



College of Arts & Sciences Managers' Meeting

Wednesday, January 23

10:30 a.m. – 12:00 p.m.

Toy Lounge, Dey Hall

Welcome and introductions by Lachonya Williams, Associate Dean for Human Resources

HR Announcements by Lachonya Williams, Associate Dean for Human Resources

HR Lunch and Learns

- The January Lunch and Learn will be held on Thursday, January 24th in Toy Lounge, Dey Hall from 12:00 noon – 1:00 pm. This month's topic is the "Employee Assistance Program". The EAP program offers a variety of resources and services to UNC employees and students. A guest from ComPsych* will speak. Some helpful resources include: counseling services for depression and anxiety, workplace concerns, including communication with co-workers and other job stress issues, financial concerns, and grieving the loss of a loved one. If you're unable to make it yourself, please consider sending someone else on your behalf.

*ComPsych Counselors can help with:

- Family issues, including marriage/partner tension, divorce and parenting concerns
- Depression and anxiety
- Workplace concerns, including communication with co-workers and other job stress issues
- Grieving the loss of a loved one
- Managing change and personal stress
- Alcohol and drug dependency issues
- Financial concerns
- Fear and anger associated with health problems
- Domestic violence

Faculty Deadlines

- **March 19th** is the deadline for any updates or changes to the tenure to tenure track. If you cannot meet our deadline, please contact Janet Farrell or Teresa Wilkinson to make sure that you have a plan in place for your submission. Refer to the [ASAC Schedule](#) for additional information.
- **March 22nd** is the deadline for the teaching track promotions. Lachonya discussed the recent changes to the templates for teaching track promotions.

Farrell and Teresa Wilkinson will be sending out the templates to the departments for review and they will make any necessary changes or tweaks. After changes have been made, a deadline will be set for the templates.

Question: Should we use the old forms or the new forms?

Answer (from Lachonya): We've allowed both ways. As long as you're being consistent, we are okay with both templates (while we are in this transition period). Stay tuned!

Provost Office updates – we are working on getting this updated on the website with our standard templates. If you have any questions, please reach out to Janet Farrell or Teresa Wilkinson for further updates about the forms.

Managers' Luncheon on April 17th – Save the Date!

- Please save the date for the Managers' luncheon on Wednesday, April 17th. The CAS manager of the year will be announced during the luncheon. The winner of the award will receive \$500.00 and a plaque. Lachonya is going to reach out to the selected nominees in early March.
- Nomination requirements are as follows:
 - You must be a permanent business administrator department manager.
 - Anyone from the college may submit a nomination.
 - You may nominate your peers.
 - Multiple nominations within one department are acceptable.

Non-Tenure Faculty Promotions:

Question: Is there a policy or template for promoting a part-time non-faculty member? Is this allowed?

Answer: We don't have prescribed policies for non-teaching track faculty. However, please make sure you follow the following guidelines:

- You must clearly articulate how you came to the rational on why he/she is now eligible for a promotion.
- The materials must be reviewed by a committee or the chair of the department.

Procedural Changes:

Tenure clock extensions:

- The Provost office changed the process for tenure clock extensions. Prior to the change, there were two letters and now there is one consolidated PDF form. If you have any tenure clock extensions that are coming up, please send them to the **SADs** with a copy to Janice and Teresa and we'll make sure it gets routed.
 - The tenure clock extension policy information can be found at the following link:
<https://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/faculty-appointments/tenuretenure-track-appointments/extension-of-tenure-clock-probationary-term-of-appointment/>

