

Arts & Sciences Managers' Meeting Minutes

July 19, 2012

Dean's Office: Ryan Greenway, Jan Pittman, Becky Williams, Ed Payne, Laura Yurco, Christian Lincoln

Speaker

Ed Payne Student Actions in EPA Web

Reappointment of students who have a break in service, no break in service and those who sometimes have an incorrect rank were discussed with the aid of a PowerPoint presentation (attached).

Students with secondary appointments can be confusing if each dept does not pay attention to end dates. The student could miss part of a paycheck. The key is that the primary appointment drives the continuous of pay or not.

Salary calculations for students are based on a formula for a semester or an academic year:

- Appointment Dates: 08/17/2012 to 12/31/2012 and 01/01/2013 to 05/15/2013 for fall and spring respectively
- Annual Salary multiplier: Using these dates, to calculate the annualized salary multiply the actual amount by
 - 1.3381295 for two semesters
 - 2.676259 for one semester

Summer salaries for nine-month faculty: If a faculty member receives a raise effective July 1, s/he is not entitled to that full amount, but half, in the summer payout between July 1 and Aug 17. Summer salary is calculated on the average salary for the period Jan. 1 to Dec. 31.

Question arose regarding the minimum hiring wage for students. The University minimum wage is \$10.61/hr. Students are excluded from this rate (per the HR website):

Exclusions for Student Employees

Certain portions of this policy are not applicable to SPA temporary employees designated with a student status, as described below:

Appointment Length: Student employees are not limited to a 12-month appointment and can retain student employee status for the duration of their academic program.

Minimum Wage: The minimum hourly rate of pay for student employees is \$7.25 per hour (the statewide minimum rate for all workers in the state of North Carolina).

Criminal Convictions Check: Student employees are not subject to pre-employment criminal convictions checks as a condition of employment. For policies applicable to Federal Work-Study student employees, contact the Office of Scholarships & Student Aid.

Speaker

Ryan Greenway
College Reporting System

Review of reports available at this link on the CAS intranet - <https://asr.oasis.unc.edu/>.

Remember to review the Commitment Transfer report on this site for a list of accounts + objects for commitments from the Dean's Office, along with the reference number associated with those transfers.
IMPORTANT – pending transfers are not listed in this report.

There was an expressed need for ongoing and anticipated commitments data that managers can readily retrieve to verify that the Dean's Office is on target to provide those funds when the units need them. Ryan will see about releasing an expanded commitment report to include transferred and pending commitments by fiscal year.

Question to Managers: Is there anything that should be added to this system?

Announcements

Human Resources

- ASAC and Senior Lecturer schedules are final and will be distributed soon. They are available in the current Chair's Manual.
- Infoporte: Scott Jackson has hired a trainer, Keith Jones, who will begin training sessions in August. There is a possibility that there will be training modules on a monthly basis.
- Hope to hold a feedback session with managers in the near future to discuss with Scott Jackson what did or did not work in the new Infoporte APT process we implemented this past academic year
- Overlap in employment: If you plan to have an overlap in employment for one position, notify as soon as possible OHR as they will need to create a "ghost" position to place the current employee in.
- New guidance regarding salary restrictions were provided by the Office of Human Resources. Salary restrictions have been lifted and we are returning to prior policy and procedure.
- New salary recommendation form available at the HR website.
- Hold any salary increases in HRIS until HRIS has updated the legislative increase
- Overload and Leave Notification forms – always use the forms at the HR website to be sure you are using the latest version.
- Attachments to EPA Web Actions: If there are multiple attachments to an EPA Web action, send them as one pdf file to facilitate the review process.

- New Intranet Coming for Business Operations!
- HR requests should be handled through the Remedy Ticket system as often as possible. Since the entire HR group receives these notifications we can generally provide an answer faster.
- New, approved, personnel policy guidelines should be available sometime this Fall. University Counsel is currently reviewing them.

Suggestion: Post dept data spreadsheet on the CAS intranet.

Manager contact info posted on intranet

Finance

- All commitments from the Dean's Office will transfer in August/September.
- ARP
 - Guidelines regarding EPA raises have not been released yet. Campus is expecting to implement ARP in September to October timeframe.
 - The Dean's Office will enter raises and funding into the online system for most departments.
 - All departments will be given spreadsheets with salary data and the funding to allocate across faculty.
 - More guidelines will be forthcoming.

