



College of Arts & Sciences Managers' Meeting

Wednesday, May 24th, 2023

10:30 a.m. – 12:00 p.m.

[Zoom Recording](#)

Welcome: Roseanda Hall, Senior Director of HR Shared Services

Backbone/Ramses Overview

Guest Speaker: Lori Saddler, Applications Support Analyst, UNC Research

[Informational Worksheet on Backbone Functional Roles](#)

Backbone is the way that roles are assigned to UNC users to other systems like RAMSeS, IRBIS, and more. RASR, however, is a separate management of users and access- this is done directly in RASR. The role manager is responsible for assigning and removing users in Backbone.

FUNCTIONAL ROLES

As many of these processes are time sensitive, it's better to have people in place in functional roles just in case something comes through.

RAMSeS recommended roles for **all** departments:

- IPF (Proposal) Approver
- Project Financial Guarantee Approver
- Closeout submitter
- Closeout approver

IRBIS roles recommended for departments who may have IRBIS studies (i.e., human subjects):

- IRB Submission Reviewer
- IRB Submission Approver

ecrt roles recommended for **all** departments:

- Primary effort coordinator
- Effort Coordinator
- Secondary effort coordinator

Blue roles recommended for all departments:

- Invention disclosure approver

DATA ACCESS ROLES

Data access roles give you the ability to see what is going on, but you do not have the ability to edit or act on anything. These are the “read-only” roles.

- ACAP DATA ACCESS
- RAMSeS DATA ACCESS ROLES
- IRBIS DATA ACCESS
- BLUE DATA ACCESS
- CLINICAL TRIA DATA ACCESS

Finance Announcements: Joe Daley, Senior Director of Finance

Reminder: 2022-2023 Fiscal Year End

Fiscal Year End is here, and we have resources posted on the [CASBO website](#) for those who may need them.

CASBO Website > Resources by Topic > Finance & Accounting > Fiscal Year End

- [2022-2023 Year-End Deadlines](#)
- [2023 Fiscal Year-End Help Session Recording](#)
- [2023 Fiscal Year-End Help Session Presentation](#)

CASBO Website > Resources by Topic > Finance & Accounting > Budgets

- [State Budget Overview](#)

Reminder: Deadlines coming up

Campus Voucher and Requisition Deadline: May 26th

This week on Friday is the campus voucher and requisition deadline. If you need to pay an invoice or get a PO issued this fiscal year, that must be entered before 5 p.m. on Friday. That's a central deadline. Anything entered after 5 p.m. is going to have a 7/1 accounting date and will not happen until next fiscal year.

Non-June PAAT Deadline: June 9th

June 9th is the deadline for non-June PAATs to be submitted and approved through your departments. This will give those in the Dean's Office time to review and approve them for the campus deadline.

Journal Entry Deadline: June 16th

The college has a Journal Entry Deadline of June 16th, as the college needs time to close the college's overall budget. After June 16th, all Journal Entries will route to the Dean's Office. Some Journal Entries that don't touch state funds may be approved, but it is not guaranteed. It is best to have your activities in and approved by June 16th.

Reminder: Trust Fund & Dean's Office Allocation Deficits

Thank you for your help with trust fund deficits, as Central is looking into the deficits on a source-by-source basis. It is important that the Dean's Office knows what is going on, and if you can clear those deficits, to please do so as soon as you can.

Next week, you may be contacted about any deficits, or spending without budget, regarding allocations from the Dean's Office.

HR Announcements: Roseanda Hall

Announcements: Manager Meeting Structure Change Starting in June

The Business Operations Leadership Team (BOLT) have discussed the structure of the Manager's Meetings, and found that a few changes may be helpful in facilitating conversation.

2nd Wednesday: Monthly Manager meetings will shift to a hybrid format starting in June, allowing for both an in-person option at Toy Lounge and a Zoom option.

We will offer refreshments for those who choose to come in-person to the Toy Lounge in June.

4th Wednesday: Check-in meetings will be split by division. The first 30 minutes will be for questions. This portion of the meeting will include your divisional Budget Analyst and HR Consultant. The second 30 minutes will be your AMAC session. Every manager is invited to participate in their appropriate AMAC session.

Announcement: Annual I-9 Preparer Refresher Training

The OHR I-9 unit is providing two Zoom training sessions. These training sessions are mandatory for Form I-9 Preparers. The I-9 preparers can choose which of the below sessions they would like to attend:

Session 1: Thursday, June 8 (10-11:30 a.m.)

Session 2: Wednesday, June 21 (1:30-3 p.m.)

You can register for either session at [this link](#).

Reminder: Remember to make sure there are enough Level 1 Budget Approvers in place

As people are planning for vacation over the summer, be sure to put a Level 1 Budget approver in place in case the current Level 1 Budget Approver is going to be out of the office for a period to ensure no interruption in the approval process. The University policy is to have 3 approvers on any level 1 route.

Reminder: 2023-2024 Performance Management

Everyone should be deep in performance management season. The goals from last year are important to remember to rate for this year. Remember, for this year's review, you will need between 3 to 5 goals. If you have less than 3, look at adding a goal for this cycle. If you have more than 5, look at how you could combine goals or if the goals you have chosen are necessary.

You can still submit appraisals if you have not done so yet. Performance appraisals that were submitted on or before April 30th should have been released back to department managers. Schedule an appointment with your employees to review the performance appraisal, sign it, and return it.

Several probationary employees received a 4th probationary review rather than an annual review. This was corrected, and an annual review was sent to that employee and their manager. These deadlines were extended to early June for some, and late June for others.

Follow the schedule of the task you were assigned. If you think the schedule is incorrect, please submit a help ticket.

If you are unable to make an edit to something you believe you should be able to edit, please submit a help ticket.

Announcement: 7/1 Actions affected

7/1 actions with salary increases are put in a holding pattern while a salary increase decision is being decided in the state budget.

New hires, or actions without salary increases, should not be affected.

UNC Campus Group Report Outs

Chancellor's Staff Advisory Committee

No report

Employee Forum

No report

UNC Staff Assembly

The UNC System Staff Assembly continues to advocate for higher raises as the budget process moves into the final phase.

We are also working with the System Office to receive and look at exit interviews from the 17 campuses so that we can help determine recommendations for retaining staff.

We have decided to wait until the budget passes to continue our work on the Proclamation Regarding Banning Compelled Speech.

It was determined that we wanted to put our energy into advocating for higher wages first and be strategic about when to release the proclamation.