



Minutes

Human Resources Liaison Meeting

Thursday, July 23, 2020

3:00 – 4:30pm

Zoom Meeting

- **Welcome/Introductions** **Elaine Doell**
 - Return to Campus (Doell)
 - Hand sanitizers stations will be located in all buildings soon. (Sharon Baucom)
 - The university will be providing 2 face coverings for all faculty, staff and students. Postal Services will be delivering them to each department. If your department should need more, please put a request into the AIM system and Postal Services will deliver them.
 - Several staff members are concerned about using their personal cell phones for work since they cannot use their office phones. Per Megan Keefe in HR, IT is working on a voice over IP which will connect your cell phone to your office phone. It should be available soon. Until then, meeting attendees suggested using HR Teams or Google Voice.
 - It was expressed that several staff members are worried about continuing to work if they have used up all of their personal and FFRCA leave but, still need to care for children or sick loved ones. HR will continue to work with those individuals to be able to stay in a pay category.

- **Talent Acquisition** **Elaine Doell**
 - Criminal Background Checks (Ivor)
 - The new Criminal Background Evite system went into effect two weeks ago. Ivor gave a quick synopsis of how it works: 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. Ivor stressed that due to cost, departments should only request a background check on the finalists who are interviewed for that position. As in the past, departments will be charged accordingly for each background check.

- **HRIS** **Megan Keefe**
 - Megan requested feedback on the new Automated Email Creation and Processes for HR Access Requests. The participants gave a few thumbs up, and Megan said they were receiving good feedback from other participants. If you have any questions or concerns about these two new processes, please let Megan know.
 - HR/Budget/AARM Working Group & PeopleAdmin Change Update
 - HR is continuing to implement PeopleAdmin processes and updates. They are

working on aligning the data elements for SHRA & EHRA so that the processes are similar.

- HR is moving forward with the automated offer letter and on-line reference forms on PeopleAdmin.
- As a reminder, when entering the paperwork for new employees and temps, you must enter their personal email in order to activate the automated letter.
- Fall Projects
 - HR is continuing to work on the new integrations with Banner. This will generate an automatic transfer of data from Banner to PeopleAdmin. Banner Self-Service 9 is coming this fall. It will be a much better system with a new look and more-user friendly.

▪ **Benefits/Comp & Class**

Patti Hale

- Make Up Leave – New provisions for make-up leave when all FFRCAs and NC COVID leave is used up has been established. One can use up to 80 hours of make-up leave within a one year period.
- Medical Certifications – For anyone who checked the Medical Certification box in the recent Return to Campus Survey, must complete the medical condition form that was automatically sent to you. Please do not disclose your medical condition on the form.
- EPAF Approvals
 - All positions must be approved at the Chancellor's level before an EPAF is entered.
 - If you put in an approval for a group of students or grad students and it comes back approved, please email Charlie Ducker the names of those students.
 - There is some confusion as to whether student work study positions need approval. Elaine Doell will check with Dana Harris on this matter.
 - When entering the EPAF for student workers be sure to make the last day of the month the end date for the job. If you are not sure when the job will end, make 12/31/20 the end date.

▪ **Employee Leadership and Learning Engagement**

Molly Nece

- Ideas for Fall D2LA Learning & Engagement Programming/Services
 - Please let Molly know if you have any ideas for the D2LA programs or workshops you would like to see in the fall. You can email her at necem@uncw.edu.
- Full Cycle Performance Management Deadlines
 - Full Cycle Performance Appraisals for 2019 – 2020 are due by 7/30
 - Full Cycle Performance Goals for 2020-2021 are due Aug 31
 - Automated emails from full cycle performance are now working again – please let Molly know if you don't receive them.
- Recognition Event Updates
 - The Staff Awards for Excellence is going to be virtual this semester. Details to follow.
 - The Years of Service Awards will be more informal with a celebration party being held in fall 2021.

▪ **Other Business**

Elaine Doell

- Elaine introduced Felicia Nolan to the group. She is our new Employee Relations specialist and will be working with Adam Hall.
- Office of the Arts announced it's Curbside Cinema event being held throughout the summer months. It is a drive-in setting in the Kenan Auditorium parking lot and the cost

is \$28 per car. You must register in advance so please visit their website to check out the upcoming features and to register.

With no further business the meeting adjourned at 4:03 pm.

**Next Meeting, Thursday, Sept 24, 3:00 – 4:30
Via Zoom**