



UNIVERSITY of NORTH CAROLINA WILMINGTON  
HUMAN RESOURCES

Human Resources Liaison Minutes

Thursday, Sept. 26, 2019

3:00 – 4:30 pm, Azalea Coast Rms A/B, FSU

- **Welcome/Intro** **Liz Grimes**
  - Meeting called to order at 3:00 pm
  - Liz gave a brief introduction and then each attendee introduced themselves and what department they worked for.
  
- **HR Staff Update** **Elaine Doell**
  - Jennifer Coombs, Talent Acquisition Director, will be out on leave and her staff will be covering for her.
  - Deanna Tirrell, HRIS Director, has left HR and joined ITS. Her team, Sean Connolly and Kirk Radabaugh, will be covering her duties.
  - Cathi Willoughby, Class and Comp Director, will be leaving HR on Friday, Sept 27. Her team, Danielle Aldrich and Fran Hewett will be covering her duties.
  - Elaine asked everyone to please be patient with HR since we are short three directors. We are in the process of hiring these positions, but if you have questions or concerns, please feel free to contact Elaine or the other HR staff members.
  
- **Talent Acquisition** **Elaine Doell**  
**Jessica Ludwick**
  - PeopleAdmin Workflow  
The Talent Acquisition team is updating the workflow for posting positions to make the process easier to understand and navigate. For one-on-one help, please attend one of the open labs offered through HR. You can find the dates and registration for these labs on the HR Dare-2- Learn website.
  
- **Compensation** **Cathi Willoughby**
  - Danielle Aldrich and Fran Hewett will be the contacts when Cathi leaves. They will be partnering with Elaine Doell until Cathi's position is filled.
  - Two handouts were distributed (see below). The first handout includes Action Priority Guidelines; Organizational chart guidelines in connection with reviewing, creating or updating positions; the process for interim assignments; the BOG Consultation Calendar and the 2019 Payroll Calendar.
  - Overlapping Position Process (Danielle) – This is when an employee is leaving and their replacement starts before they leave which causes an overlap in that position. This process is being reviewed and HR will be sending out further information in the near future.
  - PeopleAdmin 7 Open Labs (Fran) – HR is offering open labs for one-on-one instruction on using PeopleAdmin. These labs are being held at McNeill Hall and you can register for them through HR's Dare-2-Learn website.
  
- **Salary and Benefits** **Pattie Hale**
  - The flu shot clinic will be held October 21 at the Warwick Center and October 22 at CMS. Both clinics will be held from 7am – 5pm. Please bring your health insurance card with you.
  - Open Enrollment for State Health Plan will be held from Nov 2 – 19. Please note that this is a shortened timeframe from previous years. The process has been streamlined due to the single sign-on feature and should be easier to navigate. Kelly Kennedy and Diana Waser from HR will be conducting workshops throughout October to help navigate a few changes in the upcoming plans. The dates will be advertised in the upcoming SWOOP issues.

- Reminder to schedule with TIAA or Fidelity reps – If you have an ORP or TSER supplemental plan, please make an appointment with your representative at least once a year to review the current status.
- HR is reviewing the current HR Liaison list to make sure every department on campus is represented on the committee. Please let Patti know if you are aware of a group on campus that is not represented.

### **Employee Leadership and Learning Engagement**

**Molly Nece**

- Full Cycle Performance is now open to complete your Mid-Cycle Review, Progress Notes, and Individual Goal Revisions. Even though the progress notes are not mandatory, it is recommended to use them as a way to record your progress for completing your Full Cycle goals. A mid-cycle review is required as stated in the policy. Supervisors have until November 1 to complete a mid-cycle review conversation with their employees. If you need further guidance please visit the on-line videos or reach out to Michel Shackelford (Full Cycle Online questions) or Molly Nece in HR.
- Engagement Survey – The Engagement Survey conducted every other year by the Systems Office will be given in February 2020. Molly and the HR team is currently forming a survey committee to plan and launch the survey.
- The next Great Workplace Signature program will begin November 5. This program is for employees who are in a supervisory position. Also, the topic for our October Awakening Gathering is “What was one of your biggest leadership challenges and what did you do to work through it?” This is a panel discussion with UNCW leaders and is open to all UNCW employees. You can find out further details and register for these workshops at the Dare-2-Learn website.
- Check out our latest Dare to Learn Opportunities on Olivia’s latest D2L Blast recently emailed to all employees.
- Active Shooter training needs to be completed either by attending a face-to-face workshop (last one 10/16) or on-line via Skillport. You can register through the Dare to Learn website. If you have any issues with Skillport, please contact Dana Ward ([wardd@uncw.edu](mailto:wardd@uncw.edu)) in IT. If completed in a group (i.e. staff meeting), please have the supervisor notify Michel Shackelford in HR.
- Harassment Training – The next Mini-Harassment Conference is Friday 10/4. Since the fall conferences are full, please register so your names can be placed on the waiting list for the next semester. HR will be adding more sessions each semester to help accommodate new employees required to take this training. An employee can take the on-line version in Skillport if they cannot get into a face-to-face workshop within their first year. They can then follow-up by attending the face-to-face workshop later. If you have a large group (50 or more) that needs this training or a special circumstance where employees cannot attend a face-to-face workshop, please let Adam Hall or Annikka Jenkins know and they will work with scheduling a time that meets your needs.

