

Arts and Sciences Managers' Meeting Minutes
July 12, 2017

Speakers

Laura Yurco
Senior Director of Budget Management

Lori Harris
Business Manager, Asian Studies

Marie Fholer
Business Manager, Biology

Noreen Montgomery
Senior Director for Employment & Staffing, Office of Human Resources Employment and Staffing

Ceresa Aberg
Human Resources Manager, Office of Human Resources Employment and Staffing

Lachonya Williams
Associate Dean for Human Resources

- Ledger Group Changes** • State, F&A, and Trust ledger groups are now simplified through the new ledger group called "FAST", effective July 1st, 2017
- Laura Yurco
- Ledger group is now listed as fund type in ConnectCarolina.
 - The program button, when clicked (will turn blue), breaks out ledger rollup with changes in program code.
 - New gifts for the upcoming fiscal year will not post until after year-end close.
 - For trust funds SAS reports can be relied on for year-end balances to calculate for the beginning budget in the upcoming year.
 - *Please see enclosure regarding more information about the Ledger Group Changes.*

PID Update

– Lori Harris

- The PID committee is interfacing with the Tiger Team and ITS for improvements with this system.
- The committee is searching for a quicker method for the retrieval of Onyens for new hires.
This can be difficult due to the additional requirements that other systems have.
- They are also working on improving other processes, such as position requests, recruitment, and onboarding.
- There will be an opportunity for further suggestions to be made at a later time.

Suspense/eCRT Update

– Marie Fholer

- The Suspense Committee has been working with the Office of Sponsored Research (OSR) to resolve issues with suspense accounts.
- OSR is stating that it would be difficult to change the model because it will create a conflict for School of Medicine and they are more present on the advisory board than the College is. Also, there is more guaranteed funding in the College than there is in School of Medicine.
- If anyone has any issues that they would like to address directly, please contact Andy Johns (Andy_Johns@unc.edu).
- The committee has been successful with having OSR to agree with having undergrad eCRTs distributed to the funding department of the grant instead of home departments.

Contingent Offers

– Noreen Montgomery

- The Background Check Advisory Committee is working on improving the contingent offers process.
- One of the improvements includes the ability for hiring managers to make a formal offer to a candidate prior to the completion of their background check, after it has been initiated.
- This offer should be in writing and include a statement about the offer being contingent upon completion of a background check.
- A proposed start date before the background check has been completed can be provided to the candidate, not a definite one.
- The improvements for Faculty does not have an effective date yet, but will soon. The improvements for other position types will follow
- The committee is also looking at other vendors that can be utilized for the processing of background checks, keeping the number of employees and position types at the university in mind.
- The new validity period for background checks is now 6 months, instead of 3 months.
- *Please see enclosure regarding more information about the Background Check Contingent Offers*

HR Announcements

July 14th - Annual Evaluation of EHRA Non-faculty Reports due to Janet by Friday, July 14, 2017.

As of **June 19th** – Octavia Bullard and Amy Brann are approving ePars in ConnectCarolina for Level 2 HR. Karl and Adrienne will continue to be the HR Consultants for the divisions, but the ePar approval process has changed within our office.

July 18th (Tuesday) is the School/Division deadline for July payroll and requests were due to the Business Center by July 10th. Please submit all last minute requests for July payroll to your HRS ASAP. We will do our best to review and submit actions accordingly, but be mindful that there is no

guarantee that the actions will be approved in time by our central office partners.

Reminders of Listserv Emails:

Professional Development Grants via Employee Forum

Grants cover up to \$500 of allowed expenses. Funding must be for individual benefit, relate to the employee's position, and meet a professional development purpose (not departmental). The grant covers work-related education and training and can be used for conferences, certificates, non credit classes, or similar instructional opportunities.

Grants are open this round until November 30, 2017.

Application criteria and other relevant information are available [here](#).

See Manager's list email from 7/5/2017

July Lunch & Learn

Our first lunch topic is "**Managing Student Appointments.**" The meeting will be held on **July 20th** in **205 Howell Hall** from **12noon – 1:00pm**. Please bring your lunch and join us. These monthly sessions are not exclusively for managers, so feel free to bring along appropriate staff from your department.

