Human Resources Liaison Meeting
Wednesday, May 22, 2013
3 – 4:30 p.m.
Friday Annex 136

**Reminder: As a committee member of HR Liaisons, please remember to pass the following information to other employees in your department who may need to know the following. If you are unable to attend future meetings, please send a representative.

HR 1.35 Cancellations and Salary Encumbrances
Metta King, budget analyst, explained that if an HR online action is entered, approved and then cancelled (without the employee working), the job-begin and job-end date will be the same. When the budget office runs the encumbrance liquidation process, the job assignment encumbrance will liquidate except for one day. Since the begin and end date are the same, the system interprets it as if the employee will be paid for one day. The person will not actually get paid, but the budget office has no way to liquidate that portion of the encumbrance until payroll processes at the end of the month. When the payroll process runs, the encumbrance will liquidate.

Kudos
Lee Prete reminded the group that the Kudos recognition program is for outstanding customer service (whether you observe it, benefit from it, or know someone who consistently goes above and beyond). To nominate an individual, complete the nomination form and cite specific instances to help HR determine if the person meets the qualifications for a Kudos award.

If selected, Lee will work with the supervisor to find a good time to surprise the nominee with UNCW cup, candy and balloons. For additional information and photos of past recipients go to http://uncw.edu/hr/training-recognition.html

Anti-nepotism Refresher
Lori Preiss discussed that the Employment of Related Persons (Anti-Nepotism) policy applies to student workers; independent contractors; SPA and EPA permanent and temporary employees. No UNCW employee may occupy a position which has influence over a related person’s employment, hire, appointment, evaluation, transfer or promotion, reappointment, tenure, work assignments, compensation, or other terms and conditions. People related to current employees may only be hired in accordance with UNCW’s established recruitment and selection policies. Please review Policy 08.190 for clarification (includes definition of “related persons”).
http://uncw.edu/policies/documents/08.190%20Employment%20of%20Related%20Persons.5June09.pdf

HR annually tracks and reports related persons working in the same division to the Board of Governors. If you know of related persons in your department be sure to complete the form and return to HR.
Posting and Position Actions Process
Lori explained that HR submits job posting, hiring/salary decisions and reclassification requests to the appropriate vice chancellor or senior administrator for pre-approval. If the position is a shared services position, then the cabinet must approve the action.

PeopleAdmin Update
The timeline for the testing phase of our updated PeopleAdmin site has been extended due to the complexity of the build and turnover of PeopleAdmin staff. Once we move into the active test phase, a focus group of individuals from across campus will help test the software and provide feedback. Contact Julie Ricker-Hagler at 23161 or rickerhagleri@uncw.edu with questions.

FY13 Special Leave and Locator
Patti Hale requested that liaisons and leave keepers remind your employees that Special Leave must be used by June 30, 2013. Leave keepers can check in Banner to determine remaining balances.

Liaisons are reminded to run the locator report on an ongoing basis and send any changes to HR. Updates include removing temporary employees whose assignments have ended; location changes for those that have moved offices; and new phone numbers. Please call HR if you need instructions on running the locator report.

State Health Plan Annual Enrollment
Patti stated that we are now in open enrollment for the short plan year of July-December. If employees want to make changes to their health care coverage, they can do so until Friday, May 31, 2013. If employees are not changing their plans, they do not need to log in. You can select a PCP (primary care physician) at this time, but it is not a requirement. The deductible is reduced to half for this short plan year.

The next open enrollment will be held in October, 2013, where everyone will need to participate. This is for plan year January – December 2014.

Shared Services
JoAnn McDowell discussed Chancellor Miller’s memo released on April 5, 2013, exploring the concept of shared services in human resources, report writing and budget. Work groups for these areas are chaired by JoAnn McDowell, Leah Kraus and Bob Russell respectfully. Charlie Maimone sent out the charge of the shared services initiative to the chairs and the Steering Committee (Charlie Maimone, Steve McFarland, Larry Clark, Sharon Boyd, Brian Victor and David Glew). The Shared Services Committee (SSC) and the Work Groups are to review the university’s current structure to come up with efficiencies and recommend an organizational model that improves services and saves time and money.

The SSC and Work Groups are charged to make a recommendation to the Steering Committee by September 30, 2013. The first meeting is scheduled for Friday, May 31. Those that are doing the work in the three shared departments have input in determining efficiencies. Once a model is created, it will be presented to the Steering Committee and the final model will be approved by January 2014. A website is currently being created to share information with the university.