



## College of Arts & Sciences Managers' Meeting

Wednesday, February 8<sup>th</sup>, 2023

10:30 a.m. – 12:00 p.m.

### [Zoom Recording](#)

**Welcome:** Joe Daley, Senior Director of Finance

**Guest Speaker:** Amanda Chang, Director of Operations, Office of Sponsored Programs

**Topic:** RAM Reports Preview

### [Presentation Slide Show](#)

#### **Background and general info**

- Developed by the Office of Sponsored Programs and ITS
- The ultimate goal is to function as a “one-stop shop” for managing sponsored project financials
- Retrieves data nightly from both ConnectCarolina and RAMSeS
  - What you see in RAM Reports is what was posted the previous day.

#### **Key functionality [\(2:06\)](#)**

- Anything blue is hyperlinked.
- You can toggle between pages.
- You can get detailed expense transactions.
- Excel downloads are available.
  - Efforts are underway to enhance the excel download functionality

#### **Demo RAM Reports [\(11:48\)](#)**

#### **Q&A and Resources [\(18:02\)](#)**

#### **Contact OSP**

Main Inbox	<u><a href="mailto:sponsoredprograms@unc.edu">sponsoredprograms@unc.edu</a></u>
Billing/ Invoicing	<u><a href="mailto:ospbilling@unc.edu">ospbilling@unc.edu</a></u>
Final Invention Statements	<u><a href="mailto:ospreporting@unc.edu">ospreporting@unc.edu</a></u>
Outgoing Subagreements	<u><a href="mailto:ospsubs@unc.edu">ospsubs@unc.edu</a></u>
Contracting	<u><a href="mailto:ospcontracting@unc.edu">ospcontracting@unc.edu</a></u>
Communications	<u><a href="mailto:ospcommunications@unc.edu">ospcommunications@unc.edu</a></u>
Trainings	<u><a href="mailto:osptraining@unc.edu">osptraining@unc.edu</a></u>

**Finance Announcements:** Elizabeth Bakanic, Associate Dean for Finance & Budget Management

**Announcement: Director of Research Administration position has been posted**

CASBO has posted the [Director of Research position](#) that will provide research and pre- and post-award support to the college. This position will help fill the gaps in providing support for departments in those areas, as well as more organization around grant administration. If you or anybody you know may be interested, please encourage them to apply. Experience with university grants, particularly UNC grants, is preferred.

**Announcement: Recurring E&T fund decisions should be delivered soon**

E&T recurring decisions on what was funded should be delivered in a few days for some divisions, and the rest of the divisions should receive the decisions early next week.

One-time E&T requests should have been received already. If you believe there was a mistake, reach out to your Budget Analyst.

**Reminder: 1 ½ weeks until Business Manager deadline on Instructional Workload**

An IWL Quick Reference Guide, a PowerPoint presentation from 2/1/2023, and a system demonstration are all available on the CASBO website under [Resources by Topic](#) > Instructional Workload.

There is about a week and a half left until the initial manager deadline, and 2 and a half weeks until the chair deadline. If you run into any issues or questions, reach out to your Budget Analyst.

**Announcement: Sharon Cullipher has joined the CASBO team**

Sharon has joined our team in the newly created Senior Accountant role and has been working on high level accounting tasks. She will be transitioning to actively managing cash on trust funds, as well as deactivating sources.

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

**Reminder: Total WellBeing & Wellness Days**

- The [Total WellBeing Expo 2023](#) is on March 15 from 11am to 2pm.
- Student Wellness days are February 12<sup>th</sup> and 13<sup>th</sup>- no classes held
  - The Dean's Office staff has been encouraged to clear meetings off of schedules on these days
  - Take it easy on these days, and be sure to take care of your mental health every day.

**Reminder: COVID-19 Booster Incentive leave needs to be used by March 31<sup>st</sup>**

[Here is more information](#) about the incentive leave.

**Announcement: Manual checks and retroactive actions feedback from the central office**

Manual checks should be reserved for those who did not put any time in their TIM, or any other exceptional circumstances. If there is not a financial hardship, it would be better to wait for the next pay period. If there are instances where the employee cannot wait, those are the situations where we would want to use a manual check process.

**Announcement: Expected End Date, Overpayments, and Auto Terminations**

Fixed-term faculty with an expected end date do not auto-terminate. There was an uptick of overpayments. They have to either be terminated or put on a short work break as the chair is figuring out next steps. Sending out index reports are a courtesy, and business managers need to be proactive in communicating termination, re-appointment, etc.

**Announcement: TIM Upgrade expected soon**

There will be a TIM overhaul coming soon. TIM will look better, it should work better, and TIM support will be easier to communicate.

There will be user testing, so those who have a lot of students in TIM may be asked to help with user testing.

**Announcement: Trainings coming**

**J-1/ ISSS**

Joy is working on an ISSS Lunch & Learn to talk more about the new ISSS portal and J-1s. They want feedback, as they have indicated they are going to be moving other processes onto a portal like this. There has been feedback about how long it takes to go through Science & Security, as well as Export Control.

(Joy) Brian Collier in Science and Security are working hard to deliver and get things turned around back to you. If you have not heard back on something that is pressing, reach out and request they take a look at the case you are working on.

(Joy) Ioana and her staff will come to the Lunch & Learn and give a demonstration of the portal, and have the opportunity to meet the new ISSS rep. Come with questions prepared and watch out for the email coming soon for the Lunch & Learn.

Ashante meets with Ioana once a month, email her with any pressing questions regarding ISSS.

## **I-9**

OHR will be coming to talk about the i-9 process, issues with compliance, and ways to make the process more efficient.

## **HR Bootcamp for Business Managers**

Hopefully in early April, the HR team will be able to hold a training for managers in HR topics, like full position management. The submitted feedback from the last training session was received. If you have additional feedback that was not submitted, please let the HR team know.

## **Announcement: EHRA Conversion**

Ashante has expressed concerns with the conversion for a particular group of managers, and has forwarded concerns to the central HR leadership, but does not have much control over the process. Do what is right for you in this process. The Dean has agreed to include longevity up to the max of the band.

## **Announcement: 2022-2023 Performance Cycle**

Please make sure your goals for the past year are in Carolina Talent so when you are going through the process they are there. There is a new performance management facilitator, and hopefully there will be a Lunch & Learn to cover any changes in the system.

The employee assessment portion will open on March 15<sup>th</sup>.

If there are any issues that you run into with getting into Carolina Talent, be sure to submit a help ticket for help accessing.

## **Announcement: Employment Verification Policy**

### **[New Process for Employment Verification](#)**

“To make the employment verification process more secure and to improve workflow, we have contracted with uConfirm, a leading national provider of employment verification solutions for employers. Transitioning to uConfirm will also help speed up the verification process for our employees and verifiers. Additionally, uConfirm is free to UNC-Chapel Hill and its employees, and the verification process is automated and secure.

Effective Jan. 24, 2022, if your unit receives a request to verify employment and earnings information for a current or former employee, please refer the requester to the **[uConfirm website](#)**.”