- The required form that must be completed to initiate the tenure clock extension request can be found at the following link: <https://academicpersonnel.unc.edu/files/2019/01/TENURE-CLOCK-EXTENSION-FORM-VER-1-4-2019.pdf> (This form is also located on the policy page under **documents required.**)
- Beginning July 1st, 2019, supervisors of EHRA non-faculty employees will be required to complete a Performance Goals document for permanent EHRA NF employees. The document will require 3-5 individual goals, and it includes space for a development plan. The New Employment (EHRA Non-Faculty) website has not updated yet. We will notify the college once these forms are posted on the website.
- For positions posted for the University, there is now a feature on our employment website where prospective applicants can subscribe to jobs based on tagged interests. Once subscribed, the applicant will receive alerts when new jobs are posted on the UNC employment website. This feature also applies to faculty positions. https://unc.peopleadmin.com/interest_cards
- Reminder: EHRA auto term process
 - Beginning on February 1st, 2019 the auto term process will run daily from February 1st to the 14th. If a student has an end date in the month and there is no action in progress, the individual will be automatically terminated.
 - If someone is accidentally automatically terminated and you did not intend that action, you can submit a request to the Business Systems Help Desk to have the termination reversed. **Please do not rehire someone unless there is a break in service.**
 - Please ensure that your department is running your auto term reports. Our HR business partners will continue to send you the end date reports as a courtesy. This is a collaborative effort.
 - Please remember to use the Return from Work Break (RWB) with EHRA Student Reappointment (GSR) when reappointing EHRA students for spring semester that are currently on Short Work Break.
 - If you have any questions or concerns, please reach out to Ashante Diallo, Senior Director, Human Resources Shared Services.
- Benefit elections from open enrollment went live this month. Please check in with your employees to ensure that their deductions were accurately taken out of their paystubs.
- If an employee did not receive their insurance card, please route them to the State Health Plan website to print out their benefits summary or contact OHSR benefits. If you have not received your card in the mail, SHP has recommended that you wait until March to order a reprint of your card. If you have additional questions about benefits, please reach out to our new benefits consultant, Shaunna Carlton, shaunna_carlton@unc.edu.
- W-2's are available through self-service in ConnectCarolina. If you opted for a paper copy, you should receive it by the end of January. Once an announcement has been made, the W2 hard copies will be available for pickup at the South Building. Please send an appropriate department representative to pick up your W-2 form. As a reminder, a signature will be needed to ensure your W-2 form was routed appropriately.
- Inactive employees must sign up for a guest ID through self-service in order to access their online W-2. The paper copy W-2 forms will be mailed to the address that was on file with payroll services.

You may find additional information by visiting this link: <https://help.unc.edu/help/onyens-guest-ids/>

- The Dean's office will be reaching out to departments to gather information about how you manage your graduate student's employees in terms of pay and job duties. Our HR Business Partners will be reaching out to get more information shortly. If you have any questions, please contact Lachonya and Ashante. Stay tuned!

Further information about graduate students request for information and student awards from Kate Henz, Senior Associate Dean for Operations and Strategy

- Triple Ideas courses- This will be a huge component of general education and will be required for all undergraduate students. Once implemented, this will include around 250 students and will involve TA roles. We expect to have at least 30 courses overall and 20 courses offered each year. All departments will be impacted in one way or another with triple I. The main goal of us reaching out is because we need to achieve a better understanding about TA roles and support, department expectations and how much compensation is needed. AMAC has been a huge support with this initiative.
- Kevin M. Guskiewicz, Dean of the College of Arts and Sciences, has been very successful with raising money for our graduate students. There are numerous funds that will be renewed this year for graduate student top-ups.
- Some issues we've seen recently is figuring out the best way to process these awards. As you know, the funding follows sorts, so depending on how you process these you might be responsible for tuition or health insurance. The ultimate goal is to find the most appropriate way for our graduate students to receive the full top-up amount.
- Best practices for Awards:
 - Awards can be used as a recruitment tool, travel or expenses. Every chair has various needs and will structure the way funds are used differently.
 - Summer Awards – You can only process an award in grad star for a student in the summer if he/she is an enrolled student in the summer. However, you may still process a summer award without them being enrolled.
 - Awards should be competitive and should be given to the top candidate. Awards can also be used for expenses. Kenan Trust must be spent by July 1st.
 - Colby (recruitment) is a \$5,000.00 award that allows a student to use it over 5 years. If your top candidate declines, you may offer it to the next candidate.
 - All awards have different rules and are structured differently.
 - These awards are for temporary employees, so the student will receive a 1099, 198T and a W2. Lachonya will check with Walter Miller in Payroll Services for clarification.
- For the few departments who received awards this year, Kate will be in touch to discuss options and ideas related to the awards they received. Some awards will not carry over into the FY year. Due dates will be enforced next time for stewardship reasons.
- Kate thanked everyone for their patience on this. If you have questions about the graduate student processing, please call us and/or reach out to your colleagues.

Finance Announcements: Mark Richardson, Senior Director of Accounting Services

Important dates/reminders:

- The Institutional and Investment report is due on **Monday, January 28, 2019** to your Budget Analyst. If you have any questions, please reach out to your budget analyst directly. This is a critical data piece for UNC Chapel Hill.
- Startup relocation requests are due to your budget analyst on **Thursday, January 31st**.

Q: Can faculty use their startup funds for course buy outs?

A: No

- Salary savings transfers are due by **Friday, February 22nd**.

