Minutes
Human Resources Liaison Meeting
Friday, September 30, 2016
3:30pm – 5:00pm, Friday Annex, Rm 136

• **Full Cycle Performance Reminders**  
  **Olivia Cunningham**
  All in person trainings for Fully Cycle have been complete. Please visit the Dare To Learn website for virtual workshops. Supervisors should be receiving weekly emails from Olivia Cunningham. Anyone not receiving the email blasts should contact Oliva via email at cunninghamo@uncw.edu. Performance plans are due Oct 31 (kept in the department, not sent to HR).

• **Benefits Update: Open Enrollment**  
  **Kelly Kennedy & Patti Hale**
  Open enrollment for 2017 Benefits is October 1 – 31.
  - This year everyone is enrolled in the 70/30 plan and must log in to elect different coverage.
  - There is a smoking attestation for the 70/30 plan this year as well. Consumers of the 70/30 plan must complete the smoking attestation in order to receive the $40 premium credit.
  - Premium credits have not changed for the 80/20 or the CDHP plans for 2017; consumers must still complete the smoking attestation, health assessment, and PCP selection in order to receive full credit.
  - Please encourage employees to print the confirmation page upon completing open enrollment.
  - New medical premiums will be deducted in December. Please check pay stubs to ensure your deductions are correct.
  - Changes to the NC Flex plans include new carrier Met Life for dental. Guidebooks will be mailed to campus box.
  - CVS Caremark will be the new prescription benefit manager for the state health plan.
  - Reminder that you must reenroll for any flex spending accounts during open enrollment.
  - Stay tuned to the HR Announcements page for in person meetings and other vital communications from the benefits team.
  - Employees needing password resets should contact Kelly Kennedy or Diana Waser.

• **Flu Shot Clinics**  
  **Patti Hale**
  Free Flu Shot clinic is October 20th in Warwick all day. The clinic held on Sept 28th served 290 people.

• **SmartTime Update: Insufficient Leave**  
  **Patti Hale**
  If employees have insufficient leave to cover time away from work, SmartTime will dock pay. In order to take advantage of the OSHR policy on advancing leave, supervisors should contact Pam Caulk before the leave is used. Pam will advance the leave so that leave reports can continue to flow through the SmartTime process.
  Monthly leave keepers meetings are continuing through this year.

• **FLSA Training Update**  
  **Jennifer Coombs**
Dec 1 is the implementation date for new FLSA guidelines. HR is waiting on final guidance from GA before communications with individuals will take place. SmartTime changes and trainings will take place in December as well. Please stay tuned for trainings and communications in the near future.

- Legislative Bonuses

  Jennifer Coombs
  August were September were extremely busy months with legislative directives including across the board increases and equity/merit increases. Questions should be directed to the Employment team in HR. Bonuses will be in the October payroll.

  Changes to the Class & Comp and Employment team:
  - Nicole Kenney, EHRA and Faculty Employment
  - Val Griffith, SHRA and Temporary Employment
  - Denise Matroni, EHRA Classification and Compensation
  - Caroline Dellinger, SHRA Classification and Compensation

- Introduction to EPAFs

  Deanna Tirrell
  IT and HR have a goal to utilize more self-service features of Banner and to replace customized applications with Banner products with the intent to streamline processes. HR Online, application developed by UNCW which allows electronic approvals of job assignments for temporary employees and supplemental pays for permanent employees, will be decommissioned. UNCW's Banner Solution for Replacing HR Online is a combination of EPAF and FLAC, both are Banner tools that we already own (no additional cost) and utilize Banner Self-Service.

  EPAFS (Electronic Personal Action Forms) will replace student, graduate student, and hourly temp job assignments currently handled by HR Online. It will also replace supplemental pay for permanent employees that are not considered teaching faculty.

  FLAC (Faculty Load and Compensation) is a module merges faculty information in Banner Student and Human Resources systems to automate compensation calculation for full time and part time faculty members based on individual workloads and delivers electronic contracts through Banner self-service. This is a flexible module that we can tailor to UNCW's needs and will take care of job assignments for temporary faculty and supplemental pays for full time faculty.

  EPAFS will have a phased roll out; hourly positions will convert in the spring and flat rate positions will convert in the fall. FLAC is scheduled to launch for the fall 2017 semester.

- HR Liaison Updates

  Liz Grimes
  HR would like to improve the HR Liaisons meetings and experience. This group is designed to share HR news and information with their departments. HR would like to incorporate any feedback and suggestions for agenda items and topics to cover from members of this group. Deanna Tirrell will email prior to the next meeting to solicit and items for discussion.