Human Resources Liaison Minutes
Thursday, August 31, 2017
3:30 PM – 5:00 PM, Friday Annex Room 136

- **Formal Introduction of New HR Employees**  
  Molly Nece/Jennifer Coombs
  HR has recently hired several new employees to the team. We would like to welcome Adam Hall to the Learning and Talent Development Team. He joins us from the CARE department with six years of service at UNCW. We would also like to welcome two new members to the Employment and Compensation team. Cathi Willoughby joins us as the new Senior Classification and Compensation Consultant. She brings years of experience from PPD and NC State. Michel Shackelford also joins as the new Front Office Receptionist. She joins us from Raleigh and is also a UNCW alumna. We are also happy to announce that Molly Nece has fulfilled the position of Director of Leadership and Talent Development in our office.

- **Launch of new LTD Website**  
  Molly Nece
  The Learning and Talent Development team has recently launched the new LTD website. Please visit and register for learning. We encourage you to engage in certification programs through the Dare to Learn Academy, as well as participating in coaching. Talent Agents of Learning is also a development opportunity we encourage you to take advantage of. Please see the new website for details on all of the above.

- **EEODF**  
  Liz Grimes
  Supervisors or managers are strongly encouraged to take this course as it raises awareness for laws related to EEO in everyday job routines. This is a 3½ hour online class and a one day event on campus on October 5th. You must complete the online course first before you can register for the October on campus class. Employees must register themselves on the Dare to Learn website.

- **Pilot Groups needed for PeopleAdmin**  
  Olivia Cunningham
  We are still looking for pilot groups to test for the new PeopleAdmin Performance tool. Full Cycle will now be linked to PeopleAdmin. We are looking for anyone interested in testing in September or October for both EHRA and SHRA. This will be launched on campus for the next review period which starts in April. Please reach out to Olivia if interested in testing.
• **Excellence and Equity Process (EHRA APP)**  
  Jennifer Coombs  
The Legislative Increase for EHRA employees will be in October’s paycheck which will include retroactive pay back to July 1. If business officers are interested in meeting with HR, please let us know. More information to come about this.

• **HR 3.30 Elimination Update**  
  Caroline Dellinger  
Still in process, the date has been pushed back to November due to the busy months of summer. If you are interested in testing in PeopleAdmin, please contact Caroline. Let us know if you have any questions or feedback.

• **HR/Budget/Payroll Deadlines**  
  Caroline Dellinger  
Classification and Compensation will add their monthly employee action paperwork due date to the payroll calendar.

• **Dependent Audit**  
  Patti Hale  
We are still in process with the dependent audit. The SHP has not terminated anyone yet and are still reaching out to people who did not complete the audit.

• **Open Enrollment**  
  Patti Hale  
Open Enrollment is coming up starting September 30th-October 31st. Mailings and communication from HR will be coming soon. Please attend Open Enrollment meetings as there are new plans and lots of changes.

• **EPAF/FLAC Update**  
  Deanna Tirrell  
As many of you know HR online is coming down and will be replaced with Banner EPAF and Banner FLAC. EPAF - launch has been pushed back due to all the changes happening this summer. EPAF will be for hourly temporary employees, student workers, graduate students, and flat rate graduate students. FLAC – takes place of supplemental pay system. The FLAC team will be piloting with University College and Watson College of Education for faculty supplemental pay and temporary EHRA. We plan to go live with FLAC in May 2018.

• **Timesheet and Payroll Updates**  
  Tim Huelsman  
Students and temporary employee’s timesheets will now only show current jobs and only be available in SeaNet for three months. Direct Deposit forms will be changing in which the first paycheck will be eliminated. A new form will be sent out and, the SSN will be eliminated. Starting in October, the holiday premium code that appears on student and temp WTE timesheets will be renamed “holiday premium (1/2 hrly rate)” . The code will work the same as the past but the new name will hopefully clarify how much pay the student will receive on their paycheck.