Human Resources Liaison Meeting
Wednesday, May 28, 2014
3 – 4:30 p.m.
Friday Annex Room 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.**

Locator Report
Patti Hale stated that at this time of year there is a need for departments to clean up the locator report. All temporary employees who have not had an active job assignment in a while should be removed from this report.

Performance Evaluations
Liz Grimes mentioned that the deadline to submit performance evaluations for employees on the fiscal year cycle is June 13, 2014. Evaluations for employees on the calendar year cycle should be submitted by then as well. A new evaluation tool is being developed by UNC General Administration to incorporate the new probationary standards. Liz will be working with various groups in June to learn more about this tool and to disseminate to campus.

SPA Grievance Policy
The new UNC SPA grievance policy became effective on May 1, 2014. Some of the highlights of the new policy changes include:
- Written warnings are not grievable
- Mediation is mandatory
- All grievances must go through the process prescribed by the new state policy before a grievant can file an appeal with the Office of Administrative hearings

The following aspects of the old policy are not changing:

- Eligible employees have 15 days from grievable action to file a grievance
- Informal discussions with management still required for some grievable incidents
- SPA employees may still request grievance panel if grievance is not resolved in initial steps of grievance process

Shared Services Update
JoAnn McDowell reminded the group that the HR shared services group teamed up with the budget shared services group to create a blended model. The blended HR/budget team drafted their final report and plan to deliver their presentation to the shared services steering committee soon.
**Onboarding Center Update**
JoAnn explained that the steering committee had a positive reaction to the onboarding committee’s presentation and agreed to recommend this proposal to the cabinet. Physical space is being identified on campus for the center with the idea that initially the space will be small, and will grow when new operational phases will be added. The center will be advertising for two FTE to staff the center, internal candidates only.

**PeopleAdmin Update**
Deanna Tirrell updated the group on the status of the PeopleAdmin upgrade. The HR staff is continuing to work on the upgrade and have had a few campus groups test various phases. Feedback has been used to tighten the workflow and make improvements. The target date for validation is June 20 and roll out is expected a few weeks after. HR thanks the testers for their patience during this slow process.

**Smarttime Timekeeping System**
JoAnn mentioned that former UNCW HR employee, Kay Fryar, has helped to create an electronic timekeeping application utilizing Banner. Kay works under UNC General Administration and has implemented “SmartTime” at nine UNC campuses. She and another GA staff member demonstrated the application to payroll, facilities, and HR. SmartTime follows all the OSHR required time keeping rules, tracks extra hours worked, calculates comp time and overtime, and feeds hours to Banner thus eliminating manual checking of time sheets and keying of hours by the payroll staff. Implementation would be at no cost to UNCW as UNC GA agreed to cover the salaries of Kay and another employee to set up SmartTime, test, and train all SPA non-exempt employees if UNCW elects to implement the application.

**Liaison Meeting Time Change**
The liaisons agreed with JoAnn’s proposal to change the future meeting time of the HR Liaisons to 3:30 p.m.