### **• Updates**

**Liz Grimes**

- Paid Parental Leave – Liz sent out an email earlier today introducing this new policy. She explained further that this leave has already been approved for offices who fall directly under the State Executive Office; however, for the UNC System schools it first must be approved by the Board of Governors. Once this policy has been approved, and details worked out, the university employees will be notified. One detail which must be addressed at each institution is reconfiguring our leave system to accommodate this change. HR will keep everyone posted as to the progress of this new policy.
- Staff Senate – Matt Brody, UNCW System Senior Vice President of Human Resources, will be attending the October 9 Staff Senate meeting. All campus employees are invited to attend and encouraged to ask questions regarding compensation, employment and budget issues. Details to follow in the next issue of SWOOP.
- Payroll – Payroll is working on the increase to the employer side of retirement. This will not affect the employees’ pay, only the employee contribution side. Currently the university contributes a total of 19.7% to TSERS and 13.41 to the ORP. The increase will be effective in the October 31 payroll.
- UNCW Presents – please check out the upcoming events for UNCW Presents listed on their website. The next event is the Women’s documentary “Seven” which is a documentary play by seven female writers featuring women who faced life-threatening obstacles before bringing heroic changes to their home countries.

There being no further business, the meeting adjourned at 3:50 pm.

**Our next meeting is Thursday, November 21, 2019 from 3:00 – 4:30 pm in the Azalea Coast Rm. A/B, FSU**

### Action Priority Guideline

**Priority 1** – New/ existing positions to post, interim increases and Grant funded positions, all in order received.

**Priority 2** – Reclassifications, Market/Equity Adjustments and Supervisor changes, all in order received.

**Priority 3** – Working title changes, FTE changes, Position updates, etc. all in order received.

\*If there is an issue that is mission critical and needs escalation, please contact us directly to let us know. We will make every effort to address it if possible.

**NOTE:** this priority applies to all of campus and our deck reshuffles every day, all day as a result of the number of actions coming in daily.

### Updated UNC System Office guidelines for salary increases – SHRA and EHRA

Pursuant to the Appropriations Act of 2017 (NCSL 2017-57), under guidance from the UNC System Office (SO), there are 2 actions that **must be sent for Board of Governors (BOG) consultation prior to implementation effective 7/1/2017**

1. Any salary increase **greater than 4.99%** for SHRA, EHRA non-faculty and faculty employees whose **salary is greater than \$100,000**; regardless of funding; includes temporary and permanent positions as well as interim promotional assignments.
2. For **new** SHRA, EHRA non-faculty and faculty positions **with a salary \$70,000 or greater** (defined as being assigned a new position number); regardless of funding
3. FAQ provided by UNC System Office

The previous salary guidelines for SHRA, EHRA non-faculty and faculty employees are still effective for those making less than \$100,000. See UNCW FAQ for further guidance.



## Official Organization Chart Guidelines

When submitting requests to review, create, or update positions, it is important to include / attach official updated organizational charts (org charts) to Peopleadmin (PA7) actions. Org charts provide insight into the structure and organization of a team, unit, department, college/division, etc. and convey organizational context and relevant information that is difficult to incorporate into the text of a job description. Org charts are used by the University for a variety of purposes including job analysis, classification, organizational assessments, equity assessments, evaluating reduction-in-force proposals and ADA accommodations, and more.

The following items should be present in an official organizational chart:

- **Employee Name:** Employee name (or "Vacant") as it appears in Banner (the HR System) – you can include nicknames in parentheses ...for example: John (Johnny) Doe.
- **Working Title (optional):** Working titles may be included and are recommended, but not in place of the classification title.
- **Position Title:** Official EHRA & SHRA classification or title. For SHRA positions, the career band level should also be included (Contributing, Journey, or Advanced)
- **Position Number:** The 6-digit position number.
- **Position/Employee Type:** The position/employee classification (i.e. EHRA, SHRA, Temp, Post doc, etc.)
- **FTE:** Especially for positions less than 1.0 FTE
- **Month appointment:** 9-month – 12-month; especially for organizations that have a mix of appointment types.

