• An Introduction to “Starting Point”  
Molly Nece

Starting Point is a new learning and development activity added to the Learning and Development schedule for February. Starting Point is a 90 minute informational session hosted in HR that gives a tour of the options available on campus for development and how to customize development. The goal is to have 90% of staff attend a 90 minute session starting in March 2016. Sign up for a session on the Dare To Learn Academy website. Impact posters are available to hang in common areas to help spread the word of Learning and Development.

• Performance Management and ER News  
Liz Grimes

The university policy for SHRA performance management was approved by OSHR (Office of State Human Resources). The policy integrates with our talent development module. Training will begin in the summer with an anticipated roll out for fall 2016. No additional information on EHRA performance reviews at this time.

Registration is open for the March 24th Harassment Awareness Mini-Conference.

The timeline for the Staff Award for Excellence is changing slightly for this year. Nominations will be due in April. The process this year involves OSHR.

• SmartTime Update  
Deanna Tirrell

Leave Roll will go into effect this month before February payroll processes. This process will look for vacation balances over 240 and transfer excess hours to sick leave. Leave balances on the web will reflect this process on February 25th when payroll finalizes.

Open labs and on-going training sessions will be held for Leave Keepers. Pam Caulk will forward information to the leave keepers on dates and times.
Payroll Updates

Charlie Ducker

Students and Temps are not turning in direct deposit forms in a timely manner. This is a condition of employment for the university. Please help students and temps in your area turn in their direct deposit forms.

With the start of SmartTime and MoveTime, there has been a change to the way the paystub looks. Leave is now itemized in the paystub and given a value.
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Learning

- Administrative Professionals Summit and Network
- Coaching Alliance Certificate
- EPDR Leadership Certificate
- Full Cycle Performance Program
- Leading in Turbulent Times Workshop
- LEAD Series—Leadership Enhancement and Administrative Development
- Lending Library and Book Clubs
- New Employee Learning and Growth Program
- Next Generation Leadership Program
- UNCW Dare to Learn Academy

Talent Development

- Starting Point Counseling—Individual Learning, Talent Development, and Career Planning; Interviewing, Resume and Cover Letter Writing Skills
- Consulting—Employee Engagement, Performance, Development and Retention; Strategic Planning and Goal Achievement; Public Speaking and Instructional Design
- Coaching—Leadership, Productivity, Innovation, and Communication
- Customized Retreats—Planning, Instructional Designing, Delivering Customized Staff Meetings, Keynotes, Seminars, and Workshops, and Train the Trainer Programming
- Engaging Networks—Talent Development Advisory Boards, New Employee Planning Committee, Administrative Professionals, Campus Trainers Network, and Women’s Resource Network

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