

Arts & Sciences Managers' Meeting Minutes

November 11, 2015

Speakers

Lachonya Williams
Assistant Dean, Human Resources

Laura Yurco
Assistant Dean, Finance

HR Announcements

HR Reporting Training:

As a follow-up to the demo, please find the instructions for running the Expected End Date report **attached**. Learn more about using the Infoporte reports by registering for training, details below.

Next Class - December 2nd register by ABC Signup at the link below:

<http://ccinfo.unc.edu/calendar/hr-and-payroll-reporting-with-infoporte-part-2-7/>

find more info at: ccinfo.unc.edu

Annual Enrollment reminders:

- New Benefits Consultant – Erica Guestin (erica_guestin@unc.edu)
- Open enrollment closes November 18th. Please encourage employees who have not started to do so.
 - Detailed instructions and screenshots showing how to access the wellness credit information are available at <http://hr.unc.edu/benefits/2016-annual-enrollment/>.
 - The wellness credits associated with the health assessment may take up to 7 days to reflect in the enrollment portal.
 - Please print the certificate of completion for the health assessment for your records.
 - We have a list of employees who were enrolled in the 80/20 plan or the Consumer-Directed Health Plan who as of November 6, 2015 had not taken any action on their wellness activities. Email Dianca Sutton, dianca@email.unc.edu, for a list of employees in your department.
 - Looking for help with the online enrollment process? Benefits Services staff will be available to provide in-person assistance on November 16 and 17 from 9 a.m. to 4 p.m. and Wednesday, Nov. 18, from noon to 4 p.m. in the Office of Human Resources (Administrative Office Building, 104 Airport Dr.).

Phase II Background Checks:

CAS will transition to the new online background check portal, effective December 1, 2015. For now departments can continue to send the one-sheets to the background check office. Stay tuned for more information about the process changes to be announced in the coming weeks.

Legacy HR/Payroll System Decommissioning:

Legacy system decommissioning delayed. See website:

<http://ccinfo.unc.edu/system-status/legacy-system-transitions/>

Phased Retirement:

APO plans to send out information on phased retirement for FY16 today. Deadlines will be extended in light of the delay in communications.

ASAC Schedule:

We are in the process of confirming the spring ASAC schedule. The next upcoming deadline for dossiers to the Dean's Office is December 8th for July 1 Promotion to Associate or Full Professor.

MCD Payments:

Cell phone allowance payments: Remedy tickets are no longer required when setting up a new cell phone allowance or changing the funding on an existing cell phone allowance. Cell phone allowance payments should be set up or changed via the Lump Sum Payment ePAR. Stipends CANNOT be effective retroactively – no exceptions.

Spring Student Actions:

Not returned from SWB with an end date in January will be auto-terminated after January payroll run.

Policy Updates:

- 12-month probationary period – all affected employees and their supervisors should have been notified at this point. OHR is working on updating the language in the policy on their website.
- Reminder re: layoff effective dates
 - SPA employees should not have a layoff **effective date** from Tuesday, Dec. 1, 2015, through Sunday, Jan. 3, 2016. Departments will be able to **notify** employees of a layoff until Tuesday, Dec. 2, 2015, provided that the effective date of the layoff is Jan. 4, 2016, or later.
 - EPA Non-Faculty employees cannot have an **effective date** of discontinuation from Tuesday, Dec. 1, 2015, through Sunday, Jan. 3, 2016. For individuals due a minimum of 30 days' notice, we ask that you avoid providing notice during this period as well.
- Salary guidelines:
 - Updated SPA salary guidelines – see email from 10/13 regarding changes for SPA employees
 - EPA salary guidelines still under review by GA; current restrictions still in effect.
- FLSA Minimum Salary
 - Projected to be \$50,440 in calendar year 2016.
 - OHR working with schools/divisions to determine the scope and next steps.

Office of State Human Resources:

Formerly OSP (Office of State Personnel) is re-branding.

- New terminology - "EHRA" or **ex**empt from the **h**uman **r**esources **a**ct and "SHRA" **s**ubject to the **h**uman **r**esources **a**ct in lieu of "EPA" or "SPA."

- Lapel pins with a new logo will be sent to all state employees. You may pick these up in South Building next week for distribution to employees in your unit.

Finance Announcements

Bonuses for Employees: All permanent state employees will receive a \$750 bonus. SHRA employees will receive their bonus in their December 11th check and EHRA employees will receive their bonus in the December 22nd check. Retirement will not be taken out of the bonus, but taxes will. These amounts are one-time payments and will not be taken into consideration for ARP increases.

ARP: We were waiting on the final numbers, but ARP spreadsheets are due by Noon, Friday, November 13th to Laura Yurco. The increases will be effective July 1st. ARP will be processed centrally in December in time for the December 22nd payday. Corrections to distributions will be completed after the December 22nd payroll using PAAT tool and funding swaps. ARP Training and info session will occur Thursday, November 12th from 2pm to 4pm in Davis 247.

SAS Reports Training: Training will be held on December 8 (9:00am), December 11 (1:00pm), and December 14 (1:00pm) in Davis 247. New users (non-Chair or Manager) needing to view the reports will need ASR-viewer access to view the reports. This access can be added by the Manager in Common Authorization Tool. The access will update overnight. If you have issues with access the reports, please submit a help ticket. If you have questions about the reports, please contact your Budget Analyst.

IB Reallocation: Reallocation is being decided and memos should have been received.

Instructional Workload: Instructional workload is due for chair's signoff on November 6th. SAD's have already begun their review. Please contact your Budget Analyst if you have questions with IWL. Our office will be in contact with the Chair if they still need to sign-off on the IWL.

Demonstrations

Please refer to attachments for demos of the End-Date Report and the Comprehensive Financial Summary.