Next Meetings:

Aug. 8 CAS Student Services Staff Meeting

Sept. 12 CAS Managers' Meeting

Location: Toy Lounge, Dey Hall



COLLEGE *of*
ARTS & SCIENCES

The UNIVERSITY *of* NORTH CAROLINA
at CHAPEL HILL

Student Actions

Student Actions

✓ Re-Appointments

Break in service

No break in service

Incorrect rank

✓ Secondary Appointment

Primary Indicator and Scheduled End Dates, how they affect payroll

✓ Salary Calculations

One/two semester(s)

Student Re-Appointment

Break in Service:

When there is a break in service end the old rank by inserting an actual end date (this will roll the rank into rank history) and add a new rank below the blue line, use the new begin date and scheduled end date.

If there are multiple old ranks, then end each rank as needed.

Effective Date:	08/17/2012	Date Prepared:	06/22/2012	Current Status:	In Progress	Serial #:	397587		
Current Ranks									
Title Code	Modifier Code	Dept	Rank Working Title	Begin Date	Scheduled End Date	Actual End Date	Primary Indicator	Fac Prim Indicator	Position #
21	0	5301	Teaching Assistant	08/17/2011	12/31/2011		Y	N	
						12/31/2011	N		
21	0	5301	Teaching Assistant	08/17/2012	12/31/2012		Y		

Student Re-Appointment

No Break in Service:

When there is no break in service and keeping the same rank, just change the scheduled end date.

Do not change the begin date of the old rank.

Effective Date:	01/01/2012	Date Prepared:	11/28/2011	Current Status:	In Progress	Serial #:			
Current Ranks									
Title Code	Modifier Code	Dept	Rank Working Title	Begin Date	Scheduled End Date	Actual End Date	Primary Indicator	Fac Prim Indicator	Position #
21	0	3265	Teaching Assistant	08/17/2011	12/31/2011		Y		
					05/15/2012				

Student Re-Appointment

Mistake:

When a mistake has been made and there is a need to change the rank and make the old rank disappear; for the old Rank, place a dash (-) under the Begin Date, nothing in the Scheduled End Date and an Actual End Date one day prior to the Effective date which should be the same as the begin date of the new rank.

Effective Date: 08/16/2007	Date Prepared: 08/24/2007	Current Status: Completed	Serial #: 95068						
Current Ranks									
Title Code	Modifier Code	Dept	Rank Working Title	Begin Date	Scheduled End Date	Actual End Date	Primary Indicator	Fac Prim Indicator	Position #
22	0	3276	Research Assistant	08/16/2007	05/16/2008		Y		
				-		08/15/2007	N		
21	0	3276	Teaching Assistant	08/16/2007	05/16/2008		Y		

Secondary Appointment

- *Payroll stops issuing checks when the Primary rank ends*
- *Ranks do not control the salary distribution.*

In the case below the salary from both sources will continue until 06/30/2008.

Effective Date:	01/01/2008	Date Prepared:	01/08/2008	Current Status:	In Progress	Serial #:	120100							
Current Ranks														
Title Code	Modifier Code	Dept	Rank Working Title	Begin Date	Scheduled End Date	Actual End Date	Primary Indicator	Fac Prim Indicator	Position #					
22	0	4216	Research Assistant	08/15/2006	06/30/2008		Y	N						
21	0	3267	Teaching Assistant	01/01/2008	05/15/2008		N	N						
Salary/FTE/Distribution Change														
Base Rate:	\$ 3,228	\$ 13,895	Supp Rate:	\$ 0	Total Salary:	\$ 3,228	\$ 13,895							
FTE:	0	Annualized Salary:	\$											
Del	FRS Acct/ Object CD	C/S	Dist Amt	Supp Dist Amt	Acct Exp Date	Source End Date	BD	PUR	Dept	Cost Code	Sub Acct	Sub CD	Dist FTE	Acct %
	3-61207-1117		3,228	0			0	110	4216				0	100
	2-32679-1317		10,667				1	101	3267					76.77

