Human Resources Liaison Minutes  
Thursday, November 9, 2017  
3:30 PM – 5:00 PM, McNeill Hall 1051A

- **GA Employee Engagement Survey**  
  Liz Grimes  
  UNC General Administration will be launching an employee engagement survey for all the UNC campuses. GA wants to implement several different metrics focusing on engagement, recruitment, retention, etc that are ties to the GA Strategic Plan. The survey will be released on January 29, 2018. Employees will have until February 12th to complete the survey. We ask that you provide support for employees who may not have access to a computer so they may take the survey.

- **SHRA Disciplinary Action Policy**  
  Liz Grimes  
  NC OSHR has implemented a new SHRA Disciplinary Action Policy containing a few new changes. The new policy will apply to all disciplinary actions and related procedures occurring on or after November 1, 2017. Please click [here](#) to review the new policy.

- **Introduction of Kimberly McLaughlin-Smith-Inclusion & Diversity Learning Developmental Specialist**  
  Molly Nece  
  In October, Kimberly joined the Learning & Talent Development Team from Institutional Diversity. We have already launched 10 of her programs through the Dare to Learn Academy. Kimberly will also be focusing on consulting for both teams or on an individual basis. Please check out her programs on the Dare to Learn website.

- **Spring Dare to Learn Academy 2018**  
  Molly Nece  
  Please take a look at our programs for Spring. We encourage you to take advantage of some of our programs. Please reach out to Adam Hall if you have any questions.

- **Dual Employment**  
  Caroline Dellinger  
  We are working with Budget, Accounts Payable, and Payroll to update the website clearly defining what dual employment is with FAQs and a flow chart. The website will be live in Spring.

- **Interim Duties Process**  
  Caroline Dellinger  
  Employment is creating guidelines and FAQs regarding interim duties. We want to be sure there is consistency across campus to ensure the process is handled correctly.
• **HR 330 to PeopleAdmin**  
  Caroline Dellinger  
  The new PeopleAdmin workflow that will be replacing the HR 330 has been approved and will go live December 1st. Starting in January, HR 330s will no longer be accepted. There will be 3 training demos held on November 14th and November 15th. Please contact Caroline Dellinger for more information regarding signing up.

• **IT Bands**  
  Cathi Willoughby  
  Legislature has extended the exemptions for FLSA Exempt IT positions currently in SHRA career bands to be reviewed and classified as EHRA IRPS. GA is actively working on the new classification categories and compensation structures and anticipate them to be complete around late-March (subject to change). Currently, only vacant SHRA positions may be considered for conversion and will be reviewed at the time of submission for accuracy in classification. If there are any questions regarding this update, please contact Cathi Willoughby.

• **Lab Schools**  
  Cathi Willoughby  
  UNC schools are helping support poor performing schools in their area. UNCW has partnered with New Hanover Schools to help enhance D.C. Virgo student performance by implementing programs and helping raise grades. UNCW Human Resources is working with their staff to classify their jobs as UNCW employees as of January 2018.

• **Community Service**  
  Patti Hale  
  We encourage employees to take advantage of their community service leave that is provided to employees each year. Please seek your supervisor’s approval before completing any community service work. Also, please be sure your activities constitute as UNC GA’s definition of community service. If there are any questions regarding this, please contact Patti. There are some examples and community service opportunites on the Dare to Learn website as well.

• **Open Enrollment**  
  Patti Hale  
  We are now done with Open Enrollment for 2018. We appreciate everyone who went in and completed their enrollment in a timely manner. Medical deductions will show in the December paycheck and NC flex benefits will show in the January paycheck. Please be sure to review these changes and let us know as soon as possible if something is wrong as we will not be able to correct if too much time passes.

• **Hiring Internationals**  
  Jennifer Fernandez-Villa  
  Please note the importance of contacting Jennifer as early as possible when a department is planning to hire an international faculty or staff member as immigration processing times are slow and unpredictable these days. A working visa may take about six months to be approved by the federal immigration office.

• **New WTE Timesheet Overtime Calculation Method**  
  Tim Huelsman
Changes were made to the way students (UG, UH, and WS e-class) and hourly temp employees (TS e-class) record overtime on their electronic WTE timesheets. These changes will ensure our employees receive an accurate payment for the overtime hours they work. For instructions or more information on this, please contact Tim.

- **New Direct Deposit Form**
  
  Please replace your direct deposit enrollment forms with the new, updated form. As stated before, this form has new submittal deadlines and the social security number has been eliminated. New enrollment forms received in the payroll office before the 1st of the month (students/temps) or the 15th of the month (faculty/staff) will be effective in the current month. A voided check or a bank issued form showing routing and account number must be turned in with the form.