Upcoming topics include "Faculty Recruitment" in September and "Understanding the Appointment, Promotion, and Tenure Process" in "Understanding the Appointment, Promotion, and Tenure Process" in

October. We also welcome suggestions for future lunch and learn meetings. You may submit those through your [AMAC representative](#).

There will be gift drawings that will take place during these meetings, like there have been in the past.

See What Training Your Employees Have Taken

As someone who supervises employees, you can now go to ConnectCarolina to see the classes your employees have taken through the Office of Human Resources (OHR). You can see all classes employees have taken through OHR as far back as 1991, except for a few classes marked as private, such as Planning for Parental Leave.

To see the training records, you can use the new Manager WorkCenter link under the HR/Payroll link on the home page of ConnectCarolina. For details, refer to these instructions:

<https://ccinfo.unc.edu/resource-docs/seeing-training-records-manworkcenter/>

Finance Announcements

Reinvestments

- Chapel Hill Foundation Endowments (sources starting with U0XXX), if you have any of these funds you should be contacted by our office to ask if you want to payout, reinvest, or split
- University Endowments (sources starting with 7XXXX), this were automatically paid out 6/30/17, only one fund was underwater!
 - We will be sending out directions on how to reinvest any unneeded funds
- Arts and Sciences Foundation Endowments and Expendable (sources starting with C0XXX and C5XXX), we are ensuring the year-end balances are set and then we will be sending out directions for payout decisions for the endowments. This report will be available through Arts and Sciences Reporting (ASR) website.
 - The market plan will be released soon with the established payout once the May values have been provided.

Commitment Allocations

- We plan to have the commitment allocations submitted by August 31st (for any questions please contact your budget analyst). Don't forget if you know the chartfield string you can start spending now before the budget posts.
 - New Hire Salaries
 - Instructional Budget Carryover
 - Commitment Allocation and carryover
 - Leadership Funds

Professorships

- We will be sending out Dean's Office owned funds letters in August
- We hope to have the following allocations submitted by August 31st (for any questions please contact your budget analyst). Don't forget if you know the chartfield string you can start spending now before the budget posts.
 - Professorship Salary and Research Fund Allocation and carryover

Year-End Collections

- You will be contacted by Joy Montemorano in the coming week to collect state fund overages, dean's office allocated F&A overages and trust funds overages

- She will provide options for how these funds can be repaid

Budget for FY2018

- Refer to the memo regarding budget loads for Fiscal Year 2018, as of right now permanent state and F&A budget is posted.
- F&A Carryover, Trust Fund Carryover and Formula allocation will all post once the fiscal year is closed
 - Generally this takes place in the 3rd or 4th week of July (stay tuned!)



Budget Changes FY 2018

Laura Yurco

College of Arts and Sciences

Ledger Groups Simplified

- Effective July 1, 2017
- State, F&A and Trust are now one ledger group called "FAST" (F&A, State, Trust)
- Budget Controls are currently off for all fund types to allow spending to continue during time of fund allocation

Ledger Groups Simplified

- **State Budget Accounts will be consolidated:**
 - Temp Salaries (514100 and 514500) will roll into 514000
 - Telecom and Transit (521110 and 521210) will roll into 520000

Account used on STATE	Account used on FAST
511000	511100
512000	512100
513000	513100
514100	514000
514500	514000
517000	520000
521110	520000
521210	520000
581110	580000

Ledger Groups Simplified

- **Tips for Budget Transfers**
 - For ledger group choose FAST for State, F&A, and Trust
 - Do NOT transfer budget between fund types (ie: state to F&A)
 - Use only one fund type per budget transfer entry

The screenshot shows a budget transfer entry form with the following fields and values:

Unit:	UNCCH	Journal ID:	NEXT	Date:	07/12/2017
*Ledger Group:	FAST	Fiscal Year:	2018	Period:	1
Control ChartField:	Fund	*Currency:	USD	Rate Type:	CRRNT
Budget Header Status:	None	Exchange Rate:	1.00000000	Cur Effdt:	07/12/2017
*Budget Entry Type:	Transfer Adjustment	Budget Type:	Expense	Attachments (0)	

Parent Budget Options

- Generate Parent Budget(s)
- Use Default Entry Event
- Parent Budget Entry Type: Transfer Adjustment

