



UNIVERSITY of NORTH CAROLINA WILMINGTON  
HUMAN RESOURCES

Human Resources Liaison Minutes  
Thursday, July 25, 2019  
4:00 – 5:00 pm, Azalea Coast Rms A/B, FSU

- **Welcome/Intro** **Liz Grimes**
  - Meeting called to order at 4:05.
  - Liz shared information about the Employee Assistance Program (EAP) offered to all UNCW employees. This program offers counseling as well as resources for child/elder care, financial resources, legal resources individual cost analysis for trips, consumer purchases and services; new pet parent baskets and much more. You can access their website by visiting the HR website at <https://uncw.edu/hr/training-eap.html>.
  
- **Talent Acquisition** **Elaine Doell**
  - Since Jennifer Coombs is out of the office, Elaine expressed how the Talent Acquisition Team is working hard to accommodate all the needs and requests from the UNCW community concerning PeopleAdmin, application processing, I-9's, criminal background checks, etc. HR truly appreciates everyone's patience and support while the team is working with a minimal staff. Please know that when you email or call with a question for this team, they will respond as quickly as possible.
  
- **HRIS** **Sean Connolly**
  - Sean shared a handout (see below) with various EAPF information. He stressed the following points:
    - Graduate flat pay assignments must be entered and approved by the 15<sup>th</sup> of each month.
    - Hourly pay assignments must be entered by the 26<sup>th</sup> of each month.
    - Student FTE should not exceed .50 on all their combined jobs on campus.
    - Be sure to check/update your Grant PI and Officers in NTRROUT.
    - Check the handout below for details
  - Sean will be conducting 2 EAPF trainings and 3 EAPF labs in August. Check the handout for dates and times. You can sign up through Dare 2 Learn on the HR website.
  
- **Classification & Compensation** **Cathi Willoughby**
  - EHRA IT Conversion Update – Danielle Aldrich reported that the EHRA IT conversion project is underway and the manager meetings with eligible employees is about half way complete for the first window. Eligible employees will have a total of three opportunities to elect, with two more windows offered over the next two years, to consider converting to EHRA or remain SHRA.
  - Cathi distributed a PeopleAdmin – 'Position to Hire' handout (see below) explaining the workflow and various details of taking a job from the posting description stage through the posting stage in PeopleAdmin. She stressed the importance of ensuring all information in the description is accurate prior to final approval on the Position side. Once a position is approved on the Position side of PA7, in order to make further changes, the position would have to be canceled, complete the workflow again and reposted.
  - She also stressed that departments need to be sure to include all publications on the Hire side in which they would like to have the position advertised. Including them at the time of posting helps the process in PeopleAdmin to run smoother and faster as opposed to adding it later outside of the system (i.e. via an email request).

- Additionally, please try to include all search committee members on the Hire side of PA. This helps the hiring process to run smoother.
- Please visit the Dare 2 Learn website to sign up for workshops focusing on writing job descriptions. Also if you would like samples of job descriptions for benchmark positions (i.e. administrative assistants) please contact the Compensation team at compensation@uncw.edu.

- **Salary & Benefits**

**Liz Grimes/Kelly Kennedy**

- There has been no movement, at this time, on approving this year's state budget. The governor and state legislature have both presented their proposals and adjustments but no compromise has been made. We are currently operating on last fiscal year's budget. As a result of the budget issue, there is a freeze on certain salary increase actions – this is not a hiring freeze. We can still hire and conduct limited salary increases as necessary. Once the budget has passed we will know more about the possibility of a legislative salary increase for this year.
- Concerning the State Health Plan (SHP), the contracts for the Clear Pricing Project were sent to providers in North Carolina. Providers had until July 1 to sign up for this program; however, that deadline was extended to August 5 since many providers wanted more time to investigate the project's impact. Some of the North Carolina hospitals have requested further study of this project by the General Assembly with a deadline of December 15. We will hopefully have more information concerning this project before open enrollment begins in October. Please contact your health provider to see if they are on board with this project or are considering the option.
- Kelly Kennedy demonstrated the new single sign-on feature for accessing the State Health Plan. You can access this feature through the HR website (click on "Login Site for SHP and NCFlex Plans" which is listed on the top right hand side of the homepage). This takes you directly to the SHP website and the you simply click on "Click Here to Enroll or Make Changes"). You can also access your current benefit packages, quick links to various health vendors (i.e. Metlife Dental; CVS Caremark, etc) and report any life changing events.
- Liz then conducted a question and answer period. She also asked if attendees liked the new room with the round table set-up. Most agreed that it was much more functional and would like to continue to meet in this format.

