



UNIVERSITY of NORTH CAROLINA WILMINGTON
HUMAN RESOURCES

Human Resources Liaison Minutes

Thursday, June 4, 2020

10:30 – 12:00 noon

Meeting via Zoom

Welcome/Intro

Liz Grimes

Meeting called order at 10:35 am

- Zoom meeting ground rules – (Michel Shackelford)
- Liz acknowledged the passing of UNCW Vice Chancellor, Pat Leonard and discussed her legacy to the university.
- Liz discussed the Return to Campus plan:
 - o Top priority is the health and safety of our staff, faculty and students.
 - o Proceed thoughtfully and carefully with special attention to those of higher risk (i.e. health issues or age).
 - o When returning, everyone will be asked to wear masks, wash hands often and practice social distancing.
 - o We are currently in Phase 2 of the Return to Campus plan. When moving to Phase 3 certain employees will begin migrating back to campus. These employees are those prioritized by divisional leadership.
 - o Based on the Systems Office (SO) guidance, each department will start to bring back individuals on a gradual basis, as necessary for that department.
 - o We are currently working on a written employee guide, a process for employee request for flexibility (due to health or family situations) and seminars for supervisors about managing this transition for their teams.
 - o We ask that you are patient when receiving updated information concerning COVID-19. Any new information has to go through NC OSHR, and the Systems Office before it makes it way to the university. This can sometimes cause a delay in getting the information to the campus community in a timely manner.

HRIS

Megan Keefe

- Megan and her team are currently working with AARM on the hiring process for faculty. They are reviewing the state and university processes and are working to streamline and make them more efficient. To improve the HR/Budget/AARM processes, they are incorporating the following seven Guiding Principles:
 - o Great Transparency
 - o Fewer Steps – Efficiency
 - o More Accurate Data

- Easier to Navigate
- Improve Time to Hire
- Reduce Administrative Burden
- Streamline/Standardize processes wherever possible
- The HRIS team is also working on streamlining and revamping various People Admin processes to make it more efficient.
- New & Improved Access Request Forms
 - Kirk discussed that they had really good feedback from the users of the new HR Access Request Forms. As a result of this news, the old pdf forms will no longer be accepted. Please let Kirk know if you have any questions or concerns about the new forms. You can access them using the links below or by typing “HR Access” in the search bar at the top of the main UNCW webpage.
 1. Campus User Form:
<https://uncw.teamdynamix.com/TDClient/1875/Portal/Requests/ServiceDet?ID=42905>
 2. Functional User Form:
<https://uncw.teamdynamix.com/TDClient/1875/Portal/Requests/ServiceDet?ID=42906>
- Year End Roll Testing (Sean Connolly)
 - Sean shared that the year end roll testing will take place this Friday and Monday. It will include Budget, Payroll, HR, etc. The actual year end roll is tentatively scheduled for June 26. A notification will go out with the deadline dates before the actual roll. Please be sure to adhere to these deadlines and complete all actions before this date.
- Automated Email Process (Sean Connolly)
 - Sean said they are finalizing an auto generated email which will go to new employees/temps, etc. once the employee’s paperwork is entered into the system, and completed by Kim Roughton in HR. The email will be from the OnBoarding Center and contain a welcome message, the employee’s 85 number and their email address.

Benefits/Class & Comp

Patti Hale

- PAL and FFCRA leave
 - With the development of the FFCRA two-thirds pay leave policy, effective June 1, the state has created provisions for those whose jobs don’t lend to teleworking (See the COVID-19 Employee Resources located in the HR website for details https://uncw.edu/hr/coronavirus/documents/covid-19-and-ffcra-provisions_05.22.2020.pdf). In order to reflect this on the SMART leave reports, we will need to restart the leave reports for SHRA non-exempt employees for the period covering May 25 – through June 7. We will send out information about this process so the employees will know what they need to do on their end. This is only for those subject to the 2/3 pay.

- Rules for Students/Temps
 - o Make sure all approvals and changes are made before entering your EPAF for a student or temp employee. Please note the following: query date should always be the first day of the month – ending date should be the last day of the month – don't type in position title (enter position code and it will populate).
- Spreadsheet Reporting
 - o COVID-19 spreadsheets have changed to reflect different information (i.e. childcare and elder care). Megan has sent the new spreadsheet out to the campus.