Long Description:

[Empty text area]

Ledger Groups Simplified

- **Tips for using InfoPorte Ledger Rollup**
 - Choose Fund Type (State, F&A or Trust) instead of ledger
 - Fiscal Year 2017 and 2018 is defaulted to ensure you see accurate balances
 - Click “Program” button (turns blue when on) to see ledger rollups by program

The screenshot displays the 'Ledger Rollups' section of the InfoPorte system. The interface includes several tabs for navigation: 'Dept Accounting', 'Financial Reporting', 'OSR Financial Reporting', 'Financial Request', 'Budget Process', and 'Other'. Below these, there are sub-tabs for 'Ledger Rollups', 'Transactions', 'GL Activity', 'Grants', 'Soft Encumbrances', 'Program/Cost Code', 'IPT Cost Code', and 'UNCFP'. The 'Main Ledgers' section includes 'OSR Ledger', 'Parent Ledgers', 'FAMODET', and 'Capital Improvement'. The main filter area contains several dropdown menus: 'Fund Type' (set to '(select)'), 'Fund' (set to '(show all)'), 'Fiscal Year' (set to '(2 selected)'), 'Budget Period' (set to '2018'), and 'Acct Period' (set to '(show all)'). To the right, there are input fields for 'Source', 'Account', and 'Dept ID' (set to '(show all)'). A 'Program' button is highlighted in blue, and there are checkboxes for 'Show Soft Encumbrances' and 'Show Project Encumbrances'. A 'Search' button and a 'Clear' button are located at the bottom right. A red circle highlights the 'Fund Type' dropdown menu.

*Toggle buttons to exclude/include optional fields for rollup groupings.

FY 2018 Budget Load

- **State Funds**
 - Permanent Budgets
 - Ledger Group STATE with journal 6/30/17 will be reversed

<input type="checkbox"/>	UNCCH	STAT_EX_BD	20101	12001	315200	520000	10000	GL_BD_JRNL	RBS0354481_30-JUN-2017	Move from STATE to FAST	-8,558.00
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- Ledger group FAST with journal 7/1/17 will be loaded

										Budget	
<input type="checkbox"/>	UNCCH	FAST_EX_BD	20101	12001	315200	520000	10000	GL_BD_JRNL	RBS0354482_01-JUL-2017	Move to FAST from STATE	8,558.00

FY 2018 Budget Load

- **F&A Funds**
 - Permanent Budgets
 - Ledger Group F&A with journal 6/30/17 will be reversed
 - Ledger group FAST with journal 7/1/17 will be loaded

<input type="checkbox"/>	<u>UNCCH</u>	F&A_BUD	<u>27100</u>	<u>14101</u>	<u>318700</u>	<u>500100</u>	<u>10000</u>	GL_BD_JRNL	RBF0354487_30-JUN-2017	Move F&A to FAST	-750.00
<input type="checkbox"/>	<u>UNCCH</u>	FAST_EX_BD	<u>27100</u>	<u>14101</u>	<u>318700</u>	<u>500100</u>	<u>10000</u>	GL_BD_JRNL	RBF0354488_01-JUL-2017	Move to FAST from F&A	750.00

- Carryforward
 - Will post after Year-end close

FY 2018 Budget Load

- **Trust Funds**
 - Permanent Budgets
 - Do not exist
 - Carryforward
 - Will post after year-end close
 - Based on fund-source-department-program indicated in associated revenue table
 - New revenue will start posting immediately

FY 2018 Budget Load

- **Identifying Type of Budget Entry**
 - Recurring Budget State = RBS
 - Recurring Budget State Revenue = RBSR
 - Recurring Budget F&A = RBF
 - F&A Carryforward = FACF
 - F&A Formula Allocation = FORM
 - Trust Carryforward for Trust sources that are set up as associated budgets = TRROL

Who Can Help Answer Questions?

Budget Analysts:

- Kristen Beattie
- Kristen Rogister
- Sabrina Flowers
- Whitney Baker

Questions?





