



UNIVERSITY of NORTH CAROLINA WILMINGTON  
HUMAN RESOURCES

## Human Resources Liaison Minutes

Thursday, January 17, 2019

3:00 – 4:30, Friday Annex Rm. 136

- **Welcome/Introductions**

**Liz Grimes**

Liz welcomed everyone and then each attendee introduced themselves and what department they were from. She also informed everyone that this would be the last meeting in the FA 136 since HR will be moving to their new building (the Administrative Annex) in March.

- **Compensation**

**Cathi Willoughby**

- Website has been updated to reflect a more structured and helpful format. A hire timeline has been added showing the procedures for hiring a position. The timeline is a guide only and various issues may affect the total time for hiring a position as well as the posting period. An Action Priority Guideline has also been added. This is a guideline for HR to prioritize priority 1, 2, and 3 requests. Other schedules/guidelines added include: UNC System Office guidelines for salary increases, UNCW BOG Schedule and a calendar for campus salary actions.
- Workshops on hiring procedures and search committee duties are currently being offered by the HR team. Check out the HR Dare 2 Learn website to register.
- The HR Compensation team is currently in the process of hiring another team member. The job is now posted and will close next Wednesday, 1/23/19.

- **Payroll/Benefits**

**Patti Hale/Tim Huelsman**

- Please note that your January paychecks will reflect your 2019 deductions. This includes your health plan deduction which started in the December 2018 paycheck. If you claimed the tobacco credit by indicating you would participate in a tobacco cessation program, you have until Jan. 31 to bring your voucher to the CVS Minute Clinic. If you do not, the credit will be reversed on your premium.
- The employees total compensation statements are schedule to go out Friday 1/18/19 or Tuesday 1/22/19.
- Employee leave roll will take place in the final payroll run in January. All annual leave exceeding the allowed 240 hours will roll over to sick leave. A policy update concerning how the special leave 2018 will be accounted for will be coming from the HR Council soon and UNCW HR will keep everyone posted. Few employees will be effected by these updates.
- Tim stressed that student workers can only work a maximum of 20 hrs. per week total. If they are working in more than one department on campus, they need to notify their supervisor so they schedule their hours accordingly. If this 20 hrs per week is exceeded on a wide scale basis throughout the campus, UNCW could be fined by the Federal Government and the FICA charges could be applied.
- W2's will be available for employees by 5:00 pm on January 25, 2019.

- **Employee Leadership, Learning and Engagement**

**Molly Nece**

- Molly distributed 2 flyers on behalf of the ELLE team. One is for the D2LA listing the various workshops/classes being offered and the other is for the new “Choosing to Lead” quarterly email from HR’s ELLE team. Please post these flyers for the co-workers and colleagues in your departments.
- The Giving Flight Program schedule for new employees has now been posted on the D2LA website. Please have your new employees check it out and take advantage of these opportunities to learn more about our campus and what it has to offer.
- A survey for the “Choosing to Lead” for supervisors has gone out. If you receive one, please take the time to participate with your feedback.
- The new signature programs for this semester have been posted on the D2LA website, <https://uncw.edu/d2la/OurServices/SignaturePrograms.html>. Check it out!
- The Onboarding Center has added “Your first five days” enhancement to their website <https://uncw.edu/onboarding/>. Just click on the “Your first five days” button and take a look at what is being offered to help new employees and their supervisors.

- **Talent Acquisition**

**Jennifer Coombs**

- Jennifer announced that Kimberly Holbrook has now joined the Talent Acquisition team and will be managing the front desk and helping with People Admin.
- Since HR will be moving to the new Administrative Annex Building the week of March 4, the following campus partners will be helping with I-9 support: Susan Smith (Campus Recreation Center); Sarah White (CHHS); and Andrea Swanson (Housing and Residence Life).

- **HRIS**

**Deanna Tirrell**

- EPAF – recent changes were made December to make the form cleaner are now in effect. Just a reminder that flat rate pay EPAFs are due tomorrow, 1/18 and hourly pay are due by 1/26.
- There have several issues with part-time EHRA employees gaining access to facilities (i.e. the rec center) once their job assignment ends and then return for the following semester. Part of the issue is with security so Deanna is working with Susie Goodrum to help resolve the situation. Departments should also reach out to TAC and Susan Gray with AARM to help with this issue. This is an ongoing problem which involves many factors, so Deanna will continue to work with security to find a solution.

- **Next Meeting**

**Liz Grimes**

- Our next HR Liaison meeting will be Thursday, March 21, from 3 – 4:30 pm in the FSC Wrightsville Beach Room (Rm. 2017). An Outlook notification will be sent out in the near future.

Meeting adjourned 4:10 pm.

**Our next meeting is Thursday, March 21, 2019**

**3:00 – 4:30pm**

**FSC Wrightsville Beach Room (Rm 2017)**