

Arts & Sciences Managers' Meeting Minutes

January 13, 2016

Speakers

Michael Smith
Director, Summer School Administration

Theresa Silsby
Director, Business Systems Help Desk ITS

Lachonya Williams
Assistant Dean, Human Resources

Laura Yurco
Assistant Dean, Finance

Raffle Winners

Congratulations to our newest quarterly drawing winner – **Barbara Olszanowski (OASIS)**! We also had our first semi-annual drawing for a \$1,000 trust transfer. The winner of the \$1,000 is the **Economics department**.

**Remember: you will be entered for each managers meeting, McHale Brown Bag, and other manager-related training opportunities you attend in the College. Each time you attend, you're entered to win!*

Michael Smith

Summer School Funds:

- The University collects fees and redistributes those funds based on enrollments.
- Over half of the funds collected are given to the College and this year's summer school funds will soon be distributed.
- Funds are supposed to be used to help during the summer sessions and should go towards something this is tangible and related to a class.
- Anything that can be tied to the department to support the summer school programs is an appropriate expense for the department.
- Funds cannot be used on services, food, faculty expenses, or travel. Some exceptions are possible, such as travel required for a course, and questions regarding exceptions should be directed to Summer School Administration.
- Monies that are not spent are reverted back to the Summer School.
- Old encumbrances from the previous fiscal year are still showing, but ITS is working on this through remedy tickets.
- If you have any questions, please contact Michael Smith (Michael_smith@unc.edu).

Theresa Silsby – Help Desk Feedback

Help Desk Feedback

- The College accounts for 12-15% of the traffic for the Help Desk.
- The Help Desk is in the process of publicizing their service level agreement so that users and departments can better understand what the Help Desk is committing to publicly in delivery of its services.
- When a ticket comes to the Help Desk, the ticket is routed to the business Systems Help Desk (Tier I). If the problem cannot be resolved, it

is routed to Tier II, which includes Theresa Silsby and her team leads. If the problem still cannot be resolved, it is moved to Tier III support.

- Every ticket has a follow-up, either through email or verbally. If the ticket needs to be forwarded, then the lead time will be longer.
- The Help Desk is using a satisfaction survey and that survey is registering when people are not satisfied. Please be sure to use the survey to evaluate the services provided by the Help Desk, and not as a way to register dissatisfaction with ConnectCarolina.
- If you have any questions or want to provide feedback to the Help Desk, please contact Theresa Silsby at theresa_silsby@unc.edu or 919-962-3250.

HR Announcements

ConnectCarolina Updates:

- **Semi-annual access audit** is happening this month. If you have access to modules for which you have not completed training, your access will be revoked. The Dean's Office will send out notices, once we receive our list.
- **W-2 Access Added to ConnectCarolina Employee Self Service Menu:** A formal notice was sent to all University employees about the availability of employees' own 2014 W-2s. Individuals who need technical assistance viewing or printing their personal W-2 form should contact the Help Desk at 962-HELP. Individuals should contact Payroll Services at payroll@unc.edu if they are unable to print their W-2 after working with the Help Desk.
 - In January 2016, all employees will receive a printed W-2 for tax year 2015, and will have access to the 2015 W-2 via self-service. Later in 2016, employees will be able to opt out of receiving a paper W-2 and utilize the self-service option.
 - W-2s for calendar year 2015 and going forward will be available online in early January 2016 and most likely will be available a bit sooner than the paper version issued by Payroll Services. W-2s for years prior to 2014 will not be available on ConnectCarolina.
 - <http://ccinfo.unc.edu/online-employee-tax-forms/>
- Payroll Services has made Federal and State of North Carolina Income Tax Withholding forms (**W-4 and NC-4 forms**) available for viewing and updating via the Self Service menu on the ConnectCarolina home page.

