**College of Arts and Sciences Managers’ Meeting Wednesday, September 13, 2017 10:30 am – 12:00 pm Toy Lounge, Dey Hall**

**Speakers**

Andy Lang, Director of OASIS

Nick Siedentop, Curriculum Director, Undergraduate Curricula

Ben Haven, Curriculum Analyst, Undergraduate Curricula

Walter Miller, Director of Payroll Services

Laura Yurco, Senior Director of Budget management

Lachonya Williams, Associate Dean for Human Resources

**Welcome**

**OASIS - Centralized Contacts Website**

Andy Lang, Director of OASIS

Nick Siedentop, Curriculum Director, Undergraduate Curricula

Ben Haven, Curriculum Analyst, Undergraduate Curricula

**2 step sign-on verification**

* Went live on Monday, September 18, 2017.
* To help with access, walk in clinics were held on Friday, September 15, 2017.
* UNC is moving toward applying 2-step verification for access to some services.  This means that in addition to supplying your Onyen password, you will also need to supply a secondary identifier that is generated by a technology called "Duo".  The Duo app is most commonly installed on your cellphone, and it generates the secondary identifier.  For more information on this, please visit help.unc.edu/help/duo.
* Although this is not needed for many services at the moment, it will be needed if you use UNC's VPN to access certain campus resources remotely.
* If you have not yet enrolled in Duo 2-step verification or installed the Duo app on your phone and you would like some assistance doing so, contact OASIS for assistance.

**Centralized & Universal Onboarding Process**

* OASIS is in the early stages of developing a system to streamline the onboarding of employees. The idea is to create a “one-stop-shop” to capture all roles, information and trainings that a new employee will need. Managers would fill out one form and an email will be generated as to what that person will need.
* Also, will create a drop down resource to be able to see what each role will cover.
* Manager input will be sought out for development. The possibility of assembling a focus group from mangers for developing the website was discussed.
* This is a future project as the website development is long and labor intensive.

**Redesigned Paystub** Walter Miller, Director of Payroll Services

Click [here](file:///C:\Users\jmonte\Documents\Paystub%20Presentation%20CAS.pdf) for PowerPoint of presentation.

Beginning in October, the direct deposit paystub will have a new look that provides more information about earnings and deductions, which are frequently requested by employees. Formal notice was sent out on 9/14/17 and managers were asked to communicate the information as well. Here is what to expect with the new-look paystub:

* Nothing about pay is changing – only the way the paystub looks.
* The new paystub will include the information on the current paystub, plus several updates and some additional information:
  + Hours and Earnings – All additional pay beyond base pay will be listed on the paystub. SHRA Non-exempt (hourly) employees will see their hours itemized.
  + Employer-paid benefits – All employer-paid benefits will be listed on the paystub. This new section shows what the employer pays on the employee’s behalf, for example, for employer health care and retirement contributions.  Also in this section are taxable fringe benefits such as employee gifts, prizes and awards, and taxable stipends and allowances.
  + Federal taxable gross – In addition to Total Gross, this section shows your Federal Taxable Gross income, and the year-end total will match box 1 on your W-2.
  + Leave data – This section will include the date the leave is valid through, so that it is easier for you to determine how much leave you have earned and used that year. As always, TIM is the data system of record for leave and should be accessed when questions arise. Paystubs should only be used as reference regarding leave.
* The display location and format of most items on the paystub will be different. The information is accurate but will have a different look.
* A preview of the paystub, an explanation of changes, a paystub changes poster and a continually updated list of frequently asked questions are available online at: <http://go.unc.edu/paystub/>.
* Paystubs issued in October will be in the new format (Oct. 13 and Oct. 27 for biweekly pay dates, and Oct. 31 for monthly pay dates).

The [go.unc.edu/paystub/](http://go.unc.edu/paystub/) webpage provides a preview and explanation of the changes to the paystub. You can also ask your School/Division HR Office for more information or contact [payroll@unc.edu](mailto:payroll@unc.edu).

**Finance Announcements** Laura Yurco

* Dean’s Office Allocation Status
  + Our commitments have transferred and you should be seeing them in your accounts now
  + Refer to the attached handout for details by type of commitments and the budget transfer # as reference. Click [here](file:///\\ad.unc.edu\CAS\Business_Center\Finance%20Resource%20Documents\Dean's%20Office%20Allocation%20Status%20w%20tables%20FY18.pdf) for handout.
  + If you are looking in InfoPorte transactions please refer to the reference fields of the transaction for additional information
  + If you’re unsure what commitments you have coming refer to the Arts and Sciences Report “Commitment Transfers”-details for running reports provided in listserv email on 9/13/17.
  + Any questions please contact your Budget Analyst
* Instructional Workload is coming soon! Stay tuned for more information.
* Fringe Rates
  + New fringe rates have recently been sent out
  + Rates have changed effective 7/1/17
  + EHRA/SHRA Health Insurance has increased to $5,869 from $5,659
  + Retirement Rates have increased
* Reports:
  + Indirect Cost Allocation Report is available in InfoPorte>School Reports
  + We will be providing trainings for Chairs as we have in previous years
  + We plan to also offer a brown bag on the reports in November
* OSR Pre-Audit Approvals
  + Refer to emails sent 8/30/17 and 9/1/17
  + Shift in responsibility
  + Shift in which transactions need pre-audit approval
  + Changes should result in quicker turnaround on payments
* New PI Dashboard
  + Now live!
  + High level view of PI’s grants
  + PI’s automatically receive access based on their role in RAMSES
  + If you need access to be able to see their view you can request it through InfoPorte Access Request, if you have a large number you need access for you can reach out to Joy Montemorano at [jmonte@unc.edu](mailto:jmonte@unc.edu) to ask for an alternative
* Finance Brown Bags
  + Will be starting in October, we have ideas of topics but would love to hear your ideas on items you want to know more about. Please contact Laura Yurco at [laura\_yurco@unc.edu](mailto:laura_yurco@unc.edu) with your ideas.

