



## College of Arts & Sciences Managers' Meeting

Wednesday, February 12, 2020

10:30 a.m. – 12:00 p.m.

Toy Lounge, Dey Hall

**Welcome** – Ashante Diallo, Associate Dean for Human Resources

**Multistate Tax Review Compliance and Review** – Walter Miller, Director of Payroll Services

Stephanie May, Payroll Tax Accountant & Elana Jones, Multistate Payroll Tax Accountant

**Subject:** Multistate Tax Review- College of Arts & Sciences

As you are aware, payroll Services conducts a periodic review with campus partners to identify all employees working in states other than North Carolina. We are asking that you and your departments take a moment to consider any employees you pay wages to who work in a state that is not North Carolina, and then provide that information back to us. For this particular review, we are only focusing on those who work within the U.S. and its territories and not those who work outside of the U.S.

### **Instructions to complete your review and response:**

**Notify Payroll Services about any previously identified out of state employees who now work in NC.** On the first tab (labeled “Identified”) of attached spreadsheet, please see those who have already been identified to Payroll Services as working outside of NC. If any of these employees have since changed to working in NC, please complete the attached “Notice of Employee Working Outside NC” form (hereafter called Notice form) to indicate their work location is in NC.

**Notify us of any employees working outside of North Carolina who have not yet been identified to Payroll Services.** For anyone who works outside of NC but has not yet been identified to Payroll, please complete the Notice form for each employee and submit to Payroll Services. For this review, you do not need to include any attachments requested on page 2 of the Notice form. We will send the necessary forms to the employee for completion. On the second tab (labeled “Possible”) of the attached

spreadsheet, you will find some of the employees in your area who have out of state addresses which *may or may not* be indicative of possible out of state employees. Keep in mind that this list is not exhaustive, may have false positives (relocated employees who haven't updated their addresses to NC), and may also not include those working out of state (those who have an NC home address but work out of state). These are simply *possible* cases.

**If your area has no updates or changes to report, please simply reply stating as much so we know your review was completed with no changes.**

**Please have all forms and updates submitted to Payroll Services via [MultistateTax@unc.edu](mailto:MultistateTax@unc.edu) by February 28, 2020.** Any related questions or concerns may also be sent to [MultistateTax@unc.edu](mailto:MultistateTax@unc.edu).

Please note that scanned and emailed Notice forms are acceptable.

By properly reporting employees who work outside of North Carolina in a timely manner, you help ensure that your employees are taxed correctly so they do not have problems at tax filing time. Furthermore, it maintains compliance integrity of the University and your department(s).

**College Dashboard** – Andy Lang, Associate Dean for Information Technology and Data Analytics

**College Data Portal** – A refresh of the Arts and Sciences Reporting Tool, with built on components. The purpose of this is to provide department chairs and managers with data that can help inform decision making, as well as intending to provide a common frame of reference between the departments and the Dean's Office.

Aimed towards Department Chairs and Managers, but access can be provided towards other based on request and need. There are two access levels built in; one for managers, which has access to everything and the other level which allows for only some data to be viewed and filters out more sensitive information such as salary or faculty history. More granular access levels are being considered so that more specific use cases can be addressed.

**collegedata.unc.edu** – Sign in with your Onyen and Duo.

This is a work in progress, so suggestions and questions/concerns are welcomed as the site is built and expanded.

**Finance Announcements** – Elizabeth Bakanic, Associate Dean for Finance and Budget Management

**Instructional Budget Care Process** is going on right now and is due by the end of the day on Friday, February 28<sup>th</sup>. All transfers need to be processed by then. Reach out to your Budget Analyst with any questions.

**Salary Savings Help** Sessions on February 20<sup>th</sup> in the CAS Business Operations Office

**HR Announcements:** Ashante Diallo, Associate Dean for Human Resources

The March Lunch & Learn will be on **Thursday, March 5<sup>th</sup>, 12-1 p.m. in Toy Lounge** and will be on **SHRA & EHRA NF Performance Management Process**. Please be reminded that all performance reviews must be reviewed and signed by the “second line supervisor” **BEFORE** meeting with the employee.

**REMINDER:**

**Nominations for Research & Study Assignments for the 2020-21 AY** were due to Janet & Teresa by the end of January. The nominations should be emailed via PDF and reminder emails went out to 13 delinquent departments.

**New Hire Dossiers** – The deadline for dossiers for *new tenured and tenure track* July 1, 2020 hires is due no later than February 18<sup>th</sup>. If you know that you have a hire and you will not meet this deadline, please contact Janet & Teresa immediately.

**Overpayments & Manual Check Requests** – There seems to be a rise in both employees being overpaid or manual checks requested for employees that were either not hired in a timely manner or whereby an employee’s compensation was not accurately updated. Both of these request are extremely taxing on both internal and external colleagues and very inconvenient to employees, especially students.

**Rapid Admin Service Request System (RASR) Pilot** - Kicked off with two information session on February 3 & 4<sup>th</sup>, with the following departments. After the pilot phase, we will begin to transition additional departments on a rolling schedule.

- Carolina Public Humanities
- CURS
- Economics
- Geological Sciences
- History
- Music
- Political Science.
- Romance Studies
- Study Abroad

As a reminder, this pilot is only related to requests that are submitted in shared services (HR & Accounting Services) and does not cover other requests that are sent to the Dean's office such as Faculty reviews and promotions; overloads, position authorization requests, etc. After final implementation for shared services requests, we will identify additional processes that can be routed through the RASR system.

**Next Managers' Meeting: Wednesday, March 11<sup>th</sup>, from 10:30am to 12pm**