Mileage Reimbursement Update

- Effective Jan. 1, 2019, the allowable business standard mileage rate is
 - **58 cents per mile** when using a personal vehicle for round trips under 100 miles
 - **33 cents per mile** for round trips that exceed 100 miles.
 - As always, university travelers are encouraged to use a State-owned vehicle or vehicle leased through a State contract for university business.
 - For more information, including charts and Q & As, see the [January 9 memo](#).

Daily P-Card Posting Coming February 1

- P-Card transactions will soon be posted daily in General Ledger and InfoPorte.
- This daily posting change should provide Works users with more timely account balance information throughout the month and allow for more accurate account budgeting.
- The deadline to sign off on your P-Card transactions is still the 20th day of each month for charges posted in Works by the 15th. Transactions not reconciled and signed off by COB on the 20th will still process and post to the default chartfield string in ConnectCarolina at the end of the month. However, Works users are still required to attach receipts, reconcile and sign off within Works even after the transactions post without reconciliation and sign-off. Campus correcting journal entries can be submitted to reclassify these P-Card transactions to appropriate chartfield strings in ConnectCarolina.

Get Ready for Amazon Business!

- This Monday, January 28, Amazon Business will be available to all CAS ePro users.
 - We are in phase one of the campus rollout; phases two and three will take place in February and March 2019, respectively.
- Select CAS units have been piloting the new Amazon Business ePro punch-out since late 2019 (Undergrad Education, Psychology, Exercise and Sport Science, History, Dramatic Art, CAS Dean's Office, etc.).
- Additional information from the university's procurement team regarding the rollout will be sent out later this week.
- Please work with your department to make sure everyone is going through the new Amazon portal and existing eProcurement channels - and avoid personal reimbursements through the Amazon website.

Manager Drawings

- \$20 Gift Card to Manager every quarter. 2018 quarter 4 winner is Marie Fholer from the department of Biology!
- \$1K Trust Allocation to Department in June and December. The 2018 June-December department winner is Romance Studies!

Announcement of the next Associate Dean for Finance and Budget Management in the College of Arts & Sciences by Kate Henz, Senior Associate Dean for Operations and Strategy

I am pleased to announce that Manish Kumar will be the next Associate Dean for Finance and Budget Management for the College of Arts & Sciences. He will begin his new position on February 18. Manish comes to us from Rutgers Business School, where he held the position of Associate Dean for Administration and Finance. In this role he served as both Chief Financial Officer and Head of Human Resource and Administration.

Campus Working Group Report Outs:

- Red Tape Committee
 - We are re-grouping our goals and structure during this time.
 - New recruitment is in progress.
 - Reminder: early PID/Onyen Project – our group is still working on this and we are hoping to have this go live by July 1st.
- Employee Forum
 - We would love to have more representation from the college on the forum.
 - To join the forum, you must be elected through the committee. There are 9 divisions and it's based on your position at the University.
 - Nominations take place every year.
 - We are currently working on the restructuring the conditions of adverse weather, as well as offering Carol Folt, UNC chancellor, a lifelong membership to the Employee Forum for her service to UNC.
- Finance Functional Redesign
 - Common themes include: How can we do our jobs better? How the University governs finance, travel, reporting, data, and the management of chartfield strings.
 - There are high level individuals in this group which helps with structure, decisions, and ensures that voices are heard.
- HR Functional Redesign
 - What should the future of HR at Carolina be? Who is HR? These are the types of questions and ideas that are discussed.
 - Common themes – governance, better access to data, disconnect about HR functions within the University.
 - Our next meeting will be focused on HR multifunctional design – i.e. performance management.

- Finance Early Impact
 - We are focusing on procurement and how to reduce the need for personal reimbursements from Amazon and other eProcurement vendors.
 - A purchasing decision tree was recently developed to help guide users on how to make better purchasing decisions. We've already piloted this to the Dentistry and Athletics departments and have received good feedback so far.

- HR Early Impact
 - This group is focusing more on core HR areas – candidate attraction, onboarding for EHRA and SHRA through our central HR office, and to the other colleges within the University.
 - We are working on providing information for what's best practice vs what's required.
 - New update for EHRA employees: In the past, we've been previously told that we cannot reach out to anyone until the posting is closed. However, we have recently found out that you can start reaching out to people while the posting is live.

Our Managers' Meeting in February will focus on P-Card processing and will start at 10:00 am instead of 10:30 am. A notice will be sent out at the end of January regarding the time change of February's meeting.