



College of Arts & Sciences Managers' Meeting

Wednesday, February 13

10:30 a.m. – 12:00 p.m.

Toy Lounge, Dey Hall

HR Announcements: Lachonya Williams, Associate Dean for Human Resources

Dates and Deadlines

- February 20th - Check Your Blind Spots – Unconscious Bias Tour (see handout)
- February 25th - February Lunch & Learn – 205 Howell Hall, 12:00 pm – 1:00 pm. This month's Dean's Office HR Team Lunch and Learn meeting will focus on documenting performance concerns for new employees during their probationary period.
- March 8th - Manager of the Year Award [Nominations](#) are open through March 8th.
- March 13th - Total Well Being Expo
- 11:00am – 2:00pm in Fetzer
- March 27th - NC Certified Public Manager ® Program applications due (see email from February 5th.)
- March 28th - ULEAD Applications Due (visit hr.unc.edu/ulead for more info)

Policy and Process Changes

Self-Service Direct Deposit is being tested to allow employees to enter their own direct deposit information into ConnectCarolina Self-Service.

Finance Announcements: Kate Henz, Senior Associate Dean for Operations and Strategy

Training Opportunities – Microsoft Excel

- The university's office of continuous improvement and staff development is offering Microsoft Excel training classes for the university community. Course topics include Pivot Tables, If Statements, and Conditional Formatting.
- Please consider attending these training and sending staff in your unit to these classes as well.
- See Mark Richardson's January 29 email for sign-up instructions.
- Sign up is first-come, first serve – and these courses often fill up fast.

Salary Savings Budget Transfers due February 22nd

- The Dean's Office is in the process of examining Instructional Budget Carryforward for FY 2019-20.
- In order to develop an accurate estimate of your department's carryforward, we need all budget transfers processed that impact your instructional budget processed in ConnectCarolina by February 22.
 - This includes moving faculty salary savings generated by leaves and buyouts from your main state sources to your instructional budget by the 2/22/19 deadline.

- The Budget Analyst team is offering a help session next Tuesday, February 19th from 10am to 12pm at the Manning Hall Library for anyone who needs assistance. 30-minute sessions will be offered, and there are 12 available sessions total.
 - Please see Kristen Rogister's 2/7/19 email for a link to the Doodle sign-up poll
- Units served by the finance shared services team should consult with their lead Accounting Technician regarding any salary savings transfers that are needed.

P-Card Changes

- Daily Transaction Postings Began February 1.
 - Journals are created daily for the transactions that were fully approved/signed-off the previous day. The transactions will show in InfoPorte the following business day.
 - The deadline to sign off on your P-Card transactions is **still** the 20th day of each month for charges posted in Works by the 15th.
 - Transactions not reconciled and signed off by COB on the 20th will still process and post to the default chartfield string in ConnectCarolina at the end of the month.
 - However, Works users are still required to attach receipts, reconcile and sign off within Works even after the transactions post without reconciliation and sign-off.
 - Campus correcting journal entries can be submitted to reclassify these P-Card transactions to the appropriate chartfield strings in ConnectCarolina.
 - Unreconciled transactions impact your monthly P-card credit limit and impact monthly audit records, so every effort should be made to provide transaction attachments (receipts) and sign off on transactions prior to the 20th day of each month.
- Paper Billing Statements Discontinued
 - Bank of America discontinued the delivery of paper billing statements in January.
 - Two reports in the template library under the share tab – “Cardholder billing statement” and “UNC Monthly Billing Statement” -- can be run in Works any time.

Upcoming Payment Card Industry Annual Town Hall Meeting

- If your unit receives revenue electronically from outside sources (i.e. via TouchNet), this information applies to you. If your unit does not receive revenue electronically, this information does not apply to you.
- The annual PCI Town Halls are coming up in March: 3/14, 3/19, and 3/21, all from 10:00-11:00 a.m. Registration is required.
 - Attendance will be mandatory only for business managers and SAQ preparers. However, these town hall meetings are open to additional team members with an interest in PCI compliance who are invited by a required attendee.
- [Town hall meeting registration link](#)

Updated FY19 Fringe Benefits Memo

The Fiscal Year 2019 fringe benefits budgeting guidelines for sponsored agreements have been updated to reflect calendar year changes to the following categories:

- Social Security (OASDI) Maximum Taxable Salary Base
- Compensation Limits Subject to Retirement (TSERS & ORP)
- UNC Faculty Physicians (FP) Supplemental Insurance
- The detailed breakdown of [Schedule I & II](#) and the complete [FY 2019 Fringe Benefits Memorandum](#) are available on the updated [OSR Information Sheet](#).
 - [Update FY 2019 Fringe Benefits Memo](#).
- Manish Kumar, Associate Dean for Finance and Budget Management for the College of Arts & Sciences, will begin his first day on Monday, February 18th.

Campus Working Groups Report Outs

- a. Red Tape Committee - No updates during this time.
- b. Employee Forum - No updates to report during this time.
- c. Finance Functional Redesign - The rollout of the cohorts will start in a few weeks. The travel beta app is still in the testing phase.
- d. HR Functional Redesign - The HR Functional Redesign group is refining job roles and responsibilities. A sub-committee group was recently tasked with determine various functions. The kick off date for the sub-committee work is still TBD.
 - i. Finance Early Impact -. The goal of our initiative is to ensure that the most efficient and appropriate method of spending/procurement is used for purchases on campus below the \$5,000 threshold, but *specifically* for those purchases below \$250.
 - ii. Now that work is well underway in the two pilot units – Dentistry and Athletics -- the Early Impact Design Team is preparing to roll out the purchasing tool and decision tree we've created to campus units in phase one of the implementation (SOM; VCR; School of Law; School of Public Health; Workforce Strategy, Equity, and Engagement; School of Education; Central Finance and Operations).
 - iii. The College is in phase two of the implementation and more information will be shared about the rollout in our area in the months ahead.
- e. HR Early Impact – The College is in Cohort # 2. Cohort 1 kicks off in early March. We will have more information to share soon about the process, resources, roles and responsibilities for hiring EHRA and SHRA (non-faculty) positions. The departments who have participated in this pilot have cut down their hiring timelines from more than 100 days to 45 days. Tips for hiring managers: You can phone screen applicants as soon as the position is posted. You may also schedule time for the interview committee to review the applicants before the position end date.

Trainings and Updates:

The Research Administration positions do not yet have an appropriate classification in the Career Banding system. This is a campus wide issue. Further discussion about this topic is on-going at the campus and system level.

PI Dashboard – The PI Dashboard is not working well due to interpretation issues. This issue will be discussed during the next OHSR meeting.

Diversity Training - If you would like to receive additional information about diversity resources, please reach out to Sabrina Burmeister or reach out to your diversity liaison by following this link: <https://college.unc.edu/diversity/diversity-liaisons/>

Training – For basic training on pre and post award grants, please visit the OHSR website. You may also reach out to Betty Morgan for further guidance:

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