



**College of Arts & Sciences Managers Meeting
Wednesday, September 12, 2018
10:30 a.m. – Noon
Toy Lounge, Dey Hall**

1. Finance Announcements & Initiatives Updates – Jim Klinger

- **Interdepartmental fees and charge deadline approaching:** In accordance with the Campus Interdepartmental Fees & Charges (IF&C) policies and procedures, requests for new interdepartmental fees, revisions to existing interdepartmental fees, and the elimination of interdepartmental fees that will go into effect during Fiscal Year 2019-20 must be submitted to the IF&C Committee no later than **Friday, September 28, 2018**. See 8/31/18 email.
- **No Airgas, ARC-3 and Staples on Thursday or Friday:** Due to pending weather conditions and Adverse Weather Condition 2 (Suspended Operations), Airgas, ARC-3 and Staples will not be making the usual deliveries on Thursday and Friday, Sept. 13-14. Normal operations should resume Monday, Sept. 17, weather permitting. See 9/12/18 email.
- **Updated Forms and Requirements for New and Updated Campus Vendors.** See 9/12/18 email.
 - **1218.1.2f - Direct Deposit Authorization Form for Vendors (ACH Form).** The University now requires payees to receive payments electronically, unless the vendor is a student who does not own a bank account, then a check payment option is available.
 - **1218.1.3f - Vendor Master File Record Data Form (HUB/Historical Underutilized Business Form)*.** The University now requires vendors to document their HUB certification as well as any Federal certification of status, as well as their business size, before conducting business with the university.
 - This form is **not** required for students, visiting students, employees, affiliates, or study subjects.
- **P-card works reconciliation tool to go live this Monday, September 17, after initial delay.** See 8/17/18 email.

2. 2018 Open Enrollment Updates & Overview – Erica Gustin, OHR

3. HR Announcements & Initiatives Updates – Lachonya Williams

- **ASAC Schedule:**

Updated in the Chair's Manual (under Faculty). Please contact Janet Farrell or Teresa Wilkinson with questions.

- **Online W-2:**

In order to receive electronic W-2s ONLY, individuals must opt out of receiving a paper copy via ConnectCarolina Self-Service. See the handout for instructions. Individuals who opt-out prior to January 17th will not receive a paper W-2.

- **Direct Deposit Changes:**

To change account information, employees will need to go in-person to AOB with photo ID.

- **New Employees' directory update:**

Remember to have new employees update their contact information in the campus directory. Otherwise, they may show up on an out of state employee report based on the address that was on their background check.

- **September:**

This month's Dean's Office HR Team Lunch and Learn meeting will focus on "Postdocs." The meeting will be held on Thursday, September 27th in Toy Lounge on the fourth floor of Dey Hall from 12 noon – 1:00pm.