Manager Bootcamp

Thursday, February 4, 2021
9:00 a.m. - 12:00 p.m.
Turning your camera on is encouraged!

Questions are welcome but please mute your microphone unless speaking.

A recording of this session will be made available.
Agenda

Introductions
College Structure
  - Human Resources Team

HR Information
  - Appointments
  - Recruitment
  - Compensation
  - Leaves of Absence

Manager to Manager

Resources & Training
  - HR Systems
  - Reporting Systems
  - Forms
  - Commonly Used Websites
  - Training & CBTs
Tell us your....

- Name
- What department do you work in?
- How long with the college? UNC?
College Structure
College Structure

https://casbo.web.unc.edu/
Human Resources Consultants

Angela DuPree

Amy Brann

Adrienne Jeffries
Stephanie Watson
Terri Dunn
Shayla Evans-Hollingsworth
Sharay Wyatt
Brittany Keese
Wendy Pender
Tiffany Harper
Nova Harris

HR Business Partners
Human Resources Team Roles

HR Consultants

• Position creation or position updates, including ePARs
• Permanent and temporary salary increases, including ePARs for SHRA & EHRA-NF
• Chair Appointments, Faculty Promotions, Retentions and Distinguished Professorships
• Employee & Management Relations
• Performance Management
• Reviews ePARs as Level 2 HR
• Reviews recruitments as School/Division or SHRA Department Division
• Supervises HRBPs
• Overload request approval

HR Business Partners

• Submits hire, job change/edit existing job, leave of absence, termination, lump sum payment ePARs
• Submits recruitment requests in PeopleAdmin
• Submits Unpaid Intern, Volunteer & Visiting Scholar paperwork
• Submits background checks
• Handles I-9’s

Faculty Specialists

• Manages appointment, promotion and tenure process for tenured/tenure-track and teaching-track faculty
• Faculty reviews
• Research leaves
Appointments
### Differences between SHRA and EHRA

<table>
<thead>
<tr>
<th>Subject to Human Resources Act (SHRA)</th>
<th>Exempt from Human Resources Act (EHRA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Governed by NC Office of State Human Resources (OSHR)</td>
<td>• Governed by UNC System Office (UNC SO)</td>
</tr>
<tr>
<td>• May or may not be FLSA exempt</td>
<td>• FLSA exempt</td>
</tr>
<tr>
<td>• Specific branch/role/competency</td>
<td>• Broadly defined job categories</td>
</tr>
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<td>• Legislative State Increase (LSI)</td>
<td>• Annual Raise Process (ARP)</td>
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<tr>
<td>• Protected employment</td>
<td>• At-will employment</td>
</tr>
<tr>
<td>• Bi-weekly payroll</td>
<td>• Monthly payroll</td>
</tr>
<tr>
<td>• Leave earnings based on service</td>
<td>• Standard leave earnings</td>
</tr>
</tbody>
</table>

**Comparison Chart**
SHRA Appointments

Permanent (SHRA Employee Policies)
- Probationary Period
- Career Status
- SHRA Exempt vs. SHRA Non-Exempt

Time-limited (SHRA Time Limited)
- Used due to funding constraints and/or special circumstances
- Between 1-3 years
- Will become permanent if employees term ends without action taken

Temporary (SHRA Temporary Policy)
- Regular or Intermittent
  - Regular Temporary: Must take a 31-day break after 12 consecutive months of full-time employment
  - Intermittent temporary: Must take 31-day break if they exceed 1,5000 hours during any continuous 12-month period
- Retiree Temporary

https://hr.unc.edu/employees/policies/shra-policies/shra-employment-policies/
EHRA Non-Faculty Appointments

Permanent
- At-will, no fixed term
- Board of Trustees oversight
- Instructional, Research, and Information Technology (IRIT)
- Senior Academic and Administrative Officers (SAAO)

Temporary
- Rare; Special approval required
- Postdocs

Secondary Administrative Appointments
- Fixed term
- May include a stipend

https://hr.unc.edu/employees/policies/ehra-non-faculty-policies/
Faculty Appointments

