Human Resources Liaison Minutes
Thursday, November 21, 2019
3:00 – 4:30 pm, Azalea Coast Rms A/B, FSU

• Welcome/Intro
  o Meeting called to order at 3:05 pm.
  o Update on state budget – Liz discussed the email sent out earlier today to all campus employees from Bill Roper, the UNC System Interim President. The message stated that the Legislature has adjourned until January 14. Two bills were introduced concerning salary increases for the UNC System employees. Both have been vetoed by the governor; therefore, the UNC System will have to wait until the legislature returns to see if the second veto will be overridden. Roper will continue to fight for a fair compensation for our employees.

• HR Announcements
  o HRIS Director – Megan has been hired to fill the HRIS position. Megan comes to us from UNC Chapel Hill with years of HRIS experience and will begin her role on January 6, 2020. She will play an important role in streamlining our business processes and procedures.
  o HR Compensation Program Director – This position was posted today (11/21) and will close December 16.

• Talent Acquisition
  o HERC (Higher Education Research Consortium) – HR has signed up for a test run with this group through June 2020. Through their website HR can post UNCW position ads and reach a diverse and inclusive population.
  o Advertisement Efficiency – Jessica distributed a hand out (see attached) that gives tips for advertising positions beyond the UNCW website; user group descriptions and posting your searches on PeopleAdmin. When a department wants to post a position on a website not already used by HR, please investigate that website and get posting details before adding it to PeopleAdmin for HR to post.
  o The PeopleAdmin User Group Access Form has been updated to include a hyperlink that sends it directly to hrsearch@uncw.edu. Please be sure to share this form with new users in your area as well as those who have been assigned to a different User Group. Remember that the User Group is associated with an org number not a specific position. When setting up your searches in PeopleAdmin, please be sure to as detailed as possible and save your searches (refer to attached PeopleAdmin handout).
  o HR conducts open PeopleAdmin labs every Tuesday at 10:30 and search committee training every other Wednesday. Please visit the Dare2Learn website for dates, times and registration details.

• Class/Comp
  o Danielle distributed a Class & Comp Notable Action Types handout (see attached). Please refer to this handout for *new* actions that are now in place.
  o A new PeopleAdmin Workshop will begin January 22, 2020 to include using PeopleAdmin for compensation actions. Please visit the Dare2Learn Website for date, time and registration details.
  o The salary freeze that was in place has now been lifted. Please contact Fran Hewett in HR with any salary adjustments or issues.
  o Due to the winter break, all salary actions are due to HR Comp by December 3 for approval in order to meet the payroll deadline.
• Salary & Benefits  
  o Submission deadline for December early payroll is December 5.
  o SMART Time submission date is Dec. 19; approval date is Dec. 20.
  o Thank you to all the UNCW campus for making this year’s open enrollment the most successful yet!
  o Please remind your employees who agreed to participate in a stop smoking program during open enrollment, that the deadline for verification of this enrollment is December 31.
  o We are in the process of updating the current Tuition Waiver form to an electronic process. Once this new form goes into effect we will no longer accept any old forms. The new form must be used and the applicant must adhere to the drop/add date for submission. Also remember, that you must remain actively employed with UNCW for the entire class or you will be required to pay the tuition.

• Employee Leadership & Learning Engagement  
  o The UNC System Employee Engagement Survey will be given in February 2020. This is the second of three times that it will be conducted over a five year period across all UNC campuses. It was last given in February 2018. To help maintain the validity of the survey and match our 2018 participation rate of 58%, Molly expressed four ways that the HR Liaison group can help. She will be sending an email to each HR Liaison outlining the ways they can help and encourage their colleagues to participate.
  o Michel addressed the upcoming 24 Hours in 7 Days Service Challenge that will take place from Dec 9-13; 16-17. She distributed a hand out (see attached) with the community organizations and opportunities listed. You can also check it out on the Dare2Learn website at https://uncw.edu/d2l/engage/communityservice.html. These volunteer opportunities provide a chance for UNCW employees to use their 24 hours of community service which they receive each year. If you would like your department to participate together in a single activity, please reach out to Michel as she is able to help make arrangements with an organization of their choice.

• Other Business  
  o Campus Recreation Center – Tim Lewis addressed the problems that arise when a UNCW employee changes their name; and therefore, can no longer access the recreation center because the system does not recognize their new name. Sean Connolly HR is aware of this and shared that several campus departments are working on this same issue since it effects several other departments also. HR also said if someone has a name change please contact Michel Shackelford in HR so she can update PeopleAdmin and Full Cycle Performance.
  o Staff Senate – Emily Morgan, Staff Senate Chair, announced that the Staff Senate Priorities Survey for 2019-2020 opens November 22 and will remain open until Monday, December 9. An email will be sent concerning the survey and a link to the survey itself. Please encourage your colleagues to participate. This survey helps the Staff Senate and administration to understand what issues need to be addressed on the UNCW campus.
  o Payroll – Joanne Ferguson, Associate Controller, shared that the December pay day will be December 20. Check out the Payroll website for a list of all the upcoming deadlines during this holiday season.
  o Winter Break Vacation Days – Liz Grimes and Patti Hale share that employees will have to use 3 vacation days to cover their winter break for the 2019 year.

