** **Elaine Doell**
  - The committee to disburse this fund has processed 53 applications and donations have totaled approximately \$23,000. Recipients of the funding will receive their awards in their October paychecks. This money is tax exempt. The plan is to deplete this fund with the next round of applicants. One can still give on line if you wish to donate.
- **Payroll/Benefits** **Patti Hale**
  - Open enrollment – Last day for health care benefits open enrollment is Wednesday, 10/31. 77% of UNCW employees have completed their enrollment, but there are still 450 people who need to enroll. Remember that if you want to continue with your flexible spending accounts, you must reenroll.
  - October pay – The 2% ARP for SHRA employees will be included in the Oct paycheck and the ARP for EHRA will be in the November paycheck. To be eligible for the ARP one must have been hired by a certain date and have a “meets” rating on their performance evaluation. Special thanks to Molly's team in HR for tracking down evaluation scores for transfers from other UNC schools.
  - Everyone received a paycheck in September. Special shout out to Tim Huelsman, Payroll Manger, for working hard during the hurricane to make sure the September pay was disbursed. September pay was regular hours only; therefore extra pay was not processed and the employees’ leave did not run through that payroll.
  - October pay stub will reflect both your September and October leave.
  - Exempt comp time payout, ETO payout - OSHR has granted UNCW the right to payout comp time to all SHRA employees who worked while UNCW was closed for the hurricane. To process this pay out, all changes must be made manually, so it will be mid-month to complete the process.
  - Additional community service leave – We have authorization to add 16 hours of community service leave to our current 24 hours. If you wish to use this additional 16 hours, please contact Terri Tackett in HR so she can adjust your leave record. This extra leave must be used by the end of this year.
  - OMAL (Other Management Approved Leave) – Employees have been granted up to 80 additional hours to use for hurricane recovery. If you would like to use this extra leave, please visit HR’s website (<https://uncw.edu/hr/HurricaneRecovery/index.html>) for further details. This leave must be used within 60 days of the hurricane date.
  - Per Tim Huelsman, Payroll Manager, please check your Labor accounts and submit cost reallocation by end of day today (10/29) so he can process them in Banner by tomorrow (10/30) 12:00 noon deadline.
- **Employee Leadership, Learning and Engagement** **Molly Nece/Michel Shackelford**
  - Welcome [Michel Shackelford](#) – Michel has joined the HR ELLE team and is responsible for organizing the service awards/recognition programs, community service leave related volunteer opportunities, oversees

the Full Cycle Performance evaluation system, and schedules Dare to Learn Academy employee learning and engagement programs.

- UNCW Office of Community Engagement is partnering with Human Resources (in support of the 2017-2022 UNC Strategic Plan) to encourage staff to use their Community Service Leave hour and reach a goal of 2,000 hours for this year. [Leave keeping](#) details.
- [HR staff community service opportunities](#) (found via [Dare to Learn Academy](#)) – Check out the 3 opportunities in November to work with WARM, which serves low-income homeowners in Brunswick, New Hanover and Pender Counties, many of whom are elderly and/or disabled.
- The 2<sup>nd</sup> annual “24hrs in 7 days” Challenge is coming up in December to encourage staff/faculty to use the remainder of their Community Service Leave hours. More details to come next month.
- Staff also requested a way to track hours of service outside regular work hours. Some faculty expressed an interest in tracking their hours too. As a result, the [Yellow Service Tracker](#) can be found on the [HR Hurricane Recovery](#) page.
- [HR Hurricane Resource Page](#) – There are various ways you can volunteer to help with the hurricane recovery.

- **Talent Acquisition**

**Jennifer Coombs**

- Criminal Background Check process revision – We are now working on an evite system which will go directly to the candidate. This would replace the current paper system.
- People Admin training requests - Training workshops are now in place for search committee members to better understand the PeopleAdmin system. If you are in need of any further training, please contact Jennifer Coombs. You can sign up for these workshops on the Dare2Learn website.
- Application updates – We are currently working on expanding the upfront information (i.e. military & veteran information) in order to obtain more detailed and complete data for reporting purposes.

- **Compensation**

**Cathi Willoughby/Caroline Dellinger**

- ARP - SHRA employees received 2%. EHRA ARP is based on performance; no across the board increase allowed. EHRA ARP is underway and will be ready for November payroll. The roll out of the EHRA IT bands will get underway in the spring. More info to come.
- PeopleAdmin -
  - 3.35 form – We are pushing out the start date to spring or summer 2019. Currently working to develop a test group to begin after the winter holiday break.
  - Workshops - First one in September for PeopleAdmin with additional ones coming up. Everyone is welcomed to attend. Check the Dare2Learn website for workshop dates. Please reach out to HR if you need further assistance or help.
  - Workflows – Are currently working on streamlining the approval process for SHRA positions.
  - Approvers – Please be sure that the delegated authority in PeopleAdmin is from your department.

- **HRIS**

**Deanna Tirrell**

- EPAF & FLAC update - FLAC - feedback has been gathered - open labs coming up w/Rhianna.
- EPAF - HR on line is still accessible but will be shut off on November 15. EPAF training sessions are still accessible through the Dare2Learn website. When entering your EPAF and you get an error message, be sure to read it carefully and make necessary corrections. Check the user’s guide for further assistance.
- Banner 9 update - HR is live on Banner 9 - go to training with Jim Mothershed (training sessions listed in Dare2Learn Academy) or take the training in Skillport. Banner 8 goes off-line at 5:30pm on Nov 30.

Meeting adjourned 10:05am.