Meeting adjourned at 5:00 pm.

**Our next meeting is Thursday, September 26, 2019  
3:00 – 4:30 pm  
Azalea Coast Rm. A/B, FSU**

## Connolly, Sean

---

**Subject:** EPAF - Hourly and Flat Pay Assignments - August Info  
**Attachments:** EPAF Quick User Guide-Prepare.docx; EPAF Quick User Guide-Prepare Mass.xlsx; EPAF Quick User Guide-Undergrad Hourly Assignments.docx; EPAF Quick User Guide-Graduate Flat Pay Assignments.docx; EPAF Quick User Guide-Temp SHRA Hourly Assignments.docx; EPAF Quick User Guide-Undergrad New Employee.docx; FTE Calculator.xlsx

Hello All – Below is some August EPAF info for hourly and flat rate job entry. Attached are some Quick User Guides to help you prepare and enter various types of EPAF jobs. Below is some additional information to be aware of:

- **Graduate Flat pay assignments** must be entered and approved by the 15<sup>th</sup> of the month. Flat pay assignments are paid on the last day of the month (i.e. August flat rate jobs are paid on August 31<sup>st</sup>). If jobs are not entered and approved by the deadline, the employee will not be paid that month.
- **Hourly pay assignments** must be entered by the 26<sup>th</sup> of each month. Student or Temp hourly pay assignments are paid on the 15<sup>th</sup> of the following month (i.e. July 1-31 hourly jobs are paid on August 15<sup>th</sup>). If jobs are not entered and approved by the deadline, the employee will not be paid that month.
- **FTE (Full Time Equivalent)** – Student FTE should not exceed .50 on all their combined assignments. Student employees are tax exempt during the fall and spring semesters and therefore should not exceed work 20 hours per week.
- **Grant Officer Changes** – Be sure to check/update your Grant PI and Officers in NTRROUT. Connect with your Budget Managers to review the changes for your department.
- **EPAF Trainings and Labs:** Below are the upcoming dates and times for the August EPAF Trainings and Open Labs. You can sign up on Dare to Learn. All are welcome.

**EPAF Training – Tuesday, August 6 – 2pm to 4pm – McNeill 2061**

EPAF Open Lab – Wednesday, August 7 – 9:00am to 11:00am – McNeill 2061

**EPAF Training – Tuesday, August 13 – 9:00am to 11:00am – McNeill 2061**

EPAF Open Lab – Friday, August 16 – 2pm to 4pm – McNeill 2061

EPAF Open Lab – Tuesday, August 20 – 2pm to 4pm – McNeill 2061

Take care,

---

**Sean Connolly** | HRIS Systems Coordinator | **Human Resources** | [UNC Wilmington](#)  
622 MacMillian Ave | Wilmington, NC 28403-5960 | T: 910.962.2613 | F: 910.962.3840

---

*Emails sent and received in the course of university business are subject to the N. C. Public Records Act (N.C.G.S. §132-1 et seq.) and may be released to the public unless an exception applies.*

# PeopleAdmin - POSITION to HIRE

## #1 – PeopleAdmin - Position



This Position side of PeopleAdmin is the system of record for all position descriptions and actions associated with position descriptions. It is easily identifiable as the ORANGE side of the system:

### Key Points:

- All perm employees have access to their own position descriptions
- All actions start on the Position side of PeopleAdmin
  - New Positions for Recruitment, Reclassification, Conversions, Salary Actions, Supervisor Changes, Updates to Existing Position Descriptions
  - *NOTE: EHRA actions currently require the HR 3.35 form to be completed/submitted*

