



## College of Arts & Sciences Managers' Meeting

Wednesday, February 14, 2024

10:30 a.m. – 11:30 a.m.

### [Zoom Recording](#)

**Welcome:** Ashante Diallo, Associate Dean of HR

We are happy to announce that we have 3 department managers starting this month. Join us in welcoming J. Brian Entzminger, who will be joining Carolina Public Humanities, Lola Tasar who will be moving from AAAD to Romance Studies, and Sandra Snipes who will be joining Civic Life & Leadership.

The Business Operations office is currently in the process of moving from Hickerson House to the garden level of Steele building. We will be sending out an email in the coming days providing information on our new home.

**Finance Announcements:** Elizabeth Bakanic, Associate Dean of Finance

### INSTRUCTIONAL WORKLOAD

IWL is now open and will take place each semester, in September and in February. The system should be easier to use, and the review process should also be shorter than it was previously. Deadlines have been set in IWL, we have allowed 3 weeks for the department to review and submit, then this will go to the Budget Analysts to review before going to the SAD's. Please provide as much information as you can when completing this as it can only benefit your department. The information entered is used to track workload, position allocation and temp teach allocations. It is very important that accurate information is entered. We have had cases of multiple people being assigned as the PI of a course, which negatively affects the data. Training can be found on the [CASBO finance page](#) and the Budget Analysts will be hosting a drop-in help session via Zoom this Friday from 10:00am – 11:00am. IWL has helped a lot with capturing useful data to inform our decisions and the data only continues to improve. We want to thank everyone who has worked on making IWL a success.

### SUSPENSE CHARGES

Budget Analysts should have reached out to some of you about clearing outstanding suspense charges. Please keep an eye on this, we should not have large amounts of funds sitting in suspense for extended periods of time. If you have any questions on this, please contact your assigned Budget Analyst.

**Manager Training Updates:** Coop Roberts-Cooper, Business Training Manager

### ONBOARDING WORKBOOK

I have been developing a workbook that I wanted to share with everyone. Folks have reached out and commented that it would be useful to see a demonstration of these resources as they are a great refresher for those who haven't reviewed the processes recently. Some people have also modified this workbook for use with training others outside of a manager role, such as accountants or an HR representative. After the demonstration today the onboarding workbook will be uploaded to the department manager Teams group, so everyone has access. Please be sure to save your own copy of the template if you plan to modify it. Tabs have been set up across the bottom of the workbook to divide things such as schedule and trainings. There are examples included in the workbook to show some of the ways it can be used. Assigned trainings are a big part of onboarding for a new business manager. Business managers have to complete a total of 113 various types of trainings, and the comprehensive list included in the onboarding workbook is a great tool to help manage the completion of trainings. There is an Access Links tab included in the workbook that contains a list of the different types of access you may need, with links and notes to the corresponding access link.

I have a few tabs at the end that I am still compiling information for. The reading resources is a great tool for tracking down useful information for new employees. The sites to bookmark tab will also help save folks a lot of time trying to track down every website they need bookmarked. Lastly, I have a tab dedicated to sites that can help with calendar planning. This tab contains links that point to areas where important event dates are posted with useful notes included. If you have any feedback on information that should be included in the workbook, please [email me](#) or reach out on Teams.

**HR Announcements:** Ashante Diallo, Associate Dean of HR

### SHRA BANDS

We do not have an update yet on the upcoming SHRA bands. We have been told that they are on the last level of approval. We have been told that everyone is prepared for the change as soon as we get the go ahead. It is possible that the bands are released first for recruitment and will come later for other uses. We are also hearing late spring to early summer for new EHRA bands and there will be another opportunity to convert for those that are eligible. More information on the conversion process can be found [here](#).

### PERFORMANCE MANAGEMENT

The yearly cycle is coming around and we are planning to be more proactive in helping managers complete their performance reviews this year. It is very important that we make sure all employees are assigned to the correct supervisor. Please let us know if you notice any incorrect supervisor assignments and we will get these errors corrected.