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Background Check Contingent Offers

Noreen Montgomery

**Senior Director of
Employment & Staffing**

(919) 843-9883

Ceresa Aberg

**Staffing Services
Manager**

(919) 843-4160

Objectives

- **Background Check Advisory Committee**
- **Current Procedure**
- **Benchmark Data**
- **Implementation Plan**
- **Other Process Improvements**
- **Questions?**



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Background Check Advisory Committee



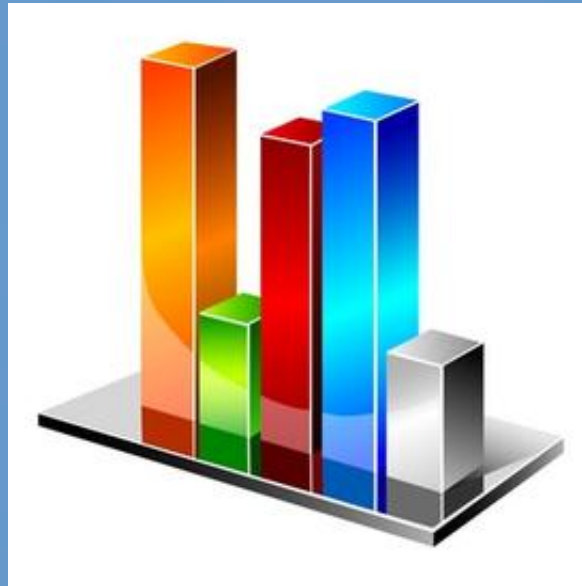
Committee Membership

- **Linc Butler**, Associate Vice Chancellor, Office of Human Resources
- **Noreen Montgomery**, Senior Director of Employment & Staffing, Office of Human Resources
- **Gena Carter**, Senior Director of Employee & Management Relations, Office of Human Resources
- **Ann Lemmon**, Assistant Provost for Human Resources, Academic Personnel Office
- **Mary Crosby**, Assistant University Counsel, Office of University Counsel
- **Martha Pendergrass**, Director of Procurement Services, Office of Disbursement Services
- **Sibby Anderson-Thompkins**, Director, Office of Postdoctoral Affairs
- **Wil Steen**, Associate Director, Transportation and Parking
- **Robin Willow-Johnson**, Assistant Director of Employment, Office of Human Resources
- **Vanessa Ragland**, Director of EHRA Non-Faculty, Office of Human Resources
- **Ceresa Aberg**, Staffing Support Services Manager, Office of Human Resources
- **Dan Atkins**, Background Check Supervisor, Office of Human Resources
- **Frank Lewis**, Human Resources Consultant, Academic Personnel Office
- **Starr Barbaro**, Protection of Minors Coordinator, Office of Student Affairs
- **Jordan Todd**, Human Resources Consultant, Office of the Vice Chancellor for Research



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Current Procedure and Benchmark Data



Definition and Current Procedure

- **Definition**
 - A contingent offer of employment is a formal job offer that is contingent on the employee completing certain hiring requirements such as a background check
- **Current Procedure**
 - Background check must be satisfactorily completed before an offer of employment can be made
 - If the background check is not complete after 7 business days, a request for exception may be submitted to the AVC of HR to extend a conditional offer of employment

