MINUTES

Human Resources Liaison Minutes
Thursday June 29, 2017
3:30 PM – 5:00 PM Friday Annex, Room 136

• **Tax Reporting for UNCW Out of State Employees**  
  Sara Thorndike
  Budget is requesting feedback on how to gather data on employees who are working for the university outside of the state. An example of this would be a UNCW employee working in the state of Virginia. The university is legally responsible to withhold VA state taxes. Anything over one month is considered as working in another state, this includes student workers on grants. If you have any employees working out of the state please send information to Lisa Eakins, Jennifer Coombs, and Sara Thorndike. Please include what the employee is doing, length of work and if the employee is a temporary or permanent employee.

• **HR Staffing**  
  Jennifer Coombs
  With the successful recruitment of the new AVC-HR, we have recently added Mary Browning to our HR team as the new Executive Assistant. Mary joins us from Art & Art History.

• **Full Cycle Goals**  
  Olivia Cunningham
  Full Cycle is going to now be completely online through PeopleAdmin. This will be launched on campus next Spring for the next cycle. Volunteers are needed for testing before launch. Please contact Olivia if you would like to test and provide feedback. Also, please check with employees in your department as a friendly reminder to complete the new cycle goals. Per Chancellor Sartarelli, Molly, Olivia, and Haven are reviewing all goals to create a goal database for good examples. Remember that quarterly reviews are optional; 6-month reviews are required. Off shift reviews are also encouraged.

• **Governor’s Budget**  
  Liz Grimes
  Legislature granted a one-time additional (3) days of leave, prorated for FTE, credited on July 1, 2017 as well as a $1,000 base salary increase. We are having to wait until we have guidance from OSHR before we can implement the leave. If you get questions from employees requesting to use this leave, please let them know that as soon as we have instructions and can set up this leave in the leave keeping system, it will be available to them.

• **State Health Plan Dependent Audit**  
  Kelly/Diana
  We are halfway through the SHP Audit which ends July 31st. We are urging employees not to wait until the last minute as the turnover time is 10 days. If document is declined, the deadline might be missed and dependents will be dropped from coverage. We are having walk-in hours on Tuesdays to help employees with their forms. Please mark out SSN and financial data on the forms. The front page of the 10-40 is acceptable. If any questions, please contact Kelley or Diana.
Revised process for grant related RIF’s

Jennifer Coombs

SHRA Reduction in Force (RIF) events we are now required to submit documentation to GA which will be forwarded to OSHR and eventually OSBM. The timeframe for OSHR’s review is 45 days and we are required to give a 30 day notice to impacted employees, so this means we need a 75 day window before the effective date of the separation. Preparation of the documentation is significant, so a minimum window of 90 days is what we will need in order to respond. The positions most likely to be impacted with this will be grant-funded positions where funding is being exhausted and will not renew. Impacted employees will be SHRA who have served for more than three years in a benefits-earning position, regardless of whether they were hired in a time-limited position. Any department with employees who may be impacted is encouraged to reach out as soon as possible to ensure we are complying with the new reporting requirements in a timely manner.

Focus Group for PeopleAdmin

Jennifer Coombs

Expert users are welcomed to volunteer any PeopleAdmin training materials. Feedback is welcomed on workflows and how your department handles PeopleAdmin actions.

Campus Training Partners

Molly Nece

The Learn to Dare Academy is launching a couple of new things in the fall. Olivia will be leading the Campus Training Partners which is an invitation to promote and design promotion materials to increase attendance. This program is for employees who are responsible for facilitating training programs to other staff and faculty members on campus.

LTD Training Partners

Molly Nece

The other program LTD is launching is the Learn to Dare Training Certificate. This is a 4-part (4 hour each) series taught by experienced speakers that know how to flip the classroom, get everyone engaged, and deliver results. Each participant will conclude with a required presentation before the class ends.