Human Resources Liaison Meeting
Thursday, February 26, 2015
3:30pm – 5:00pm
Friday Annex, Room 136

Minutes

• Introduction of new HR staff, HR changes
  o Rosalynn Martin (martinr@uncw.edu) is the university’s new Associate Vice Chancellor of Human Resources.
  o Val Griffith (griffithv@uncw.edu), Employment and Compensation Consultant, will be working on classifications for SPA non-exempt positions as well as recruitment activities for SPA positions. She is taking Shannon Polston’s place on the HR team.
  o Ashley McNeil (mcneila@uncw.edu), Employment Services Coordinator, will be working on recruitment activities and supporting Jennifer Coombs and Val Griffith.
  o Denise Matroni is the Senior Classification and Compensation Analyst.
  o Haven Kornegay is the new Employee Relations Consultant. Haven is taking Lee Prete’s former position.

• PeopleAdmin Update
  o PeopleAdmin 7 (PA 7) upgrade went live on campus February 17. Trainings are being offered to any PA 7 users through HR. Please visit http://uncw.edu/hr/employment-hiring.html for upcoming training sessions.
  o Any postings that were started in PA 5.8 will finish out in PA 5.8. Any position actions started in PA 5.8 will finish in the old system, but will be recruited in PA 7. New postings and position modifications need to be entered in PA 7.
  o Express Hours: For those who have completed the in-person training, Ashley McNeil will provide 1-on-1 assistance on Tuesdays and Thursdays from 2pm – 4pm, and Wednesdays from 10am – 12pm. Please email Ashley (mcneila@uncw.edu) to set up a 30 minute in-person or phone session.

• Adverse Weather
  o http://uncw.edu/hr/documents/AdverseWeather2015.pdf (updated policy)
  o HR is working on incorporating the updated policy into a UNCW policy.
  o Leave Keepers can contact Pam Caulk (caulkp@uncw.edu) with questions. To record time on the electronic time sheet, please use column 14 “Other” to record hours and use the code CW in the code box.

• Smart-Time (Banner Time and Leave Keeping)
  o UNCW is working on the implementation process for Smart-Time, a Banner based time and leave keeping software that applies all North Carolina leaving keeping
rules. This will be a phased implementation process beginning in summer 2015 with the University Police department and continuing through January 2016 until all leave earning employees are on Smart-Time.

- **Webtime Entry**
  - Webtime Entry is currently being used in 101 departments across campus for student employees that are paid on the mid-month with plans to bring the rest of the departments live by the end of March.
  - Please be sure to end jobs when students are no longer working in your department. Once the job is ended, the student will not have access to input time for that job.
  - If your department needs to sign up additional proxies, please contact payroll. You can add and delete proxies as needed.

- **Dare to Learn Academy**
  - [http://uncw.edu/d2la/](http://uncw.edu/d2la/) (new training and development website)
  - Training and development activities are open to all employees on campus.
  - Be sure to visit the Course Catalog for upcoming training events. Trainings can be in person or pre-recorded series/webinars.

- **Student Employment Process**
  - HR is exploring the opportunity to take on student employment as a partnership with the Career Center. The first step is to find out how departments are currently processing student employment from start to finish. After information is analyzed, HR will begin process mapping. HR will be looking into managing the process through PeopleAdmin.
  - **ASSIGNMENT:** Please provide via email to Rosalynn Martin (martinr@uncw.edu) and Lori Preiss (preissl@uncw.edu) the following:
    - A narrative of how your department currently processes student employees from beginning to end. Some things to think about:
      - How do students find out about a job opening?
      - How do you find the position (Work Study, Department funds)?
      - How do you submit time sheets and who manages this?
      - How do you process new hire paperwork (I-9, tax forms, direct deposits, foreign employment)
      - Add any comments about the process you think HR needs to know (likes, dislikes, what works, what does not work).
    - Please feel free to reach out to Rosalynn and Lori if you need help.
  - **DUE DATE:** March 16, 2015

- **Onboarding Center Update**
  - The Onboarding Center is in the recruitment phase for two specialists. Once the specialists are hired, HR expects a 60 day learning and test period before the OBC is officially open.