Policy and Procedure Updates:

- **Adverse Weather Policy** to be updated to reflect new conditions: Condition 1 – reduced operations; Condition 2 – suspended operations; Condition 3 – closure.
- **EHRA recruitment moving from the EO Office** – effective January 27th ; contacts below
 - EHRA Faculty – Frank Lewis (flewis@email.unc.edu, 843-6049)
 - EHRA Faculty – May Offutt (mayco@email.unc.edu, 862-4978)
 - EHRA Non-Faculty – Vanessa Ragland (vanessa_ragland@unc.edu, 962-1456)
 - Postdoc – Jordan Todd (tlodd@email.unc.edu, 445-1725)
 - Postdoc – Latisha Johnson (latishaj@email.unc.edu, 962-8701)
 - EO (Waivers Only) – Rudy Jones (rudy_jones@unc.edu, 962-9980)

There will be a moratorium on EHRA new hire ePars noon 1/15 – 1/26 to allow for routing changes.

- **Revised AP-2** form dated 1/8/2016; effective 2/1/16 (handout)
- **Revised AP-2a** form dated 1/8/2016; effective 2/1/16
- **EO Employment Data Form** effective 2/1/16 (handout)
 - Provided to permanent EHRA - NF and SHRA at orientation
 - Provided to permanent faculty and direct hire temporary employees by the HR rep
- **Post-Tenure Review online training:** Modules now available; notices were sent out on 1/11/16. The Dean's Office will send a report of all eligible faculty to departments. You should indicate whether training was completed (you will be required to attach the printed attestation) or provide a justification for why it was not done. The reports will be due May 1st. Communication is forthcoming.

Other announcements/Reminders:

- **Linc Butler** announced as Associate Vice Chancellor for Human Resources effective 2/1/16
- **Aretha Powe** replaced Margaret Anderson as HR Specialist in Academic Personnel
- **Kristie Juda** hired as HR Consultant for Natural Sciences and Undergraduate Education
- Reminder to address correspondence to Kevin Guskiewicz
- Certified Public Manager

**Finance
Announcements**

New Budget Analyst in the Dean's Office: Whitney Baker has joined our team as a Budget Analyst for the Fine Arts and Humanities Division Departments. She also specializes in contracts and grants and comes to us with a great breadth of contract and grant knowledge. Prior to accepting this role, Whitney was in the role of Fiscal Manager in the Office of Contracts and Grants at NC State University. So please send your contract and grant questions her way.

Monthly Payroll Deadline: The monthly payroll deadline for the Dean's Office is noon on Friday January 15th. Please submit your 1/1/16 fund swaps by COB Wednesday, January 13th in order to meet this month's cutoff. If you submit after this date please submit with a 2/1/16 effective date instead, and if you need to do corresponding PAAT's it's recommended that you wait for January payroll to close to include July-January

Future Year Budget Reminder: Don't forget to check future year budget on your EPars. This information feeds into the BMS report and accurate data will be really helpful in using the report to figure out your salary savings to transfer to your instructional budget (please "Did you Know" see chart handout)

Fund Swaps: Starting January 13th we will be sending all department managers a list of employees we believe will need a fund swap due to ARP distribution issues. We still have space in our one-on-one training on Friday, January 15th and Tuesday, January 19th so please consider signing up if you need help.

Mileage Rate Changes: Per the message sent on Monday, January 11th. Don't forget the travel mileage rate has gone down. Effective Jan. 1, 2016, the Internal Revenue Service (IRS) has decreased the business standard mileage rate from 57.5 cents per mile to 54 cents per mile to better reflect the recent gas prices. University travelers are obligated to use a State vehicle (if available) when the round trip exceeds 75 miles. When an individual uses a personal car when a state car is available reimbursement rate is **34 cents** per mile. This means if you have a trip starting January 1st or after and there is mileage reimbursement you will need to use the new rates pending the length of distance of your trip. (see attached memo for more details)

Vendor Requests: For those who submit vendor requests pay special attention to the memo that went out on Monday, January 11th regarding changes to campus vendors (see attached memo for more details)

Reminders:

- Don't forget census date is January 25th and you should have all your TA's assigned in order to help make for an easier Instructional Workload process in the fall
- Don't forget January 30th is the LAST DAY to enter In-state and Tuition Remission Awards in GradStar for Spring 2016