



## College of Arts & Sciences Managers' Meeting

Wednesday, January 15, 2020

10:30 a.m. – 12:00 p.m.

Toy Lounge, Dey Hall

**Welcome:** Kate Henz, Senior Associate Dean, Operations and Strategy

**Staff Announcements:** We are pleased to announce the following employees have joined the Dean's Office

- Elizabeth Bakanic – Associate Dean for Finance and Budget Management
- Tudor Comaniciu - Administrative Assistant

**Finance Announcements:** Julia Lisuzzo, Senior Director of Accounting Services

**Start-up reallocation process** – Start-up reallocation spreadsheets are due to you Budget Analyst by Friday, February 14<sup>th</sup>, 2020.

- A Start-up A-Z Lunch & Learn will be held on Monday, January 27<sup>th</sup> in 2015 Howell Hall from 12pm to 1pm

Please note changes to the Fine Arts & Humanities and the Social Sciences Divisions' start-up allocations – beginning with new hires on or after July 1, 2019, we will allocate the full 3-year Dean's Office portion at the time of hire (7/1/XX or 1/1/XX). The start-up funds will carryover for the following 2 years giving the faculty member 3 years to spend their start-up. For FY1819 new hires within these two divisions, a reallocation request can be submitted due to the Dean's Office allocations were broken out by year. If you have any questions regarding this new process, please contact your respective Budget Analyst.

- A follow-up e-mail regarding the Start-up reallocation process will be sent out this afternoon

**R&D Expense Reports** – Thank you everyone for your participation in submitting your departmental R&D reports.

- Again, the information you provide here is critically important, as it is one of the few ways universities can compare themselves in a variety of categories (federal funding, industry funding, funding per discipline, etc). We take this survey seriously because it is widely considered to be THE measure by which research universities are compared by the media and think tanks.

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

**Lunch and Learn** – Team leads are meeting to try and make better use of your time by putting together a yearlong Lunch and Learn Schedule, with more representation from the Deans Office.

**2019 W-2s** - Are available for pick up in the College of Arts & Sciences Dean's Office located at **205 South Building** beginning today, Wednesday, January 22<sup>nd</sup>. Please have a department representative pick up during regular business hours (8:00 a.m. – 5:00 p.m.) and distribute to employees.

Employees who opted out of receiving a paper W-2 before January 10, 2020 will not receive a printed copy from Payroll Services but will instead be able to access it solely via ConnectCarolina Self Service. The University requires 2-Step Verification when accessing W-2s. More information is available on the Online Employee Tax Forms webpage: <https://ccinfo.unc.edu/featured-resources/online-employee-tax-forms/>.

Former employees (i.e., retirees or employees in an inactive status) will be able to view their 2019 W-2 using ConnectCarolina Employee Self Service by creating a Guest ID. Former employees also are required to use 2-Step Verification. Instructions are linked from the Online Employee Tax Forms webpage.

The [online W-2 FAQs](#) can help answer many of the frequently asked questions concerning W-2s.

**New Faculty Hires** – All dossiers for new tenure and tenure track hires effective 7/1/2020 must be submitted to Janet and Teresa no later than February 18, 2020. If you have concerns regarding this deadline, please reach out to Janet and Teresa immediately.

**Research & Study Assignments** – RSA nominations should be submitted in PDF form by the end of January to our Faculty Specialists, Janet Farrell ([Janet\\_Farrell@unc.edu](mailto:Janet_Farrell@unc.edu)) and Teresa Wilkinson ([tsmith7@email.unc.edu](mailto:tsmith7@email.unc.edu)).

**New Paid Parental Leave (PPL) Benefit** – Effective January 13, 2020, UNC's new benefit provides **four consecutive weeks** (20 workdays) of paid parental leave that can be used during the **recuperation period** for the birth parent immediately following the birth of a child. It also provides the birth parent and non-birth parent up to **four continuous weeks** of paid **bonding leave** that can be used during the 12 months immediately following the birth, adoption, foster care placement, or other legal placement of a child under the age of 18.

To qualify for PPL, the employee must be a full-time or part-time (working at least 20 hours per week) SHRA or EHRA Non-Faculty employee in a permanent, probationary, or time-limited (benefits-eligible) position. Faculty members on 9 or 12 months of service are not eligible for the PPL benefit as they are already covered under the Faculty Serious Illness, Major Disability, and Parental Leave Policy. [View more information about this policy.](#)

**People Admin** – The current contract with the recruitment system PeopleAdmin will not be renewed and a new vendor Cornerstone will replace it. The system is currently being reviewed and implementation is expected to begin late fall 2020.

**Service Request System Updates:** Roseanda Hall, Senior Director of HR Shared Services & Julia Lisuzzo, Senior Director of Accounting Services

**New tool (RASR) for Service Request** (*rasr.unc.edu*) – New tool for submitting service requests. RASR (Rapid Admin Service Request) is incredibly convenient and will make service requests much easier and more efficient.

It allows for web forms, rather than having to attach paper forms. Forms can be changed and added, routes and fields can be edited and updated as needed. RASR will also allow for custom chartfield selections to be saved and customized for later use, forms can also be duplicated to help with group requests. It will also allow us to get behind the scenes reporting. Best of all, these edits can be done immediately, so no more submitting help tickets and waiting for the changes to be made.

Pilots will begin at the end of the month as the HR and Finance forms and routes are created and finalized. The selected groups will be contacted very shortly and once everything has been ironed out, the rest of the departments will be implemented rapidly in the proceeding weeks until everyone has been incorporated. Current access to these forms will be carried over, so no access request forms will have to be submitted as departments change over.

**Next Manager's Meeting: Wednesday, February 12<sup>th</sup> at 10:30 am to 12:00 pm**