



## College of Arts & Sciences Managers' Meeting

Wednesday, October 11, 2023

10:30 a.m. – 11:30 a.m.

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

**Research Administration Updates:** Andrea Walens, Director of Research Administration

### RESEARCH COMPLIANCE UPDATES

*Research Data Management Core* – Many federal sponsors such as NIH, and NSF are requiring more intensive data management and sharing protocols and are wanting to make sure this is being considered and budgeted for. UNC is getting ahead of the curve on this by creating the Research Data Management Core. Starting November 1<sup>st</sup> there will be a small service fee charged to grants for professional services if the sponsor allows it. If you have any questions on this, please send us an email at [casresearchadmin@unc.edu](mailto:casresearchadmin@unc.edu).

*Research Security Program* – This is still a ways out but there are a few updates to share. This program is being led by COI Officer Joy Bryde and comes from a White House initiative. There will be training rolling out for this over the next year or so. The training will assist with travel, hiring, campus security, and working with international sponsors.

Slides from Andrea's presentation can be found [here](#)

**Accounts Receivable Updates:** Joe Daley, Senior Director of Finance

### BRINGING MONEY INTO THE UNIVERSITY

There are three ways we can bring money into the university cash, check, and electronic funds transfers.

*Cash & Checks* – Transactions from units with smaller volumes are handled by the Shared Services team. If the request is submitted by noon the Shared Services team will have it completed the same day. Units with larger volumes handle their own transactions within the

department. The number of departments processing their own deposits is limited in order to maintain compliance.

*Credit Cards* – State law requires credit card payments be recorded within 24 hours. The person responsible for accounts within each department must undergo yearly compliance training. There is a 3% fee for credit card payments which is charged back to the department.

The Dean's Office is in the process of creating a shared merchant account for smaller departments who don't have enough volume to justify having their own. The Dean's Office will handle compliance and processing deposits for the shared account. There is no fee for labor, the only fees will be any processing fees incurred during the transaction. This should be coming very soon and additional details will be shared in early November.

*Electronic Funds Transfers* – This option has existed for a while but doesn't see much use. This is the preferred way to receive large deposits due to being more secure. To begin an electronics funds transfer email Cash Management at [cash\\_management@unc.edu](mailto:cash_management@unc.edu) with the fund-source, wire instructions, anticipated amount, and vendor name. Once this is received Cash Management will process the deposit to the provided chartfield string.

Sharon Cullipher is undergoing a project to identify all restricted accounts and get them converted over to unrestricted accounts. Departments should expect to hear from Sharon in the upcoming weeks as this is being worked on.

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

Elizabeth thanked everyone for their work on pushing out the new Instructional Workload. A few departments still need to get this pushed through and it's very important to get that done as soon as possible. If you have any issues with this, please let us know and work with your budget analyst. There have been some issues with having the correct Instructor of Record listed. This seems to be stemming from instances of co-teaching and student teachers. Please reach out if you run into these issues.

There are early stage talks about having the departments see more money come in from the number of credit hours being taught. Currently an increase in credit hours isn't always being reflected in increased money for the department. This is due to a variety of reasons such as budget, but we are generally advocating for a change to be made. If this change goes through, a decrease in credit hours would lead to a decrease in department funding.

(Kate Henz): Kate doesn't want anyone to worry about a decrease in department funding due to this potential change. The college is large, and any dips can be managed. This change won't be happening soon and any change made will be for the good of the college.

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

### LEGISLATIVE SALARY INCREASES

EHRA and SHRA employees will be receiving salary increases now that the state budget has been passed. Both EHRA and SHRA employees will receive retroactive pay back to July 1<sup>st</sup>. For EHRA this should be on your October paycheck, for SHRA it will be on the November 3<sup>rd</sup> paycheck. This will be a 4% raise based on your salary as of June 30<sup>th</sup>. For SHRA please make sure your check contains retroactive pay from July 1<sup>st</sup> through the paycheck that came before the one received November 3<sup>rd</sup>. This is because the November 3<sup>rd</sup> check will already have the raise included. There will be an additional 3% salary increase coming next year on July 1<sup>st</sup>, 2024. Please contact the Finance department if you have any questions on this.

All retentions but three should have taken the salary increase into account and language addressing this is in the retention letters. The other three should see the adjustment be made after the salary increase takes effect, most likely in October or November. This is only a change in their retention letter, the 4% raise was included in the retention.

### OPEN ENROLLMENT

Reminder to everyone that open enrollment began October 9<sup>th</sup> and runs through October 27<sup>th</sup>. If you have faculty on leave, please send them an email reminding them of the open enrollment period as the 27<sup>th</sup> is a hard deadline.

### FACULTY SALARY GUIDELINES

Salary guidelines have been updated for permanent Tenure & Tenure Track Faculty. We were having issues with offers being extended that were above the maximum range. This was causing issues where some employees were hired at a lower salary and changes had to be made after the fact. A document will be added to the HR website going over the salary ranges.

Fixed Term will also have ranges for each department. We attempted divisional ranges but that isn't working out. We have noticed a lot of incorrect FTE amounts for Fixed Term Faculty. We believe this is due to confusion about how FTE works. Joy will be sending out guidance on this to all managers as well as posting it to our website. Departments with incorrect FTE amounts will need to have this corrected for January and HR will reach out to these departments over the next few months.

### WINTER BREAK

A reminder that Friday, December 29<sup>th</sup> the university will be closed. Employees will either need to use leave on this date or work from home. Employees are strongly encouraged to use leave time instead of working.

## **SHRA Temp Updates: Roseanda Hall, Senior Director of HR Shared Services**

The Office of Human Resources has been phasing in some changes from the State of North Carolina concerning SHRA Temp Employees. Roseanda has sent out an email going over these changes to the affected departments. Temporary employees who were previously subject to the mandatory 31-day break at twelve months will now be subject to this at 11 months. The classification of SHRA Intermittent Employees is going away. This decision comes from the State of North Carolina not from the university. Any intermittent temps can be rehired as regular temps to continue working.

Students who are less than half time will be changed to SHRA Temporary Employees going forward and will be subject to the 31-day break. Departments who received an email from Roseanda should have a letter included in that email that needs to go out to affected students. These students will also need to sign a new Conditions of Employment form.

Previously we shared that any SHRA Temps who held an EHRA appointment would need to be terminated at eleven months. We have found out that this is incorrect and they will only need to take the 31-day break.

The OHR User Group webinar held on Sept. 14<sup>th</sup> can be viewed [here](#) and the presentation slides [here](#).

### **Questions**

(Audience): Previously a student who works both a EHRA and SHRA job could take a break from the EHRA position and continue working at the SHRA position, but now they will have to take the 31-day break once they hit eleven months regardless resulting in a month of lost income.

(Roseanda): Yes, once the student hits eleven months worked they must take the 31-day break. We will reach out to the Grad School to discuss this further as it does seem like an issue. Any developments on this will be communicated.

### **End of meeting**