



College of Arts & Sciences Managers' Meeting

Wednesday, July 10, 2024

10:30 a.m. – 11:30 a.m.

[Zoom Recording](#)

Welcome: Ashante Diallo, Associate Dean for Human Resources

We are very excited to welcome the following new employees to the college:

Department Managers

- **Kayla Fleetwood** – Kayla is the new manager for PWAD and is also a UNC Political Science graduate. She has held student assistant positions in both PWAD and the Center for Student Success.
- **Derek Cain** – Derek is the new manager for Biology. He joins us most recently from UNC Health where he has served since 2010. His most recent position there was as the System Equity and Inclusion Manager.

Embedded Transformation Manager

- **Evan Widney** – Evan joins the college from the Operational Excellence group through an initiative supported by the Dean. Evan will be helping us to improve our HR processes and ensure we are accessible and transparent in our operations. Evan will be with us for several years, and although he is starting his work with the HR department, he may move to assist other groups within the college as needed.

Director of Faculty Administration

- **Evan Pebesma** – Evan comes to us from Duke University where he has a background in academic policy work. He will be working alongside our faculty specialists Janet Farrell and Teresa Wilkinson. We have a wealth of opportunity in this space to grow and are very excited for Evan's contributions to the group.

Student Hires: Adrienne Jeffries, Senior Director of HR Shared Services

With the fall semester quickly approaching, we wanted to share some tips and tricks with you all concerning student hiring.

Hiring:

- All students need a position number
- Vacant student positions are found in Infoporte, under the position tab.
- If there are no vacant student positions, upload the CASBO Create/Update Position RASR request.
- NOTE: Students who are enrolled less than half-time, unenroll, or graduate from the University must be classified as a Regular Temporary employee and must take a 31-day break after 11 months of work.

FTE:

- All students require an FTE.
- While students can have more than one job, they cannot go over 1.0 FTE.
- Students are responsible for knowing how many jobs they have.
- If a student is at 1.0 FTE, one of their positions would need to be reduced in order to hire them.
- International students typically cannot exceed 0.5 FTE.

I-9s:

- Students must complete Form I-9 before they are allowed to work.
- HRBPs can help to determine if an I-9 is needed, or if the student already has an active I-9.

Effective Start/End Dates:

- SHRA student start/end dates can be determined based on departmental need, excluding work study students.
- Work study students start/end dates are shown in the hire email sent from Job X through the Office of Scholarship and Student Aid.
- EHRA Students start/end dates are determined by the Graduate School but can vary based on departmental needs.
- Expected End Date (EED) is the day after the last day worked.
- All students will auto-term unless an ePAR has been submitted for extension, reappointment, or Short Work Break (SWB).
- Run EED reports monthly to determine in advance which students need an extension, reappointment, or SWB.

Extensions/Reappointments/Short Work Break

- Extensions and reappointment actions must be submitted in advance of the EED.
- SWB allows students to remain active in the system, but they will not be paid.
 - SWB is for EHRA students only. If on SWB, no new I-9, tax forms, or direct deposit are needed for their return.
 - The effective date for a SWB is the first day the student should no longer receive pay.

Pay:

- SHRA Student Assistants and Work Study Students must enter their time in TIM and are paid bi-weekly.
- Managers/supervisors should show students how to enter their time.
- If an SHRA Student Assistant has more than one job, they must transfer their hours in TIM.
- EHRA Students are paid monthly.
- If students are being paid off of a training grant, please reach out to the CAS Research Administration team [here](#) for assistance.

(Audience): We typically hire students per semester with a flat rate. Can we hire them again for the following semester with the same flat rate if our hire dates don't line up exactly with the Graduate School's dates?

(Adrienne): Yes. The dates given from the Graduate School are meant as general guidance. Departments have the ability to adjust these dates to fit their needs. If you adjust these dates, you will need to use the grad stipend calculator to verify they are being paid the correct amount. Please also document these changes in the comments section to avoid the submission being denied.

Attachments

- Click [here](#) for access to the student hiring flow chart.
- Click [here](#) for access to the student hiring tips & tricks document.
- Click [here](#) to access memo concerning graduate student hires.

Finance Announcements: Elizabeth Bakanic, Associate Dean of Finance

Instructional Budgets

Instructional budgets are out now and should be visible. We have not yet loaded the additional amounts to cover grad stipend increases. We have just received confirmation that we will be receiving funds to cover these raises and you will see these added on top of your current budgets within the next couple of weeks. Please keep in mind that there are new minimum salaries out for both masters and PHD students.

Trust and F&A Budgets

Trust and F&A budgets have not been loaded yet. Once campus has closed out last year's budget and completed allocations for this year, we will have them available.

LSI

Emails went out this week confirming that the 3% LSI increase will be included in July paychecks. A fund swap may be needed for those on professional or ICL leave. Please note any faculty that entered phased retirement this year are not eligible for LSI. This is a system office rule for first year phased retirees. We will have more guidance to share on this in August.

Program Codes for New Faculty Hires

Several program codes have been loaded in the system for new faculty hires. A list of the new codes was shared on the CAS Managers Teams group by Heather Yousef. We will share another list of codes once July lockout is complete.

Facilities Updates: Powell Marshall, Director of Facilities Shared Services

New Facilities Coordinator

Introducing Mel Kegley, who started with us on July 1st and is our new facilities coordinator. Mel will be handling the northwest side of campus. Mel comes to us from Virginia Tech University where she was a laboratory manager for nearly 14 years.

HR Announcements: Ashante Diallo, Associate Dean for Human Resources

Help Portal Update

Earlier this week, an update was pushed out to help.unc.edu which redesigned the site to make resources and services easier to find. A guide can be found [here](#) that explains how to access HR and payroll services on the new help site and add them to your favorites. Adding items to favorites is a new feature with this update.

July Payroll Lockout

Payroll lockout for July is on Tuesday the 23rd. Please submit items as quickly as possible if you are in shared services. If you are running low on time, remember to prioritize items that affect pay first.

Faculty Retentions

There are still some faculty retention base salary increases waiting for approval. We will be reaching out to those who are impacted and their department chair to provide an update. LSI will be applied retroactively to 7/1 after approval has been received for those affected.

Access for Chairs

Department Chairs automatically receive access to CAT, Tableau and Infoporte with no requests needed. If your chair would like any additional access, please email Joy Montemorano [here](#).

Faculty Orientation

New faculty orientation will be held from 8:00am – 4:00pm on August 16th in Greenlaw 101. This is specifically for faculty and not to be confused with standard new employee orientation.

Benefit Enrollment

Benefits Enrollment will be taking place from September 30th – October 25th. An email will be sent out later this week detailing the enrollment process and any changes for this year.

Employee Appreciation Day

Employee Appreciation Day will be held on Friday, October 18th from 10:00am – 2:00pm this year. The event will be held at the Pit and Carolina Union.

Manager Appreciation Retreat

Business Operations leadership is planning a half day retreat to be held on October 3rd for managers. Department managers should have received a save the date for this event. We will be incorporating our “Manager of the Year” award into the event as well as lunch and activities. More details will be coming soon.

SHRA to EHRA Conversions

Conversions have been put on hold until the Systems Office have finalized the new EHRA pay bands. We are anticipating conversions to be available again in the spring of 2025. We will continue to provide updates on the status of conversions as we receive them.

Questions:

(Audience): When calculating July summer salary, do we include the 3% LSI?

(Ashante): We are going to reach out to the payroll department for clarification on this and will share it once we have a response.

END OF MEETING