Employee Learning and Leadership Engagement

Molly Nece

- Onboarding/NEO
 - o Even with needing the Chancellor's approval for hiring earlier this year, we had more new employees this year (79) than last (67) through the end of May. Twenty-three employees have completed the virtual onboarding system.
 - o Onboarding Online has 4 components:
 - Multiple and intentional email touch points occur throughout their first 30 days.
 - The First Five Days webpage walks them through relevant information laid out neatly and intentionally over a 5 day period
<https://uncw.edu/onboarding/virtualfivedays/welcome.html>
 - An individualize TEAMS meeting is also offered to answer any questions they may have after their first 3-5 days.
 - o Onboarding paperwork shifts as follows:
 - Remote I-9s for new employees are being shifted to Ivor and Melissa.
 - Parking Passes/IDs are only being processed for CMDEs through Auxiliary Services.
 - Direct Deposits are done through mail directly to Payroll. Not accepted through email or fax. New employees are instructed to contact Payroll directly.
- NEO Gone Virtual
 - o NEO Gone Virtual has 2 main components designed to give employees access to important trainings and to make connections with other new employees.
 - 1. Online Safety Training which includes Active Attacker, Harassment Prevention, IT/Cyber Security, and Environmental Health and Safety.
 - New employees submit survey to Onboarding specialist when completed.
 - Recommended to be completed within first month of employment.
 - Onboarding specialist sends initial email after first 5 days, and a reminder to new employees 2 weeks later.
 - o New Employee Orientation

- New Employee Welcome Seminar via Zoom is 2 hours long and is held every 4-6 weeks. Created to be an engagement event to connect to employees to UNCW and each other.
- NEO Live (a condensed version of Orientation minus the Active Attacker, EHS & IT Security trainings) will be designed and scheduled once we are back on campus after additional guidelines are given.
- Additional New Employee Engagement and Learning Initiatives
 - Optional monthly virtual coffees and drop-in events starting in June (Dare2Learn)
 - Additional service, training and virtual resources which includes training for specific roles.
 - New Leader Seminar
 - We also have resources for supervisors and teams to onboard and support new remote employees (launching June 19)
- Full Cycle Performance
 - July 31 – Appraisals due ('19-'20)
 - Aug 31 – New goals due ('20-'21) Please visit the Dare2Learn website for goal setting workshops being offered for supervisors and employees.
- Healthy Hawks
 - Healthy Hawks specific to COVID-19 will launch tomorrow, 6/5. Please checkout the Dare2Learn program for further details.
- Admin summit
 - Save the date! UNCW HR will be sponsoring the annual Admin Summit on July 15. Look for upcoming details in the near future.

Talent Acquisition

Elaine Doell

- Criminal Background Checks (Elaine Doell, Ivor Dikkers)
 - Elaine gave an update on the new Castle Branch E-vite system for criminal background checks. They are now finalizing the new electronic system which will go live on July 1. Even though the cost will not change, this system will be more secure and provide better protection of the candidate's personal information.
 - Ivor gave a quick synopsis of how it will work: The department admin will email Ivor and give him the names of the final candidates for a position. Ivor will then email each candidate explaining the electronic system and send them a link to Castle Branch. They will then complete the criminal background check form and submit it directly to Castle Branch. Once Castle Branch has completed the check, they will then notify Ivor of the results.

Other Business

(Jane Bailey) – Jane shared that she is working on creating different ways to welcome back her employees as they return from working remotely. Others shared a few ideas such as welcome back signs, posters and flyers. Michel Shackelford has agreed to create a folder in HR Teams to house other suggestions and ideas. Molly Nece also reached out and is willing to do an online drop in session to discuss these ideas in more detail.

(Ann Freeman) – Ann addressed the social injustice and unrest currently happening in our country and community today. As HR Liaisons, she has asked that we be mindful of how we interact with our campus and community members. We need to reflect, respect and embrace one another during this time of uncertainty and unrest. Various departments on campus are addressing this situation such as the Office of Diversity and Inclusion. Other outreach opportunities that were suggested:

- Molly Nece shared that HR is sponsoring the Seahawk Story Time each week where employees are welcomed to read their favorite children's book online. She encourages books that focus on diversity and inclusion during this time. Please contact Molly if you are interested in participating.
- Elaine Doell shared that Kimberly McLaughlin-Smith, Inclusion and Diversity Specialist with HR, is offering workshops which include bias and diversity testing and training. Check them out on the Dare2Learn website.

There being no further business, the meeting adjourned at 11:40.