

Arts & Sciences Accounting Services Meeting Minutes

May 8, 2013

Dean's Office: Laurie Textor, Laura Yurco, Ashante Diallo, Ed Payne, Sabrina Flowers, Kristen Beattie

Speakers Laurie Textor
Assistant Dean for HR

Ashante Diallo
HR Consultant

Laura Yurco
Budget Analyst

HR Announcements

- Laurie Textor is the new Assistant Dean for Human Resources
- SPA Recruitment
 - The paper Salary Recommendation Form is no longer required, simply enter it in PeopleAdmin
 - Verify hiring amounts with the hiring supervisor and department heads before submitting the workflow
 - You still need to use the paper form for other SPA salary adjustments
- EPA Web Actions (effective July 1, 2013)
 - OHR and the Academic Personnel Office need EPA Web actions by the 15th of each month in order to be processed in time for monthly payroll.
 - July 1 actions should be submitted to the Dean's Office 45 days in advance.
- Background Checks
 - Pre-employment criminal conviction checks for prospective faculty appointees need to be completed no more than 60 days prior to the date of appointment. This is a change from the old rule that makes a background check void after more than 30 days have elapsed.
 - Credentials Verification
 - Effective July 1, 2013: there will be education credential verification for all EPA faculty and non-faculty personnel and they will begin conducting regular background check audits.
 - Departments are expected to conduct credential verifications through July 1.

- Faculty Leave Notification Form: use updated form on the Academic Personnel site.
- Post-tenure Review reports: Due to the Dean's Office by May 31st.
- State Health Plan Open Enrollment: First of two open enrollments this year is May 20-31 for period July-December. In October there will be the second open enrollment.
 - Look for details to come about changes to the plans
- Chair's Letters: BE SPECIFIC! Give full details about faculty vote ranks, state additional duties, courses, etc.

**Finance
Announcements**

- Ryan Greenway's official last day is May 21st – Send questions/concerns to Laura Yurco (SS/NS) and Sabrina Flowers (FAHM/UE)
- Spend State funds (see attached fiscal year-end deadlines)
- Send faculty search reimbursements to Ed Payne by May 15th
- Move charges off E&T Fee accounts
- Contact your Budget Analyst about outstanding commitment concerns
- Ed Payne will be in touch about CCI New Hire Faculty computers

**General
Announcements**

- Memorial Day Holiday: Monday, May 27th
- The last HR Facilitators meeting was held last month
- There will be extra clarification to come about any questions about the HR announcements
- See the Business Operations organizational chart on our intranet: <http://collegeintranet.web.unc.edu/files/2012/02/Business-Operations-Org-Chart1.pdf>
- Contact Collette for Business Center questions/concerns

Next Meetings: June 12 CAS Account Services Staff Meeting
 July 10 CAS Managers' Meeting
 Aug. 14 CAS Student Services Staff Meeting

Location: Toy Lounge, Dey Hall