



## Minutes

### **Human Resources Liaison Meeting**

Thursday, September 23, 2021

3:00 – 4:30 pm

Zoom Meeting

- **Welcome/Introductions** Elaine Doell
  - Intro of New HR Employees
    - Elaine introduced the newest members of the HR staff, Dr. Angel Longino and Christine Vion. Both join us as Employee Relations consultants for HR.
  
- **Guest Speaker: Parking/ID Office** David Cook/Parking Manager
  - David Cook joined our meeting to discuss the latest parking news and reported the following:
  - New parking policies have been proposed and will be presented at the next BOT meeting for approval.
  - Improved technology has been the latest change in the parking office. They are now using a new license recognition software which recognizes car licenses; and therefore, eliminating the need for a hanging tag.
  - No rules/fines have been changed at this time.
  - A new parking portal is now available so customers can update their car details and maintain their own parking information. For new employees, once they have been entered into Banner, the parking portal is available for them. This is also addressed during the employee's on boarding session with Human Resources.
  - The Parking Portal and license recognition software have saved much time for the Parking Office as well as UNCW employees and students. It provides more parking options and cuts down on the in-person transactions in the Parking Office.
  - One con of the technology is that employees/students must park with their license plate turned to the travel lane. They can't back into a parking space or pull through to get the space in front of them. The license plate has must be exposed so the traffic officer can scan it for verification. To help with this problem, Parking has introduced a vanity license plate that can be mounted on the front bumper of the car. The first vanity plate is free of charge (Parking absorbed price) and \$12 for any plates requested beyond that. Details of the vanity plate is available in the Parking Portal.
  
- **Talent Acquisition** Jennifer Coombs
  - We continue to see lower number of applicants in our job pools. UNCW employees are encouraged to reach out to their professional networks, friends, and family and encourage them to apply if they are interested in a particular job. Employees are also encouraged to

review postings on a regular basis and apply to positions for which they are interested and qualified.

- Timekeeping Org – In the Hiring Proposal, the timekeeping field will now be a mandatory field.
- Waiver of Recruitment Form is now available in DocuSign: [Waiver of Recruitment Request](#)  
This form is used for EHRA non-faculty and faculty on a very limited basis.
- New Training Coming Next Month:
  - PeopleAdmin: Creating a Draft Posting - ATS (Talent Acquisition)
    - Once the SHRA/EHRA position description has been approved by Classification and Compensation a draft posting can be created. This course will walk you through initiating a draft posting in PeopleAdmin and allow you to review the elements that create a successful recruitment.
    - Will help set the stage for effective recruiting and promote UNCW's employer brand.
    - Sign up for this training on the Dare2Learn website.
    - If you are interested in testing the applicant disposition, please reach out to Jessica or Val in HR.

*Note: If you are creating a EHRA Faculty postings, please refer to AARM.*

▪ Class/Compensation/Salary /Benefits

Patti Hale

- Open Enrollment
  - State Health Plan Open Enrollment is Oct 11 -29, 2021.
  - Everyone is automatically enrolled in the 70/30 Plan, and if you want to change to 80/20 you must register.
    - No medical premium increases this year; however, the dental rates are going up.
    - The State Health Plan is still promoting the Clear Pricing Option.
    - All employees will need to complete the tobacco attestation in order to receive a reduction in their employee only premium.
- Flu Shots – This year we must have an accurate head count as to who wants the flu shot. UNCW will be charged for any shot not used; therefore, we will be surveying the campus community as to who will be getting the flu shot on campus. Employees must have an appt to get the shot and no one under 18 will be allowed. There will be no guarantee of shots being available to employees showing up the day of the event without an appointment.
- COVID Leave – Isolate or Quarantine
  - If you have been exposed to COVID, waiting for test results and must quarantine, you can use Paid Admin Leave.
  - If you develop symptoms or have a positive test (isolation), you must use sick leave.
  - COVID leave bank still available.
  - Written documentation of this policy is on the HR website.
  - Remember, current CDC guidelines say if you have been fully vaccinated, you do not need to quarantine due to exposure but should be tested 3-5 days after exposure.