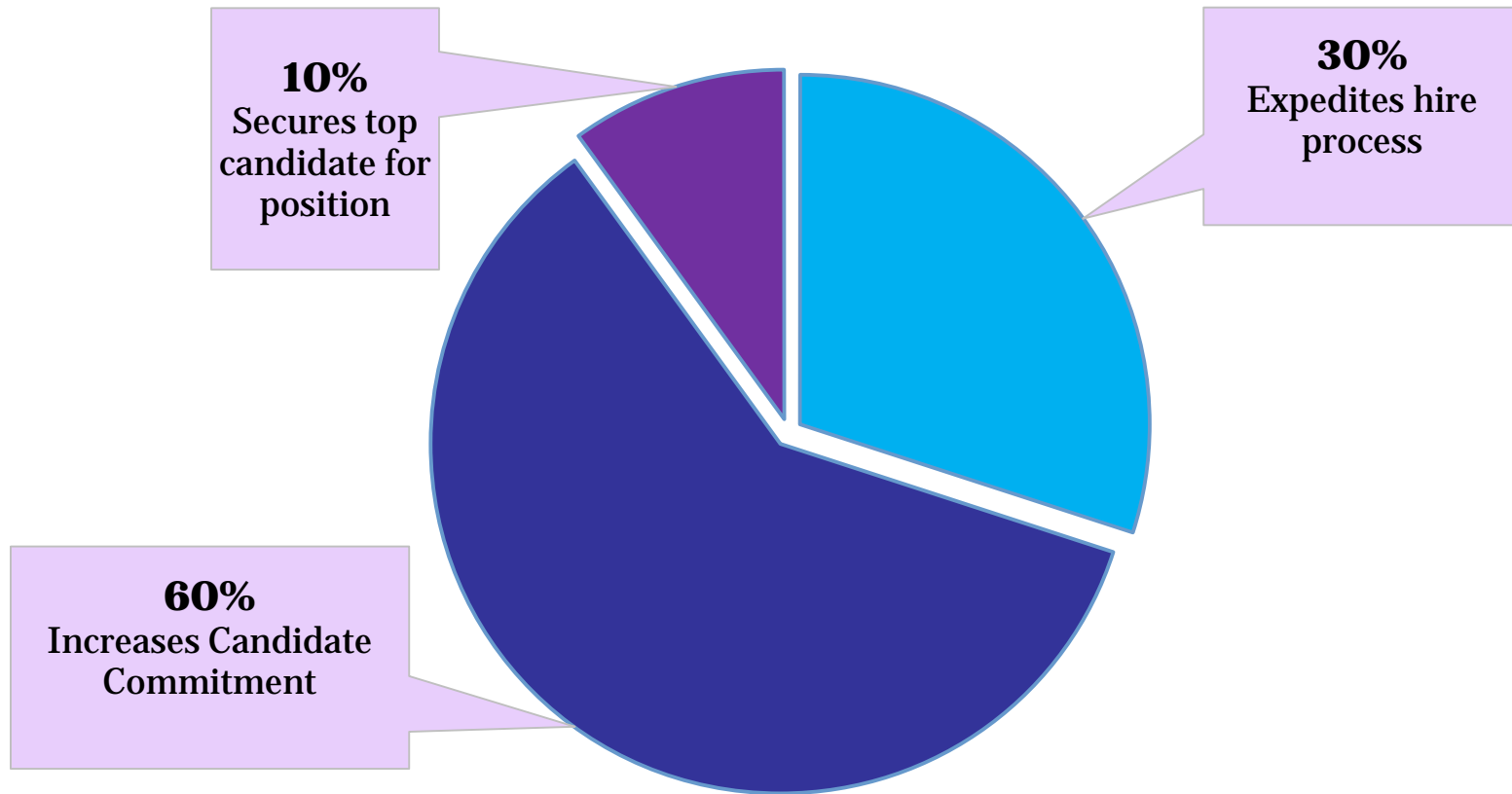


Contingent Offer Benchmark Data

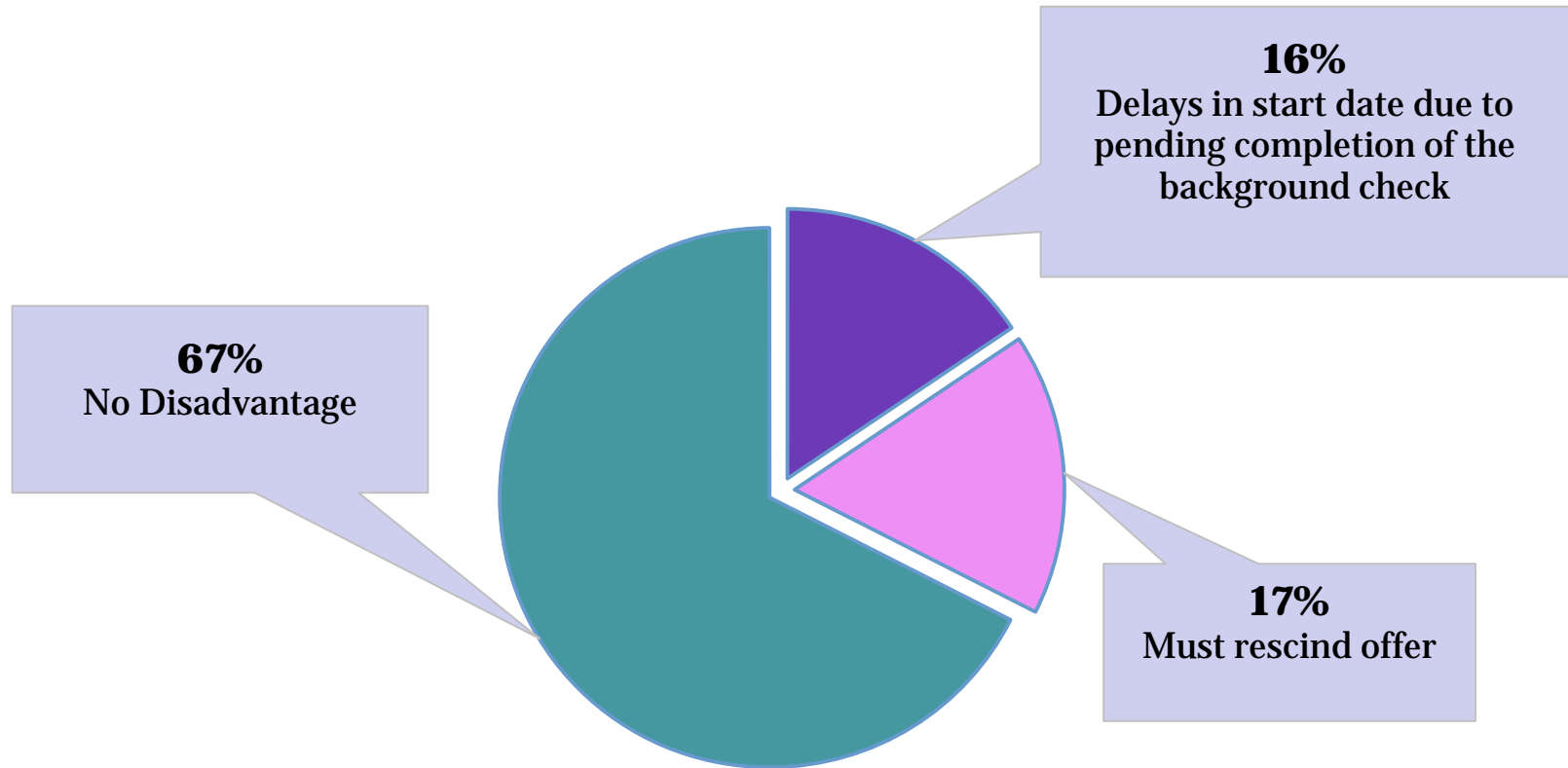
- **Total surveyed = 28**
(UNC-CH + 13 UNC constituents + 14 peer institutions)
- **UNC Constituents:**
 - 3 UNC campuses (NC State, ECU and NC Central) allow contingent offers for all hires
 - 11 UNC campuses only allow contingent offers if the background check has been pending for an extended period of time, for certain appointment types and/or in extenuating circumstances
- **Peer Institutions:**
 - 13 peer institutions allow contingent offers for all or most hires
 - 1 peer institution (Duke University) allows contingent offers only in extenuating circumstances



