MINUTES

Human Resources Liaison Meeting
Thursday, October 29, 2015
3:30pm – 5:00pm, Friday Annex Rm 136

• Wellness Fair Metrics K. Kennedy
This year’s Wellness Fair had 115 attendees and 442 flu shots administered. The next flu shot clinic is October 30, 2015 in Warwick Center.

• Lunch and Learn “Women and Investing” D. Waser
The next Lunch and Learn entitled Women and Investing will be on November 13, 2015 from 11am – 12:30pm. This is sponsored by Fidelity. More information can be found at uncw.edu/hr/announcements.

• Role of HR Liaisons R. Martin
The role of the HR Liaison’s Group is to relay critical human resource information to your departments and divisions. Please provide any feedback for HR to Rosalynn Martin (martinr@uncw.edu).

• Learning and Talent Development Updates M. Nece
The November calendar is published on the Dare 2 Learn Academy web page. The first annual Administrative Professional Summit was held on October 13, 2015 and had 66 attendees.

• New Employment & Comp Director R. Martin
Human Resources is excited to announce that Jennifer Coombs is the new Director of Employment and Compensation.

• PeopleAdmin YouTube Training J. Coombs
In person trainings are still going on for the new workflows for EHRA Non-Faculty and Faculty position descriptions and applicant tracking in PeopleAdmin. There are a variety of tools that hiring officials have access to including step by step guides and new training videos. Videos and guides are available at uncw.edu/hr/employment-hiring.

• Open Enrollment P. Hale
2016 Open Enrollment continues through November 18, 2015. There are several known issues with the open enrollment process. The Benefits Counselors are encouraging employees to print acknowledgment of the health assessment as well as any changes being made to 2016 plans as backup in the event that changes are not recognized by Benefit Focus. Be aware that it is taking upwards of 7 days before the premium credit for the health assessment to show on the enrollment form. The Non-Tobacco Attestation is located at the bottom of the premium credit screen. (It has been noted by several employees that this credit is hard to find on the enrollment form.)
**Bill 495 Update**

The SHRA probationary status rule stating that new hires remain on probation for 24 months has been changed. SHRA probationary period is now 12 months as of October 1, 2015. Upon successfully completing probationary status, SHRA new hires become career status. SHRA employees that were hired during the 24 month probation rule and have completed at least 12 months of their probation, will receive notice that they are off probation. Communication will be sent to employee who have not completed a full 12 months to let them know when their probationary cycle ends.

**MoveTime and SmartTime Update**

MoveTime, online leave reporting for exempt employees, is near the end of the first leave reporting cycle. Training was held for leave keepers and employees earlier this month. SmartTime, online time and leave reporting for non-exempt employees, will launch in January. Leave keeper training is scheduled for November and December. Employees and supervisors will be training in January. If you have any questions, please contact Pam Caulk (caulkp@uncw.edu) or Deanna Tirrell (tirrelld@uncw.edu).

**Guardian Electronic I-9 Process**

Guardian Electronic I-9 processing will launch in December 2015. I-9 processing for all employees including students and temps will be centralized in HR with the exception of high volume student hiring in certain departments on campus. The process for SHRA and EHRA employees remains the same; employees will continue to complete their I-9 during their onboarding appointment. More information will come as we get closer to the launch date.

**State Employees Combined Campaign (SECC)**

The SECC was officially kicked off on October 22, 2015 at the Clock Tower lounge. Earlier this month, an email went to all faculty and staff with an e-pledge for SECC. The paper form is still available and can be returned to the HR office for processing by December 15, 2015. Payroll deductions will begin in January. Employees may also complete a onetime donation via check or cash. Any advertising materials can be picked up from Rosalynn Martin.

**HR Successes**

- New IT projects in progress including SmartTime and Guardian I-9 processing
- Wellness Fair is back with the potential to join the student wellness fair
- Service Awards were held in October
- Excellence Awards held in September
- Onboarding Center opened in July
- Focus for HR: innovation, continuous improvement plan, talent development, lunch and learns, and the HR website re-design