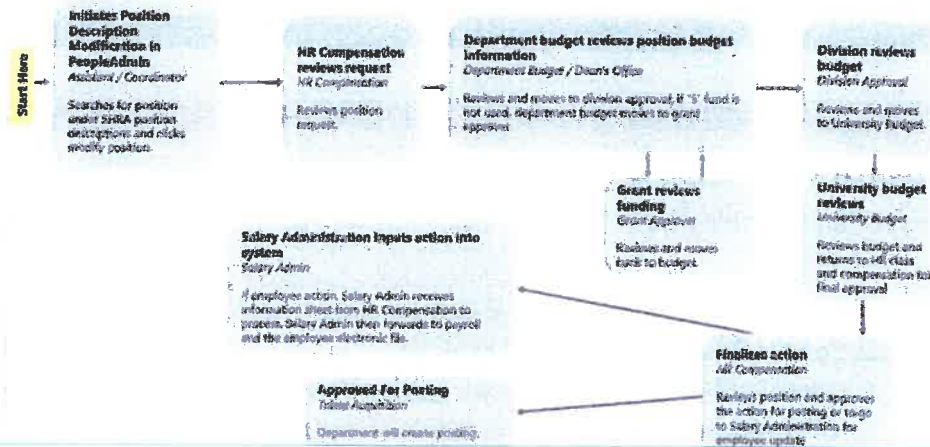
### Positions Description Template

Position Working Title <b>Appears in Posting</b>
Primary Function of Organization Unit <b>Appears in Posting</b>
Paint a picture of the environment the candidate/ incumbent can envision to work in Brief Summary of Work for the Position <b>Appears as "Summary of Position" in Posting</b>
MODERATE PARAGRAPH – 3 – 5 sentences HIGH LEVEL
Minimum Requirements <b>Appears in Posting</b>
Minimum Education Minimum Experience
KSA <b>Appears in Posting</b>
Minimum Knowledge, Skills and Abilities to do the job as written
Preferred Qualifications <b>Appears in Posting</b>
This is a 'wish list'
ADA <b>Appears in Posting</b> This is required field – think about the physical, visual, mental requirements of the position, as well as, the work conditions.

## POSITION WORK FLOWS:

### UNCW SHRA Position/ Employee Action Workflow

Use this workflow for new positions, reclassification, market adjustment, TL to perm, MO worked request, abolish, department organization changes



### UNCW Faculty Position Management Workflow

Use this workflow for new positions, reclassification, market adjustment, TL to perm, MO worked request, abolish, department organization changes



**\*\*Once the position is approved on the Position side of PA7, there are no changes. It is critical that all information is accurate prior to final approval. Otherwise, the position will be canceled on the Hire side and must be re-initiated on the Position side for correction/ updates\*\***

### Compensation Information:

Check our website for critical information and online resources (ie. guidelines, timelines/ schedules, forms/ documents)  
<https://www.uncw.edu/hr/classification-policies.html>

Email General Inquiries: [compensation@uncw.edu](mailto:compensation@uncw.edu)

Call your Compensation Consultant for guidance and questions:

- Assoc. Director of Compensation, Cathi Willoughby (Faculty and SAO) xt 2-3698
- Classification & Compensation Consultant, Fran Hewett (SHRA & Non-Faculty IRIT) xt 2-3373
- Classification & Compensation Consultant, Danielle Aldrich (SHRA & Non-Faculty IRIT) xt 2-3373

## POSITION to HIRE TRANSITION ...

### Posting Content – Vacancy announcements will include, at minimum:

- Job/Working title
- Position number
- Location of Workplace
- Brief Summary of Work
- Minimum Requirements
- Preferred Qualifications
- Primary Function of Organizational Unit
- Additional: College/School and University Information
- EEO Statement

## #2 - PeopleAdmin – Hire



This Hire side of PeopleAdmin is the system of record for all position postings and actions associated with searches.

It is easily identifiable as the BLUE side of the system:

- Once the position is approved, Compensation approves and the workflow changes from Position to Hire. The Assistant/Coordinator then may create the posting from position description and sends to Talent Acquisition for review and posting.
- HR provides EEO utilization information
- Search committees work directly with Assistant/Coordinator throughout search process
- Hiring Official works with search committees and Assistant/Coordinator to create hiring proposal and finalize the hire of an employee

## HIRE WORK FLOWS:

