



UNIVERSITY of NORTH CAROLINA WILMINGTON
HUMAN RESOURCES

Human Resources Liaison Minutes

Thursday, May 16, 2019

3:00 – 4:30, FSC, Wrightsville Beach Rm 2017

- **Welcome/Intro (Liz)** **Liz Grimes**
 - Liz recognized two HR Liaison members, Olivia Harvey and Kristen Nice, for being nominated for the 2019 Staff Award for Excellence. Congratulations to you both!
 - Liz asked the attendees if they had a preference for our meeting location. She asked everyone to think about and we will address it at the end of this meeting.

- **Classification & Compensation** **Cathi Willoughby**
 - EHRA IT Conversion Update – This process is underway as the conversion team is actively meeting with a goal to have eligible positions identified and mapped by the end of the month and communication sessions next month. There will be three opportunities for eligible employees to elect to convert SHRA to EHRA if they choose; these dates are under consideration at this time and will be communicated in the coming weeks. If anyone thinks they have positions currently misclassified (FLSA and Career Banded) that should be a part of this initiative or if you have questions, please contact your compensation consultant.
 - Salary Actions Update – The Systems Office has requested that if you have EHRA salary actions slated for an effective date of July 01 or thereafter, that are Market (labor/equity) Adjustments, Salary Adjustments based on incremental changes to title/duties, or speculative or pre-emptive retention related adjustments where there is no evidence of recruitment or offer to please hold on to them for now as the upcoming FY guidelines have not been released yet; all EEO and legal cases will be handled on an as case basis.
 - Interim Assignments – Cathi distributed a handout explaining details and process for general interim assignments with a start and end date. As a reminder, EHRA salary increases are based on the June 30 salary and SHRA on the July 01 salary (June 30 + LI only). EHRA interim increases can be retro up to one month prior to the request (if the actual assignment date aligns) and SHRA is paid based on the current highest approval. It is critical to notify compensation ASAP when an interim appointment is needed. Interim appointments for faculty dept. head/chair appointments are temporary when the appointment is for the AY or less; as such, any subsequent years would need additional approval from SO.

- **Salary & Benefits** **Patti Hale**
 - Produce Box (Kelly Kennedy) – Kelly Kennedy spoke on behalf of HR about the Produce Box, a service that hand delivers fruits, vegetables, meats, cheese and more to your and UNCW. The Produce Box supports North Carolina farmers; therefore, all items are fresh and locally grown. Please visit their website at TheProduceBox.com, for details and to register.
 - The Novant Health Brunswick Medical Center mobile mammography was on campus today. Employees could make an appointment in advance and the mobile was fully booked with appointments running every 20 minutes. This service was free for SHP members and will return in October during fall break.
 - ACA Notices to New Temp – The ACA (Affordable Care Act) requires that all new employees receive the “Marketplace Notice” within 14 days of hire. This notice is provided to permanent employees at Benefits Orientation. Individual departments are responsible for providing notices to new temporary employees. The form has changed and Patti will send the new form to HR Liaisons to distribute.

- **Employee Leadership, Learning and Engagement** **Molly Nece**

 - UNCW Staff & Faculty Appreciation Outing – In appreciation of the UNCW staff and faculty, the Wilmington Sharks baseball game on Monday, 6/10 is offering a ticket special. A \$10 ticket includes the price of admission as well as a classic baseball dinner, a hotdog, chips and a drink. This offer is also for the family and friends of the employees, so come on out and help support the Wilmington Sharks!
 - A reminder that your Full Cycle Performance goals for 2019-2020 are due to HR by May 31. Please contact Michel Shackelford in HR with any questions.
 - If your team or department would like HR to offer a Full Cycle Goals Refresher Session, please contact Olivia Cunningham. If an individual employee would like to sign up for a goal setting workshop, please visit the HR Dare2Learn website.
 - Friday 5/24 is the deadline to register for a Career Development Signature Program. Two programs are currently open, the Rising Leader Signature Program and the Peer Coaching Signature Program. If you have any questions concerning either of these programs, please contact Olivia Cunningham in HR.

- **Talent Acquisition** **Jennifer Coombs**

 - “People Admin Hire” side of People Admin is being cleaned up and someone from the Talent Acquisition Team in HR may be reaching out to your department to help.
 - If you have a hiring proposal that is awaiting background check results and you want to extend a contingent offer, please contact the Talent Acquisition team for assistance.