**Human Resources Announcements** Lachonya Williams

**HR Announcements - 9/13/17**

**College Reminders**

**Training**

* HR Consultants will conduct a lunch & learn on *Understanding the Appointment, Promotion and Tenure (APT) Process and Routing Dossiers* **– Wednesday, September 27th, Toy Lounge, 12 noon – 1:00 p.m.** Faculty review reports will go out to managers and chairs this week.
* Erica Guestin, Benefits Consultant for the College will hold an information session for CAS employees on **Thursday, September 14th in Toy Lounge from 2:00 – 3:00 p.m**. Please email Dianca Sutton at [dianca@email.unc.edu](mailto:dianca@email.unc.edu) if you want to attend.

**OHR Updates**

**State Health Plan’s Open Enrollment**

* Begins September 30th and ends October 31, 2016
* Information will be sent from the State to your home address and from UNC through campus mail
* All UNC employees will access the enrollment portal through the ConnectCarolina self-service, not through the state’s website as indicated in the material with the state
* Everyone must act. Failure to complete the tobacco attestation will result in not receiving the $700 credit
* Erica Guestin, Benefits Consultant for the College will hold an information session for CAS employees on **Thursday, September 14th in Toy Lounge from 2:00 – 3:00 p.m**. Please email Dianca Sutton at [dianca@email.unc.edu](mailto:dianca@email.unc.edu) if you want to attend.

**2017 Holiday Calendar Reminder**

* Mandated university closing the last week of December
* All employees will need to take a personal day on December 28th (vacation, sick, bonus)
* Negative balances can’t be carried over calendar years

**Redesigned New Employee Orientation – SHRA & EHRA Non-Faculty**

* Pilot will be held at the Rizzo Center on September 27th, 8:30 a.m. – 1:00 p.m.
* First redesigned session will be held on October 2nd
* Breakfast and lunch will be provided
* One Card picture will be taken at orientation
* Central OHR will enroll new employees (provided the appropriate hire action is initiated and in their inbox by the Wednesday prior to the start date)
* New@unc.edu

**Learning Management Manager WorkCenter is live!**

* As someone who supervises employees, you can now go to ConnectCarolina to see the classes your employees have taken through the Office of Human Resources (OHR).  You can see all classes employees have taken through OHR as far back as 1991, except for a few classes marked as private, such as Planning for Parental Leave. A communication was sent to all managers this summer but please ensure that other supervisors in your department are aware.

To see the training records, you can use the new Manager WorkCenter link under the HR/Payroll link on the home page of ConnectCarolina.  For details, refer to these instructions:  <https://ccinfo.unc.edu/resource-docs/seeing-training-records-manager-workcenter/>

**ConnectCarolina Updates**

**Terminating EHRA Students on Work Break**

* Beginning in January 2018, any EHRA Student with an expected end date in or before the current month, will be auto terminated on the morning of the 15th of the month if there is no action in progress to extend their current end date or reappoint them. This means that an action should be initiated no later than the close of business on the 14th of every month. If your students are processed by the HR Shared Services, please submit your request in enough time to allow for this deadline.
* In the event an EHRA Student who has been placed on short work break will not return to their appointment, please use the date of notification as the termination effective date rather than back date the termination to when the student was placed on work break. This will reflect there was an intent to return, but then it did not occur. It also ensures a break in service isn’t inadvertently caused if they have another job (thus possibly causing I-9 compliance issues). As a reminder, the termination date cannot be greater than the Expected Job End Date.
* **View an ePAR Correction for Approvers** – Since Connect Carolina went live, the View an ePAR link from the ePAR Home Page has allowed approvers to see actions that they personally approved.  However, the system was designed to allow users to see not only any action that they approved, but also any action that they could have approved.  We have now corrected the View an ePAR link to allow approvers access to any action where they were one of the approvers listed on the action, regardless of whether they personally approved the action
* **W-4 and NC4 Tax Information Access** – The W-4 and NC4 Tax Information page in Self-Service is not available until an employee has a current, active appointment. As such, new and returning employees will not be able to complete their tax forms in advance of their hire effective date.

**General Announcements**

* **Annual Raise Process Update**: The ARP data will be loaded into the system at COB today. There will be some manual intervention required to get the data to show correctly for all employees. That means that things may appear incorrect in Infoporte for a day or two. Please report any discrepancies via Help Ticket **after** Monday, September 18th.
* **Fixed Term Titles** will be updated starting at the end of this week. The exercise was on hold until after the ARP implementation. We will notify departments when the process is complete.
* **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.
* **Mid-cycle reviews**: An interim performance review shall be completed at the midpoint of the performance appraisal cycle: (a) for all employees who received any rating of “Not Meeting Expectations” on their last annual performance appraisal; (b) for all employees who have active disciplinary actions; (c) for other employees, when the manager/supervisor finds it appropriate or necessary to perform an interim review. **These are due by October 31st.** Documentation should be kept in the department’s files.

<http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/performance-management/performance-management-toolkit/>

* **Shared Services Leader**: The university is currently searching for a position (Assistant Vice Chancellor: <https://unc.peopleadmin.com/postings/127108>) to lead the Carolina Service Initiative ([carolinaservice.unc.edu](http://carolinaservice.unc.edu/faq/)). Linc Butler, Associate VC for HR, is chairing the committee. The College Leadership hopes to have the opportunity to meet the candidates.