▪ HRIS

Megan Keefe

- HR/Budget/AARM project updates  
Transition faculty hiring from HR to AARM – we are now working on the special faculty category.  
\*New\* employee group on the PEAEMPL form in Banner. This is a new field (to UNCW) to help keep track of staff who are in a non-teaching role (i.e. librarians) but are considered faculty in the academic world. We will be adding this new field to all of our existing reports that currently have Employee

Class.

New Employee Group field on PEAEMPL in Banner:

The screenshot shows the Banner Employee PEAEMPL 9.3.12 (TEAL) form. The employee ID is 850544714 and the name is Megan Keefe. The form has tabs for General Employee, United States Regulatory, and Canadian Regulatory. The EMPLOYEE section is expanded, showing the General Employee details. The Employee Status is set to Active. The Employee Class is EP, with a dropdown arrow and the text 'EHRA Employees'. The Employee Group is 0002, with a dropdown arrow and the text 'EHRA Non Faculty'. The Leave Category is E5, with a dropdown arrow and the text 'EHRA-24 12 months'. The Home Department section shows COA set to W.

Values:

The screenshot shows the Employee Group Codes (PTVEGRP) table. The table has three columns: Code, Description, and Activity Date. The data is as follows:

Code	Description	Activity Date
0001	SHRA Employees	06/04/2021
0002	EHRA Non Faculty	06/04/2021
0003	Faculty	06/04/2021
1001	SHRA / Temporary	06/10/2021
1002	EHRA Non Faculty / Temporary	06/04/2021
1003	Faculty / Temporary	06/04/2021
3000	Undergraduate Student Employee	08/03/2021
4000	Graduate Student Employee	08/03/2021
5000	Post Docs	06/04/2021

The table is displayed in a window titled 'Employee Group Codes (PTVEGRP)'. There is a search criteria field at the top. The bottom of the window shows navigation controls: '1 of 1' pages, '10' items per page, and 'Record 1 of 9'.

o Reminder to use new **HR Report Request form** in Team Dynamics for data requests. Please encourage the use of the new HR Report Request form in Team Dynamics. It is the best way to track data requests.

Link: <https://uncw.teamdynamix.com/TDClient/1875/Portal/Requests/ServiceDet?ID=49795>

Employee Leadership and Learning Engagement

Molly Nece

- o This is Molly's last HR Liaisons meeting. Her last day is Oct 1 but she will still be offering campus leaders coaching, consulting and team facilitation. Contact Olivia Cunningham for more information.
- o Staffing Updates: HR is now interviewing for the Learning and Onboarding Specialist position. They have a very strong pool of candidates and are excited about the hire.
- o Full Cycle Mid-Cycle Due Date: November 1 is the deadline for mid-cycle performance evaluation. Remember you can now update goals at this time if there is a change in the environment or situation. Please visit the HR ELLE website for tools to help with this. <https://uncw.edu/d2la/fullcycle/tools.html>
- o Award for Excellence Winner – 21 folks were nominated – virtual – Winner is Katrin Wesner-Harts

▪ Other Business

Elaine Doell

- April McKinzie (Payroll) – will be sending reminders to update addresses for W-2's.
- Diana Waser (HR)– please update all addresses in the Banner system to receive open enrollment information from the State Health Plan. Contact Kelly or Diane for further details.
- Susan Smith – The Staff Senate Janet B. Royster Scholarship is now open to receive applications from all staff. It posted in SWOOP and the deadline to apply is Sept 30. Staff are encouraged to apply and remember this \$500 scholarship can be used for professional development. Check out the details on the Staff Senate Meeting Snapshot located on their website (<https://uncw.edu/staffsenate/>).
- There being no further business, the meeting was adjourned at 4:02 pm.

**Next meeting is Thursday, November 18, 2021**

**3:00 – 4:30pm**

**Zoom Meeting**