### Examples:

John Doe  
Proposal Processor  
Administrative Support Specialist –  
Contributing  
#010532  
SHRA  
FTE 1.0 , 12-month

Jane Doe  
Director of Gifts Processing  
#012350  
EHRA  
FTE 1.0 , 12-month

Always label and title the Org Chart with the College/Division, Department, and Unit and note the 'Last Updated Date' on the document.

**Reminder:** Each relevant organizational chart should be updated when there is a change in the organization including employee and position changes.

If you have questions about org charts, reach out to the Compensation team at [compensation@uncw.edu](mailto:compensation@uncw.edu).

# Interim Assignments

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"> <li>• Based on critical need – contact HR ASAP</li> <li>• Greater than 30 days, Less than 1 year</li> <li>• Effective date approval may be retro up to one month prior of month requested based on highest approval (i.e. Chancellor / UNCSCO)</li> <li>• Approval is required prior to assignment (in pre-planned situations)</li> <li>• Approval is required <u>with in the first week of assignment</u> (in unplanned situations)</li> <li>• Cumulative salary supplements based on the <b>June 30 salary</b> that exceed 5% or are / will be greater than \$100K with the salary action will require BOG approval</li> <li>• 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 <b>and</b> end date.</li> </ul>	<ul style="list-style-type: none"> <li>• Based on critical need – contact HR ASAP</li> <li>• Greater than 30 days, Less than 1 year</li> <li>• Effective date approval is based on date of highest approval (i.e. Chancellor / UNCSCO)</li> <li>• Approval is required prior to assignment (in pre-planned situations)</li> <li>• Approval is required <u>with in the first week of assignment</u> (in unplanned situations)</li> <li>• Cumulative salary supplements based on the <b>July 01 salary (June 30 + LI only)</b> that exceed 5% or are / will be greater than \$100K with the salary action will require BOG approval</li> <li>• 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 <b>and</b> end date.</li> </ul>

## 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.

<i>PeopleAdmin</i>	
<i>Action Requested</i>	
<b>What are you requesting?</b>	Temporary/Interim Duties
<b>Reason for Request</b>	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)
<b>Effective Date</b>	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.

**BOG Consultation Calendar**

<b>BOG Cycle</b>	<b>Campus Submission Deadline to UNCW HR by 5PM</b>	<b>UNCW HR Submission Deadline to UNCSO by 12PM</b>	<b>BOG Review the Week of:</b>	<b>Notification the Week of:</b>
JULY	Tuesday, June 25, 2019 Tuesday, July 9, 2019	Tuesday, July 2, 2019 Tuesday, July 16, 2019	Tuesday, July 9, 2019 Tuesday, July 23, 2019	Tuesday, July 16, 2019 Tuesday, July 30, 2019
AUGUST		No BOG Consultation		
SEPTEMBER	Tuesday, August 6, 2019 Tuesday, August 20, 2019	Tuesday, August 13, 2019 Tuesday, August 27, 2019	Tuesday, August 20, 2019 Tuesday, September 3, 2019	Tuesday, August 27, 2019 Tuesday, September 10, 2019
OCTOBER	Tuesday, September 3, 2019 Tuesday, September 17, 2019	Tuesday, September 10, 2019 Tuesday, September 24, 2019	Tuesday, September 17, 2019 Tuesday, October 1, 2019	Tuesday, September 24, 2019 Tuesday, October 8, 2019
NOVEMBER	Tuesday, October 1, 2019 Tuesday, October 15, 2019	Tuesday, October 8, 2019 Tuesday, October 22, 2019	Tuesday, October 15, 2019 Tuesday, October 29, 2019	Tuesday, October 22, 2019 Tuesday, November 5, 2019
DECEMBER	Tuesday, October 29, 2019 Tuesday, November 12, 2019	Tuesday, November 5, 2019 Tuesday, November 19, 2019	Tuesday, November 12, 2019 Tuesday, November 26, 2019	Tuesday, November 19, 2019 Tuesday, December 3, 2019
JANUARY	Tuesday, November 26, 2019	Tuesday, December 3, 2019	Tuesday, December 10, 2019	Tuesday, December 17, 2019
FEBRUARY		No BOG Consultation		
MARCH	Tuesday, January 7, 2020 Tuesday, January 21, 2020	Tuesday, January 14, 2020 Tuesday, January 28, 2020	Tuesday, January 21, 2020 Tuesday, February 4, 2020	Tuesday, January 28, 2020 Tuesday, February 11, 2020
APRIL	Tuesday, February 4, 2020 Tuesday, February 18, 2020	Tuesday, February 11, 2020 Tuesday, February 25, 2020	Tuesday, February 18, 2020 Tuesday, March 3, 2020	Tuesday, February 25, 2020 Tuesday, March 10, 2020
MAY	Tuesday, March 3, 2020 Tuesday, March 17, 2020	Tuesday, March 10, 2020 Tuesday, March 24, 2020	Tuesday, March 17, 2020 Tuesday, March 31, 2020	Tuesday, March 24, 2020 Tuesday, April 7, 2020
JUNE	Tuesday, April 14, 2020 Tuesday, April 28, 2020	Tuesday, April 21, 2020 Tuesday, May 5, 2020	Tuesday, April 28, 2020 Tuesday, May 12, 2020	Tuesday, May 5, 2020 Tuesday, May 19, 2020
JULY	Tuesday, May 12, 2020 Tuesday, May 26, 2020	Tuesday, May 19, 2020 Tuesday, June 2, 2020	Tuesday, May 26, 2020 Tuesday, June 9, 2020	Tuesday, June 2, 2020 Tuesday, June 16, 2020
	Tuesday, June 9, 2020	Tuesday, June 16, 2020	Tuesday, June 23, 2020	Tuesday, June 30, 2020
BOG out on Summer session				