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

Next HR Liaison Meeting will be Thursday, January 30, 2020
3:00 – 4:30 pm
FSU, Azalea Coast Room A/B
Talent Acquisition
HR Liaisons 11/21/2019

Advertisements
To enhance and diversify the applicant pool it may be necessary to advertise beyond the University website. Advertising options include Internet postings, professional listservs, professional journals.

User Groups

| Assistant/Coordinator (A/C): This department level role enters position and posting information and dispenses applications in PeopleAdmin (refer to the workflow charts for more information). They can be the department chair, the administrative assistant, or anyone that is responsible for entering information into PeopleAdmin. More than one person can be assigned as the A/C for the department; however each individual will receive email notifications as positions descriptions or postings move through the work flow. |
| Department Budget/Dean’s Office: This role is for the dean (or designee) or the business officer for the work unit. They are one of the approvers on all workflows and an initiator on the Faculty workflow (refer to the workflow charts for more information). |
| Division Approver: This role is typically the vice chancellor or designee for the division. They approves new positions, reclassifying existing positions, and extending a written offer of employment (refer to workflow charts for more information). |
| Hiring Official: This role, typically the department chair or supervisor of the position, reviews candidate evaluations, identifies the best qualified applicant for employment, initiates the hiring proposal, and confirms offer acceptance (refer to the workflow charts for more information). HR will set up access for the hiring official prior to or when the job announcement is posted. |
| Search Reviewer: This role is only used in the EPA non-faculty workflow and approves interview candidates and the hiring proposal. |
Setting up your searches:

- Click on the ellipsis then select the section: Applicant Tracking System or Positions

- From the Home Screen select Postings/Hiring Proposal etc.
Create your search options: Add Columns, Workflow State, Save Search etc.

- By selecting “More Search Options” you can create your report.
  - Columns can include: position name, number, posted date, etc.
  - Personalized searches can be saved by selecting the button then clicking Save this search option.

**SHRA Postings**

- Position Number
- Posting Name

- Employment Services Coordinator
- Director of Employment & Compensation

- Make it the default search?

- Overwrite Saved Search: Select saved search

- Name

- Save this Search
Class & Comp Notable Action Types

Competency Level Change Down (no salary action) *new* - SHRA moving down a competency with no change in salary

EClass Change (Exemption Change) *new* - for changes to non exempt or exempt status

Equity Adjustment - not performance related, related to trying to obtain similar pay in same job class

Market (Labor Increase) – market data driven, on an individual basis, general salary increase

Other Salary Adjustment *new* - for EHRA salary actions other than market or equity Ex. Stipend Increase

Recruitment-Waiver *new* - please contact Jessica Ludwick for EHRA Recruitment Waivers
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
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:

![Org Chart Examples](image)

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.
As we approach the end of 2019, we are excited to announce our third annual 24 Hours in 7 Days Community Service Challenge! To finish out the year, we challenge YOU to use the rest of your community service leave and help us reach our goal of 2,000 hours served by the Seahawk community in 2019.

Over the course of 7 days - from Monday, December 9 to Tuesday, December 17 - we are featuring fourteen volunteer & engagement opportunities with ten different organizations through which you can invest in our local community. Scroll down for dates and registration information!

Don’t forget to get supervisor permission prior to registering for any of the events below.
STAFF SENATE FOOD DRIVE
November 18 - December 6
Help stock the shelves of our very own food pantry, Hawk's Harvest!

DEC 12
FOOD BANK OF SENC
2:00pm - 4:00pm
LEARN MORE & SIGN UP!

DEC 13
DREAMS OF WILMINGTON
9:00am - 12:00pm
LEARN MORE & SIGN UP!

DEC 13
FOOD BANK OF SENC
2:00pm - 4:00pm
LEARN MORE & SIGN UP!

DEC 16
VINTAGE VALUES
2:00pm - 5:00pm
LEARN MORE & SIGN UP!

DEC 17
W.A.R.M.
9:00am - 3:00pm
LEARN MORE & SIGN UP!

DEC 17
DIAPER BANK
12:00 - 1:30pm
LEARN MORE & SIGN UP!

VOLUNTEER AT COMMENCEMENT
Saturday, December 14 | 2 Shifts Available
Shift 1: 8:00am - 11:30am | Shift 2: 11:30am - 3:00pm

LEARN MORE & GET INVOLVED!

This message was sent by Employee Leadership, Learning & Engagement in the Office of Human Resources. Please visit our website for more information.

24HOURS
Staff Community Service Leave