Performance goals are missing from some people in the system, we believe around 100 people do not have goals assigned in the system. Everyone has institutional goals and individual goals. Institutional goals are the same for everyone, but individual goals have to be assigned by supervisors each cycle. We are sending out emails to those who do not have any goals. Each employee should be assigned 3-5 goals a cycle. If you have over 5 goals, look into combining similar goals to get back to 5 or below. We are aiming to have goals assigned to everyone by the end of the month and we are seeing progress on this

already. You have the option to advance a goal from a previous year to the next if it carries over. Please reach out to [Roseanda Hall](#) or your HR Consultant if you have any questions.

### SHRA TEMPORARY POLICIES

At the end of last year, we mentioned some changes to SHRA temporary policies, and we were told that student employees who were no longer full-time students may have to have changes made to their employment status. Emails will go out to inform you if you need to change a student from a student employee to a temporary employee. You will also be informed by email if a student is required by policy to take a 31-day break. These things only have to change if a student drops below full-time status or is no longer a student. It is important to check your student employees who may be nearing the time to take a 31-day break so this can be communicated and planned for.

### TOTAL WELLBEING EXPO

Total Wellbeing Expo 2024 is coming up in March and happens to fall on the same day as the next in-person Managers Meeting. We will be moving the Managers Meeting up 30 minutes to allow folks to go to the meeting and still have time to make it to the expo. They are looking for volunteers for the expo as well if anyone is interested. Everyone that attends will receive a free tee shirt.

### END DATE REPORTS

The time to start running end date reports is here and we recommend that you do not wait until March or April to act on this. If you need any assistance with running end date reports, please reach out to your department's assigned HR staff. Our time has sent our end date reports in the past, but we want everyone to get in the habit of regularly running these reports and engaging your chair on this information. We are finding that the tricky ones to keep track of are our employees that regularly move in and out of pay status.

### LEAVE REQUESTS

Please make sure you are submitting leave requests well before the deadline. This helps our records and to prevent accidental overpayment.

### PHASED RETIREMENT APPLICATIONS

Applications for phased retirement are due this Friday to have these in to OHR. If you can get this submitted quickly, we still have time to get this in before the deadline. Please reach out if you are interested. The application is simple if you are on the fence and want to tentatively prepare it.

### TIM UPGRADE

The new TIM upgrade is still on the way. They have already hosted webinars for TIM administrators and a webinar for TIM managers should be coming very soon. The upgrade was originally planned to go live on March 1<sup>st</sup> but has had a few delays in testing. March 18<sup>th</sup> is the new planned go live date.

## Questions:

**(Audience):** We have had some advisors who were in an SHRA exempt role and some of them converted in the past, but the others still need to convert. We discovered that there is a special band to be used for these conversions but couldn't find any information on them. Will the university be publishing this information?

**(Ashante):** If you create a new SHRA exempt position it uses the same pay bands as the SHRA nonexempt position but will be non-faculty when you create it. The new bands you are referencing will be for walkover positions, but we do not have information on these bands yet.

**(Audience):** Are we confirmed to not be going back on buyouts for stipends for 2024-2025?

**(Ashante):** That is correct the new buyout information is confirmed and should be present in the chair's manual.

**(Audience):** Any advice on how to handle administrative appointments that may be affected by a new rate or course release?

**(Kate Henz):** We are planning to stick to everyone's original contract, and we will change the rate upon contract renewal. Course releases are up to the SAD and department chair. We have not yet standardized these.

**(Audience):** Kate, can you explain what is required for the length of contract for these admin positions?

**(Kate Henz):** We are open to any length of appointment that the chair wants. Some consideration should be considered for length of appointment if it will run into the appointment of the following chair. It should also be noted that if someone has a stipend and goes on FML leave, we must continue to pay the stipend. With a long appointment this could potentially cause you to pay multiple stipends simultaneously.