**College of Arts & Sciences Accounting Services Meeting**

**Wednesday, November 8, 2017**

**10:30 a.m. – 11:30 a.m.**

**Toy Lounge, Dey Hall**

**Federal Work Study Program**

Josh Leonard from the Federal Work Study program presented a PowerPoint on an overview of the program. The presentation can be found [here.](file:///C:\Users\jmonte\Documents\Temp\FWS%20Overview.pdf)

**HR/Finance Announcements**

Lachonya Williams, Associate Dean for HR had the following HR announcements and also presented on the current state of the College’s Classification and Compensation study. Presentation slides can be found [here.](file:///C:\Users\jmonte\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\KN80RI77\2017%20Staffing%20Study_MGRs%20MTG_abridged.pdf)

**HR Lunch & Learns**

November Lunch & Learn will be held on **Monday,** **November 27th** in **205** **Howell Hall** from **12 noon – 1:00pm.** This month’s topic is SHRA and EHRA Non-faculty Recruitment. Don Jones, Employment Consultant, will join us.

If you have ideas for December topics, please share them with your AMAC representative today. We will be sending out a survey for those who attended the fall lunch & learns soon.

**REMINDER: Manager’s Toolkit**

Check out the [Manager’s Toolkit](http://casbo.web.unc.edu/resources/manager-toolkit/) page on the Business Operations website for helpful resources – including handouts from the monthly lunch & learn series.

**REMINDER: Promotion & Tenure Sessions for Tenure Track Junior Faculty**

Dr. Ron Strauss will be presenting the ***Promotion & Tenure*** sessions again this year. Flyer attached.

**Retroactive Action Reports**

OHR will begin sending out reports to schools/divisions to show actions submitted after the effective date. We may be reaching out to departments for actions that are extremely delinquent to respond to OHR inquiry. Fund swaps and lump sum payments will not be included in the report.

**REMINDER: Auto Termination of EHRA Students & EHRA Temps**

Beginning January 2018, all EHRA student and temporary employees with an expected end date that has expired (before Jan 1st) or that is in January will be auto terminated on January 15th (before business hours) unless there is an action either in progress or executed to reappoint or extend their expected end date. This means that you should submit requests to the Business Center to allow time for actions to be submitted by January 14th close of business. We have also been advised that the central offices will no longer “back out” auto terminations or approve manual check requests as a result of inaction.

**REMINDER: SHRA Students & SHRA Temps**

Please remember that all SHRA Students & SHRA temporary employees are auto terminated on the day of their expected end date. This means that an action to either extend or reappoint has to be in progress on or before the expected end date.

**REMINDER: New Fixed Term Hires effective January 1, 2018**

Please submit all recruitment requests and standard order documents for new hires effective January 1st to the Business Center ASAP. Due to the university closing December 25th – January 1st, it is important that background checks are initiated and cleared and 1-9 verifications are completed by December 22nd (prior to the start of the university closings) to ensure compliance and access to university systems.

**REMINDER: Faculty Reviews**

The deadline for submission of dossiers for promotion to Teaching Associate Professor and Teaching Professor were due **November 1st**. If you have any outstanding that you have not yet submitted, please [contact](https://casbo.web.unc.edu/contacts/view-human-resources/) Janet or Teresa.

Dossiers for July 1 promotions are due November 10th. If you have any that may be delayed, again, contact Janet or Teresa.

Please remember to route faculty promotion dossiers using the Faculty tab in Infoporte. As a best practice, you can call Janet or Teresa to make sure the documents have arrived in their inbox for review.

**REMINDER: University Holiday** [**Schedule**](http://hr.unc.edu/benefits/leave-and-holidays/)

Winter Break will be observed Monday – Wednesday, December 25th – 27th. **There will be another mandatory University Closed Day on Thursday, December 28th.** New Year’s Eve and New Year’s Day will be paid holidays Friday, December 29th and Monday, January 1st.

On a University Closed Day, the University is closed and leave must be used. Employees can use vacation leave, bonus leave, or accrued compensatory time. Special arrangements will be made for employees hired just before a Winter Break who have not accrued sufficient leave.

**Finance Announcements**

* **Instructional Workload Update**
  + Thank you for everyone’s hard work getting instructional workload complete and attending the help sessions in time for the Friday, November 3rd deadline! We will be following up with the few outstanding departments if an extension was not requested.
  + Be aware for those that have submitted Chairs should now be reviewing the instructional workload by Friday, November 17th
* **ARP Budget Allocations** 
  + 95% of allocations were made in October
  + An additional adjustment will be submitted today
  + We will be updating the EHRA salary savings report for FY18 with budget per person by month-end (hopefully sooner!)
* **Contract Budget Changes**
  + For sources starting with 46xxxx, with the change to FAST ledger we can now setup expense budget on program 10000
  + All new revenue should now post to expense budget with program 10000
  + All carryover budget should now be posted to expense budget with program 10000
* **Automated Payment Message** 
  + Updated as of November 3rd
  + The automated payment message generated by Disbursement Services has been revamped to address phishing and security concerns.
* **Changing Links**
  + The links that take you to Web applications like Customer Billing Management (CBM) and Bill Presentation are changing.
  + If you access these applications through ConnectCarolina, you won’t notice a change.
  + If you’ve bookmarked these systems outside of ConnectCarolina, though, you will need to delete your bookmarks and recreate them.
* **Carolina Computing Initiative**
  + For faculty being hired January that need computers
  + Joy Montemorano will be reaching out in the coming weeks to get that information from you
* **Startup**
  + The opportunity to make changes to startup allocations is in effect until the end of January
  + Faculty are allowed to request changes to their start-up plans in year one and year two of the start-up package.
  + You can start sending your request for changes to your Budget Analyst now
* **Arts and Sciences Foundation Allocations**
  + Expendable funds posted 10/26/17
  + Endowments payouts will be posting by November month-end