- **HRIS** **Deanna Tirrell**

 - The HRIS team has welcomed to new members: Kirk Radabaugh and Sean Connolly. Kirk will be the contact for security and tech issues, and Sean is the systems coordinator and deals with Banner related issues.
 - There will be an ITS Maintenance Weekend starting at 12 noon on May 31 which will include a Banner General update. All systems and services are subject to intermittent interruptions due to patching and reboots during this maintenance window. Please plan to be offline by noon on Friday, May 31st. All systems should be fully functional by Monday morning, June 3rd.
 - HR and Student will begin working on Banner 9 for Banner Self Service in the near future, which includes an updated Personal information page that users can select Personal Pronoun and Gender identification. This is a campus wide project that involves heavy coordination between groups. No timeline is set as of yet. More information to come.

- **General Announcements**

 - Jane Bailey (Cameron School of Business) – Addressed the issue of the gender neutral bathroom signage in Cameron School of Business. She was wondering who authorized it because some of the signs were hung on the wrong bathrooms. Will follow up with Facilities to correct the problem.
 - Tim Huelsman (Payroll) – Addressed the issue of student workers during the summer months. If you have a student worker, be sure to have them email payroll that they are enrolled in summer classes so that they are exempt from FICA withholdings. On June, 1 FICA will be taken out of all student and grad students’ paycheck if they have not reported that they are enrolled in SSI or SSII classes. Students are not allowed to work more than 20 hours per week, otherwise FICA charges will occur. Full time during summer classes is considered at least one 3 hr. class per summer session.
 - Olivia Harvey (CAS, Dean’s Office – CAS, Dean’s Office has welcomes their new business officer, Nina Brown.
 - Ariel Bennett (University Advancement) – Introduced the new business officer for the University Police, Angie Wiggins.

- Liz Grimes (HR) - Asked the attendees what type of space they would like to meet in. All agreed that the following would be important in booking a space: tables available, plenty of parking and a central location. Liz will look at these suggestions and work out a space that can accommodate this request. We will keep you posted as to the room for the next meeting.

Meeting adjourned at 3:45.

**Our next meeting is Thursday, July 25, 2019
3:00 – 4:30 pm
FSC Wrightsville Beach Room 2017 (subject to change)**

Interim Assignments

HR Liaisons 05/16/2019

Interim assignments are available for use when a critical need arises due to a vacancy. It is important to follow the processes outlined below to ensure the most expeditious processing of an interim assignment.

What you need to know about EHRA/SHRA interim assignments:

EHRA	SHRA
<ul style="list-style-type: none"> • Based on critical need – contact HR ASAP • Greater than 30 days, Less than 1 year • Effective date approval may be retro up to one month prior of month requested based on highest approval (i.e. Chancellor / UNCSCO) • Approval is required prior to assignment (in pre-planned situations) • Approval is required <u>with in the first week of assignment</u> (in unplanned situations) • Cumulative salary supplements based on the June 30 salary that exceed 5% or are / will be greater than \$100K with the salary action will require BOG approval • Justification should include a clear WHY and HOW the temp pay was derived. Also, a brief summary regarding the duties/scope/complexity of the temporary appointment, including any relevant factors (i.e. recruitment issues, cost savings, org changes, emergency situations, etc.), as well as, a proposed begin and end date. 	<ul style="list-style-type: none"> • Based on critical need – contact HR ASAP • Greater than 30 days, Less than 1 year • Effective date approval is based on date of highest approval (i.e. Chancellor / UNCSCO) • Approval is required prior to assignment (in pre-planned situations) • Approval is required <u>with in the first week of assignment</u> (in unplanned situations) • Cumulative salary supplements based on the July 01 salary (June 30 + LI only) that exceed 5% or are / will be greater than \$100K with the salary action will require BOG approval • Justification should include a clear WHY and HOW the temp pay was derived. Also, a brief summary regarding the duties/scope/complexity of the temporary appointment, including any relevant factors (i.e. recruitment issues, cost savings, org changes, emergency situations, etc.), as well as, a proposed begin and end date.

Process:

1. Contact your compensation consultant to discuss the nature of the request and obtain all necessary approvals (ie. management, budget, etc.) before taking action in PeopleAdmin. Check payroll calendars for deadlines. Check the compensation website for guidelines and deadlines if the requested increase exceeds thresholds.
2. Initiate the position request in PeopleAdmin
 - a. Enter interim information in the Action Requested field; do not change the core job description.

What are you requesting?	Temporary/interim Duties
Reason for Request	Temporary/interim duties while XXXX is out of office for extended period of time. Temporary duties include 1. XXXXXXXX 2. XXXXX 3. XXXXX ...Duration of this assignment is anticipated to be X months (or end date XX/XX/XX)
Effective Date	05/13/2019

3. Once the PA action is complete, route through the normal workflow.
4. Once final approval has been obtained, communicate the decision to the employee in a timely manner.