Advantages of Contingent Offers



Disadvantages of Contingent Offers



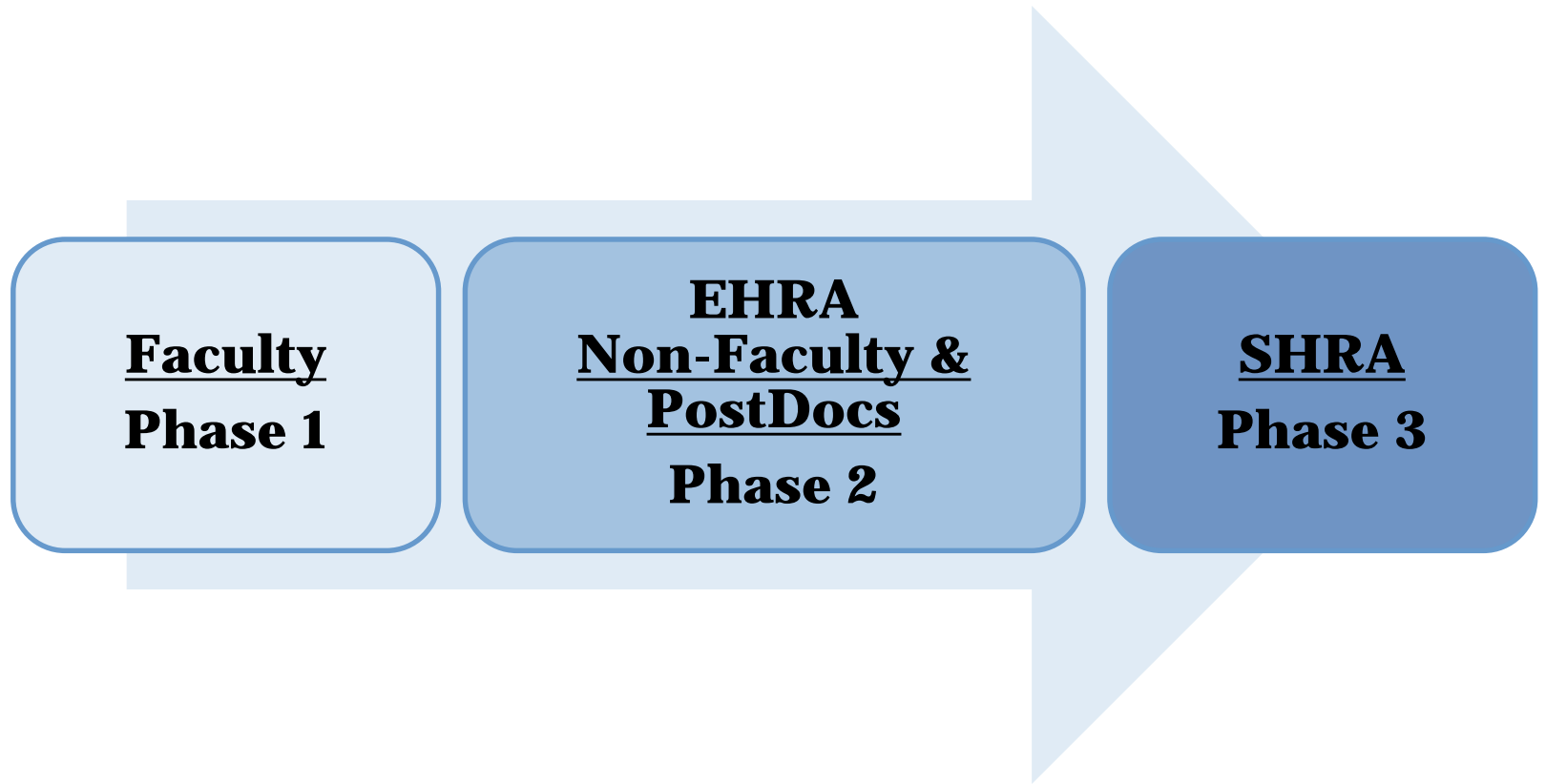


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Implementation Plan



Phased Implementation



Faculty Contingent Offers

- Procedure change (eff. TBD)
 - Appointing department may extend a contingent offer of employment to a fixed-term or tenure track Faculty candidate *after* the background check has been initiated
 - Must be approved **in advance** by the Academic Personnel Office
 - Contingent offer must be in writing
 - Contingent offer may be rescinded if there are adverse background results
 - Once all hiring requirements are met (including completion of the background check), the job offer can be finalized and the candidate can begin work for the university



Documentation Revisions *(Coming Soon)*

- Background check procedural supplement
 - Link: <https://hr.unc.edu/files/2017/04/Background-Check-Policy-Procedural-Supplement-2017.pdf>
- Faculty offer letter templates
 - Begin using new job offer templates effective when contingent offer policy changes are implemented
 - Available on <http://academicpersonnel.unc.edu/>





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Other Process Improvements



Other Potential Process Improvements

- Promotions/lateral job changes
- Short breaks in service
- Rehired retirees
- Employees/appointees with continuing relationship
- Individuals performing services off-campus



Additional Issues/Pain Points



Questions?

Background Check Hotline: (919) 962-5742

Email: backgroundcheck@unc.edu