Secondary Appointment

When removing a secondary rank the effective date must be one day after the day the rank ends

Effective Date:	03/01/2008	Date Prepared:		Current Status:		Serial #:			
Current Ranks									
Title Code	Modifier Code	Dept	Rank Working Title	Begin Date	Scheduled End Date	Actual End Date	Primary Indicator	Fac Prim Indicator	Position #
21	0	3289	Teaching Assistant	08/06/2007	04/13/2008		Y		
20	0	3901	Graduate Assistant	11/26/2007	03/14/2008		N		
						02/29/2008			

Effective Date is always the day after the Scheduled End Date on any EPA Web action.

Secondary Appointment

- *Payroll stops issuing checks when the Primary rank ends*
- *Ranks do not control the salary distribution.*

In the case below the salary from both sources will end 05/15/2008.

Effective Date:	01/01/2008	Date Prepared:	01/08/2008	Current Status:	In Progress	Serial #	120100							
Current Ranks														
Title Code	Modifier Code	Dept	Rank Working Title	Begin Date	Scheduled End Date	Actual End Date	Primary Indicator	Fac Prim Indicator	Position #					
22	0	4216	Research Assistant	08/15/2006	05/15/2008		Y	N						
21	0	3267	Teaching Assistant	01/01/2008	06/30/2008		N	N						
Salary/FTE/Distribution Change														
Base Rate:	\$ 3,228	\$ 13,895	Supp Rate:	\$ 0	Total Salary:	\$ 3,228	\$ 13,895							
FTE:	0	Annualized Salary:	\$											
Del	FRS Acct/ Object CD	C/S	Dist Amt	Supp Dist Amt	Acct Exp Date	Source End Date	BD	PUR	Dept	Cost Code	Sub Acct	Sub CD	Dist FTE	Acct %
	3-61207-1117		3,228	0			0	110	4216				0	100
	2-32679-1317		10,667				1	101	3267					76.77

Secondary Appointment

*Secondary Appointment will not reinstate
in payroll.*

Effective Date:	06/01/2012	Date Prepared:	07/03/2012	Current Status:	In Progress	Serial #:	399326							
Appointment Data Change														
Working Title: Teaching Assistant														
Current Ranks														
Title Code	Modifier Code	Dept	Rank Working Title	Begin Date	Scheduled End Date	Actual End Date	Primary Indicator	Fac Prim Indicator	Position #					
21	0	3278	Teaching Assistant	08/17/2011	05/15/2012		Y							
						05/15/2012	N							
22	0	4299	Research Assistant	08/17/2011	05/15/2012		N							
						05/15/2012								
22	0	4620	Research Assistant	06/01/2012	08/19/2012		Y							
Salary/FTE/Distribution Change														
Base Rate:	\$ 5,352	\$ 21,600	Supp Rate:	\$ 0	Total Salary:	\$ 5,352	\$ 21,600							
FTE:	0	0	Annualized Salary:	\$										
Del	FRS Acct/ Object CD	C/S	Dist Amt	Supp Dist Amt	Acct Exp Date	Source End Date	BD	PUR	Dept	Cost Code	Sub Acct	Sub CD	Dist FTE	Acct %
	2-32789-1317		5,352				1	101	3278					100
	5-32637-1117		21,600		04/30/2013		0	110	4299				0	
Document Attachments														

Salary Calculations

All students are 12 month employees with begin dates of 08/17/20xx to 05/15/20xx. Multiply the actual amount times a multiplier (depending on one semester or two) to calculate the annualized salary.

Example 1 – TA is hired for 1 semester for the amount of \$7,350. The dates will be 08/17/20xx – 12/31/20xx. The annualized base salary is:

$$\mathbf{\$7,350 \times 2.6763 = \$19,671}$$

Example 2 – TA is hired for 2 semesters (academic year) for the amount of \$14,700. The dates will be 08/17/20xx – 05/15/20xx. The annualized base salary is:

$$\mathbf{\$14,700 \times 1.3381 = \$19,671}$$

IMPORTANT! These calculations are correct ONLY with the dates specified above, any other Start and End dates will have to be calculated differently.

Contact the Dean's Office for help.