



College of Arts & Sciences Managers' Meeting

Wednesday, August 19, 2020

10:30 a.m. – 12:00

Via Zoom

[Zoom Recording](#)

Welcome – Roseanda Hall, Senior Director, HR Shared Services

New Graduate Student Award Template – Marie Fholer, Dean's Office

[New Graduate Student Template](#)

Standard Offer Letter for Graduate Students – The college has been working with several departments to refine and create a letter for college wide use. The main goal is to lay out the stipend for each semester, as well as the benefits that come with each package. The letter will also include a copy of the graduate student contract conditions of appointment, and if the department would like, a letter from the graduate advisor or a welcome letter from the department chair. The letter also will include language about enclosures, a contract or conditions of employment that outlines specific things that the graduate student must adhere.

Graduate Research Assistant Contract – This contract will cover the time commitment, expectations for the student from the advisor, educational developmental educational responsibilities, the responsibilities of the research dictator, the responsibilities of the GRA, and the conditions for Student Employment. Tuition and mandatory student fees are also included, as well as instructions for the graduate student to set up direct deposit and health insurance. The contract also is very clear that the tenure of the assistantship is all contingent on good academic standing. It closes with the mission statement for diversity and the commitment to graduate student training and some useful links for the students should any problems with the department arise.

Gradstar Overview – Beverly Wyrick, Director of Finance & Administration, Grad School

[GradStar PowerPoint Presentation](#)

GradStar – A system, part of Connect Carolina, used to provide and report all non-service funding to a student while they are in attendance at the university. It is imperative that all of the units are involved and depend on each other to make sure everything gets done – entering student awards, scholarships to student aid, making sure that the financial aid rules are being followed. All of the campus units across the university enter files from HR/Payroll into GradStar, then Campus Users enter awards for non-service, tuition and fees into the system. A journal is created routed through the CBM for a budget check and posted by Acct Services to the general ledger. The awards are then sent to Scholarship and Student Aid for Review and federal aid is adjusted for students receiving GradStar awards. Scholarships and Student Aid reviewed and adjusts the awards and disburses them to the Cashiers Office, who then applies funding, including federal aid to all outstanding charges on student accounts and issues refunds if needed.

Funding of Mandatory Graduate Student Fees – Implementation Plan for the State Funded students will be as follows – for the 2019-2020 academic year, the Provost paid 100%. For the 2020-2021 academic year, the Provost will cover 50% and the Grad School and Campus Unit will cover 25%. Moving forward from the 2021-2022 academic year, the Provost and the Graduate School will cover 25% and the respective department will cover 50%. Implementation Plan for Non-State funded students is as follows – beginning in the 2019-2020 academic year, the source of the stipend will cover all fees for qualified students. Grants will be charged allowable fees only as designated by OSR. Campus units must pay unallowable fees from non-grant sources. For a full list of allowable fees on grants, please refer to this [list](#).

Dates and Deadlines

July 30th – Eligibility Selection Page available.

August 3rd – Maintenance page available for award entry.

August 5th – Cancellation Date – must have awards entered in GradStar by this date OR ensure students' bills are deferred to avoid cancellation of student's classes.

September 9th – Last day to enter SPRING 2020 awards

September 30th – GradStar closed for tuition and fee award processing.

Finance Announcements – Elizabeth Bakanic, Associate Dean for Finance & Budget Mgmt.

Expenditures and COVID Surveys– Expenditure guidelines have been released, so please refer the to the email, as well as the link in the Teams chat. Occasional updates will be made to the guidelines, so please refer back to it anytime you have any questions. If there is any feedback on the guidelines, please reach out to your budget analyst. There have been no new updates regarding the COVID survey, so please hold onto your submissions for the meantime.

Review of Communication Device Stipends – There have been some inconsistencies and how the stipends have been applied across the College, so Ashante will be leading a review and reaching out to all the departments about who is receiving them and looking for a better understanding of their job duties and the justification for the funds.

HR Announcements – Ashante Diallo, Associate Dean for Human Resources

[Updated Form I-9 Guidance During Coronavirus \(COVID-19\) Pandemic](#)

[EHRA Overload Request Form](#)

[Expected End Date Report Presentation](#)

Overload Form – Effective immediately, please use the new [Overload Request Form](#) to request payment of activities for non-permanent activities that are outside the normal scope of duties and responsibilities. Please remember that all requests should be submitted and approved prior to the start of any activity. Please visit the Academic Personnel website for more information related to the [Overload Policy for EHRA Employees](#).

Expired End Dates – It is extremely important to manage all expected end dates for employees to avoid under and/or overpayments and to remain in compliance. Although the HR Business Partners serve as a reminder to you by sending expected end date reports, it's important that Department Managers assist their Chairs with managing appointments by running an Expected End Report through InfoPorte both consistently and timely. The attached End Date Report instructions can be used to assist you and it can also be found on the [CASBO website](#) under the [Manager Toolkit](#).

Updated Form I-9 Guidance during COVID-19 Pandemic – As a follow-up to the communication on July 22, 2020, the Department of Homeland Security (DHS) announced late today that it has extended the current interim procedures and remote verification option for employees *who are working remotely* until **September 19, 2020**.

Following, is a reminder of the options that are available for completion of Form I-9 based on the following new employee hire dates: **between** March 16 and July 21, 2020; and **on or after** July 22, 2020. In addition, updated guidance regarding the Section 3 reverification process is attached.

For general Form I-9 information and COVID-related resources, refer to the [Form I-9 Information for Departments webpage](#). If you should have any questions about the I-9 process during the coronavirus (COVID-19) outbreak, please contact the OHR I-9 unit at (919) 962-0985 or eevquestions@listserv.unc.edu.

The Next Managers' Meeting will be on September 9th, 2020.