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

Minutes

- **SmartTime**
  - Overview: SmartTime is an online system for recording hours worked and/or leave taken. It includes all the state’s cascading rules for reporting leave. SPA non-exempt employees are required to record all hours worked and leave taken. Exempt employees (both SPA and EPA) are required to report leave taken.
  - In order for this program to work, 2 new categories of E-Class have been created: LE (Law Enforcement) and SE (Exempt SPA employees). Reports in SSRS that have E-Class will now reflect the new categories.
  - Roll-Out:
    - Law Enforcement: August 2015
    - EPA and SPA Exempt: September/October 2015
    - SPA: Late January, early February 2016 (after year end leave roll)
  - Leave Keepers will no longer need to calculate timesheets or enter leave taken in PEALEAV. Department Leave Keepers should begin to think about proxies for their departments as all online submittals will need to be approved in a timely fashion.

- **Proposed Changes to State Health Plan (SHP)**
  - There are proposed increases in premiums for all plans offered by the SHP, but there are opportunities for premium credits for all plans. Plans may also have rate increases to deductible amounts, out of pocket expense limits, and co-pays. No rates have been determined yet.
  - The SHP is promoting the Consumer Directed Health Plan (CDHP) as a better option for employees by increasing incentives for using the plan. One proposed incentive is to increase the amount given on the Health Reimbursement Account (HRA).
  - 2016: One change being discussed is to the health assessment. Currently, an employee can answer a question with “I don’t know”. In 2016, employees will need to have an answer to all health assessment questions.
  - 2017: One proposed change would request that your health care provider provide your health assessment answers to the plan.
  - Please note that these are PROPOSED changes.
Onboarding Update
- The new Onboarding Center Specialists are Melissa Cox (coxml@uncw.edu) and Kimberly Holbrook (holbrookk@uncw.edu). Anticipated opening date for the OBC is July 1 beginning with SPA employees and including EPA and Faculty in the fall.
- The OBC will focus on the following:
  - Pre-hire: Issuing 850#, email addresses, and system access (as much as possible)
  - First Day: All new hire paperwork, schedule New Employee Orientation, training and development plan, new hire checklists, campus tour, ID Cards, parking passes, etc.
  - First Month: New Employee Orientation and scheduling Benefits Orientation with the benefits counselors.
  - 1st Year: Continue to follow up with new employee at regular intervals. Support and enhance what departments are doing with new employees.
- Feedback should be directed toward Liz Grimes and the OBC Specialists.

Performance Management Update
- Evaluations for fiscal year departments (Admissions, Athletics, and Student Affairs) are due June 10th. Please look for a memo from Liz Grimes.
- The state is changing the policy to performance management for agencies, not universities. General Administration (GA) has created a task force to look at the evaluation tools, materials, and communication for UNC system. Molly Nece will be UNCW's representative at GA.
- Anticipated changes will take place in March 2016. For the time being, please use current tools.

Summer Hours
- May 11 – August 7
  - Monday – Thursday: 7:30 – 5:00 with a half hour lunch
  - Friday: 7:30 – 11:30
- Please see memo on the HR Announcements page.

UNC Presidential Search/Public Forums
- UNC system is seeking input for the UNC presidential search. Four regional sessions are scheduled across the state. Everyone is encouraged to attend and provide input that will be used to help shape the leadership profile of the next president.
- Forums
  - May 26th in Ashville (UNC Ashville)
  - May 27th in Greenville (East Carolina University)
  - May 29th in Durham (NC Central)
  - June 1st in Charlotte (UNC Charlotte)
- If unable to attend, please participate in a short survey (before May 22).
  - https://unc.az1.qualtrics.com/jfe/form/SV_1LWWL6uS6HMGr6rH

Payroll Update
- SPA Temps will be live on WebTime entry in June. If you need to make changes or set up/delete proxies, please get contact payroll.