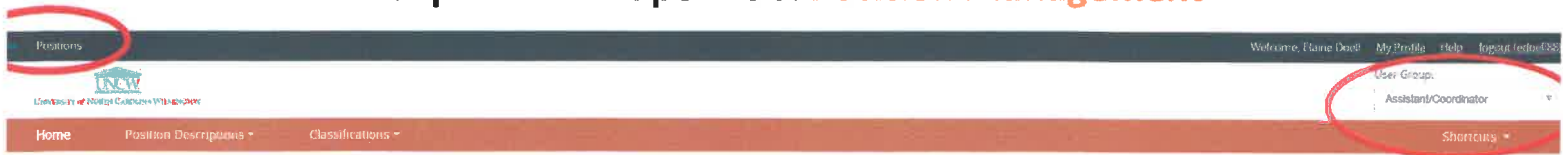
## 2019 Payroll Calendar

Payroll Calendar	Compensation Deadline (for campus) <i>*PA7 actions to be fully approved in workflow **</i>	Salary Administration Deadline
JANUARY	Friday, January 11, 2019	Monday, January 14, 2019
FEBRUARY	Tuesday, February 12, 2019	Thursday, February 14, 2019
MARCH	Tuesday, March 12, 2019	Thursday, March 14, 2019
APRIL	Thursday, April 11, 2019	Monday, April 15, 2019
MAY	Monday, May 13, 2019	Wednesday, May 15, 2019
JUNE	Tuesday, June 11, 2019	Thursday, June 13, 2019
JULY	Thursday, July 11, 2019	Monday, July 15, 2019
AUGUST	Friday, August 30, 2019	Monday, September 2, 2019
SEPTEMBER	Thursday, September 12, 2019	Monday, September 16, 2019
OCTOBER	Friday, October 11, 2019	Monday, October 14, 2019
NOVEMBER	Friday, November 8, 2019	Monday, November 11, 2019
DECEMBER	Wednesday, December 4, 2019	Friday, December 6, 2019

*\*Estimated dates; please refer to the payroll calendar provided by Payroll for actual dates*



## People Admin Open Lab: **Position Management**



### ➤ **Use Position Management to:**

- Reclassification (Pay Action)
- Market Equity/Adjustments (Pay Action)
- New/Existing Position to classify/post
- Interim Increases (Pay Action)
- Supervisor Changes
- Working Title Changes
- FTE Changes
- Working Title Changes
- Position Description Updates

### ➤ **Common Issues**

- How to find positions (SHRA/EHRA/Faculty)
- Checking status of actions
- Search setup
- Access
- Deadlines
- Workflows
- Position Details (brief summary, additional KSAs, etc)
- Workflow questions
- Timeline

**\*\*If you have not yet been to the Position Description Workshop, please sign up ASAP on the Dare to Learn Website.\*\***

- **This is an informal, drop in session for our team to help you with any current/future Position Action.**
- **For any questions related to position actions on the [Hire](#) side of People Admin, please reach out to our Talent Acquisition team.**

### **The Classification & Compensation Team:**

Fran Hewett - 962-3373  
Danielle Aldrich - 962 -3162  
[Compensation@uncw.edu](mailto:Compensation@uncw.edu)