Arts & Sciences Managers’ Meeting Minutes
September 10, 2014

Speakers
Lachonya Williams
Assistant Dean, Human Resources

Laura Yurco
Assistant Dean, Finance

HR Announcements
Faculty:
• Change from Master Lecturer to “Teaching Professor”
  o Effective July 2014
  o Department personnel policies have been updated and sent out by Linda Goldston.
  o Dossiers for promotion to Senior Lecturer or Teaching Professor are due November 5th. Departments with eligible faculty have been notified. They should be submitted in Infoporte.
• Mandatory review reports have been sent to departments. ASAC schedule has been updated in the Chair’s Manual.
• Position Authorizations cannot be sent out until after we have a budget. Departments with carryover requests should contact their HR Consultant regarding re-opening searches.

EPA Recruitments:
Effective October 1st, the university will have shortened minimum posting periods for permanent EPA positions:
• Tenured/Tenure-track faculty – 30 days
• Fixed-term faculty – 14 days
• EPA non-faculty – 14 days

These requirements are reflected in calendar days. Because of the shortened periods, the EOC office will be less flexible with considering requests for posting periods shorter than noted above. Expect a communication to come from EOC soon.

EPA NF Positions:
In preparation for the conversion to ConnectCarolina, the Office of Human Resources EPA Non-faculty Office has asked that we emphasize the requirement to have at least four principal functions when creating or modifying EPA non-faculty positions. (See 8/29 email to Manager Listserv)

Non-faculty annual performance review audit has been pushed back to January 2015.
SPA:
- Bonus leave associated with the LSI was effective 9/1 and should be reflected in TIM. This leave does not expire and it must be paid out at separation.
- Layoff policy now only requires you to look at employees in the same branch and role who are at the competency level of the layoff candidate and below. *For example, if the layoff candidate is a Research Specialist/Journey, only Research Specialists at the Journey and Contributing levels must be included for comparison; Advanced level Research Specialists would not be included for comparison.*
- OHR soon to release new supporting documents for the reviews PM program. Resources will include a profile for setting the ratings and sample work plans.
- Career Banding Pay Bands have been changed to reflect the LSI and to remove the following previously used items: contributing maximum; journey minimum; journey maximum; and advanced minimum.

Background Check Changes:
Beginning September 15th, OHR will do a soft-launch of the electronic background check form. There will be a 90-day period where departments can continue to use the paper form. However, at the end of the transition period, we will only be doing the electronic process. Expect an announcement from OHR soon.

General:
- Open enrollment will begin on October 1st. The NC Flex books will be delayed because they were not planning to print books this year, but we asked for an exception for UNC. **Employees will need to recertify on the wellness initiatives to keep their discounts.**
- Revised rainbow form on the OHR website for non-faculty and SPA positions. APO has a different form on their site for faculty. OHR will send out an instruction sheet for filling in the new form.
- Mandatory EO training for campus to roll out beginning in September:
  - September 22nd – Title IX training
  - January 2015 – EO Laws/Discrimination
  - March 2015 – Harassment
  - Additional training for supervisors.
  - These will be CBTs that take between 5-15 minutes to complete.
  - If users do not complete the training within 30 days of receiving the email, an automated reminder will go out every 7 days for up to 20 months until training is complete.

Dates/Deadlines:
- September 11th – Payroll deadline for EPA actions.
- September 17th – Legacy systems close for processing. They will be open for view only access.
- September 18th – October 1st – Business Center Coker Office closed
Infoporte 101 Training, September 19th 9:30 – 11:30. Contact Jocelyn Brooks (Jocelyn_brooks@unc.edu) for more information.

September 19th – 22nd – Infoporte will be down over the weekend to release a new version that will be compatible with ConnectCarolina.

September 24th – No new recruitments in PeopleAdmin until October 1st.

Q&A:
Q: How should we handle lump sum payments for students through December 31st?
A: Lump sum payments for students will be allowed to continue through December. Effective January 1, 2015, they will no longer be allowed.

Q: Will graduate students be allowed to hold a monthly and bi-weekly (hourly) appointment at the same time?
A: Yes, that is one of the benefits of an integrated system.

Finance Announcements

General:
Commitment allocations have been made, please contact your Budget Analyst with questions. You can review your allocated commitments here: https://asr.oasis.unc.edu/

Dates/Deadlines:

- September 12th & September 19th – Instructional Workload working session, CLSD 135A. Please sign up for training on ABC signup: https://reg.abcsignup.com/ram/ram_main.aspx
- September 15th - Check Requests, Travel, and CABS must be approved by 7pm in order to paid in the current system, if after that date you will need to wait until 10/1 to process these requests in ConnectCarolina
- September 26th - Epro will be cutting off at 5pm; any orders on EPro after that date will need to wait to be submitted in ConnectCarolina 10/1
- September 26th - Instructional Workload due

Connect Carolina Training:
Check for schedule changes on http://ccinfo.unc.edu/

- CBTs
- Webinars
- Classroom training (for College classes) see https://collegeintranet.web.unc.edu/resources/connectcarolina/

Parking Lot Answers:
Answers to questions posted in the ConnectCarolina trainings will be added to the CAS Intranet https://collegeintranet.web.unc.edu/resources/connectcarolina/

Cost-codes and Program codes:
Cost-codes are departmentally created and are due by September 26th to Collette Wilshire. Program codes are Dean’s office managed, send requests to Laura Yurco.
**Makeup Classes:**
We will hold make up classes for some of the trainings the College is providing for finance. We’re not sure yet which classes and when, until we figure out the need.

**ConnectCarolina Sneak-Peak:**
Monday September 15 in Student Union-Great Hall, 11-2, please encourage everyone to attend (including faculty, staff, etc.)

**Walk-In Clinics:**
See attached handout, there will be 2 financial and 2 HR staff members at each walk-in, bring your materials to work on specific issues

**Training Materials:**
Each person attending multiple classroom trainings will receive a notebook to add your materials to. Also take your name card tent card with you to use for each class.

**Infoporte Report Availability and Access:**
All of the reports will be in Infoporte. If there are folks who need access to Infoporte and don't currently have access, please submit the attached access form for those employees and send to Lachonya Williams.

**Training for Go-Live:**
With the ConnectCarolina go-live Infoporte will look differently. You will still need to take the CBT and go to a live demo to be better acquainted with the new Infoporte.

If you are planning to do reporting or use financial aspects this will all be done through Infoporte.