Rank Types

- Tenure-Track
- Tenured
- Fixed Term

Service Period

- **9-month**
  - Work performed during academic year; non-leave earning; eligible for summer salary
  - Start/Effective Date and End Date 7/1 or 1/1
- **12-month**
  - Work performed all year, leave earning, not eligible for summer salary
  - Start/Effective Date and End Date - any date

https://academicpersonnel.unc.edu/policies-and-procedures/faculty-appointments/
https://academicpersonnel.unc.edu/policies-and-procedures/faculty-appointments/faculty-appointment-service-periods/
Assistant Professor

- Appointed to 2-probationary terms (initial 4-year, 3-year reappointment); untenured
- Annual review until promotion

Associate Professor

- Tenured or untenured; reviewed every five years

Professor

- Tenured, reviewed every five years (Post-Tenure Review/PTR)

Instructor with Special Provisions

- One-year probationary term (may be reappointed for one additional year)
- Convert to Assistant Professor upon degree conferral

Nominated Faculty

- Used when all but BOT approval is received prior to start date, can be hired as nominated faculty until approval is received.

https://academicpersonnel.unc.edu/policies-and-procedures/faculty-appointments/
# Fixed Term Faculty Appointments

## Ranks

- **Teaching** - Primarily engaged in teaching activities
  - Mandated for permanent
  - Optional for visiting or temporary
- **Lecturer** - always temporary
- **Clinical** - primarily providing a service in an academic, clinical, or field setting
- **Research** - primarily engaged in research activities, may teach one course per year
- **Professor of the Practice** - senior field-specific expert, distinguished non-academic achievement

## Modifiers

- **Adjunct** - faculty with primary appointment in another department or university
- **Visiting** - temporary appointment equal to or less than 1 year

## Permanent Appointment

- 1-year or more **AND** .50 FTE or more

## Temporary Appointment

- 1-year or less **OR** .49 FTE or less

[https://academicpersonnel.unc.edu/policies-and-procedures/faculty-appointments/](https://academicpersonnel.unc.edu/policies-and-procedures/faculty-appointments/)
Appointments - FAQs

❓ How do I find out what FTE to assign a new fixed term faculty member?
✓ In the College, FTE is typically determined by the number of courses assigned at a minimum. Additional FTE can be assigned if the faculty member is providing additional service to the department.

❓ What is the difference between a Lecturer and a Teaching Assistant Professor rank?
✓ The rank of Lecturer can be used for a temporary fixed-term faculty with a fixed-term of one year or less.
✓ The rank of Teaching Assistant Professor must be used for a permanent teaching-track faculty for a term of one to five years.

❓ How do I make sure my employee gets benefits?
✓ The employee will need to be a permanent employee with a minimum .75 FTE.
✓ Benefit eligibility for temporary employees (regardless of FTE) is determined by the Benefits Unit in the Office of Human Resources.

❓ Can I hire a faculty with the rank “Adjunct Visiting Teaching Assistant Professor”?
✓ No. Faculty cannot have two modifiers in the title. Since “Adjunct” and “Visiting” are both modifiers, you cannot use them together.

❓ Can I hire a 9-month faculty member on August 17th?
✓ All 9-month faculty are required to have a start date of July 1st or January 1st. Any faculty hired outside of these effective dates will need to be hired with a 12-month service period and converted to a 9-month service period.
Recruitment
SHRA & EHRA Non-Faculty Recruitment (Permanent)

Pre-Approval Process
- Dean’s Office level approval to recruit for vacancy of permanent SHRA & EHRA NF positions
- Submit completed Non-Faculty Position Authorization form to assigned HR Consultant
  - Work with your assigned HR Consultant on Dean’s Office portion of salary
- If approved, complete Request for Essential HR Action form (if applicable)

Posting Process
- After all pre-approvals, refer to Hiring Playbook to prepare for recruitment, interviewing, and hire
- Submit appropriate recruitment request in RASR
  - External advertising (using Graystone)
  - Upload external ad draft (EHRA-NF)
- HR Business Partner submits posting in PeopleAdmin
  - SHRA posted for a minimum 5 business days (can not open or close on a holiday or weekend)
  - EHRA NF minimum 14 calendar days
  - Prescreening applicants

Hiring Playbook: https://hr.unc.edu/managers/hiring/tools/
CASBO Website: https://casbo.web.unc.edu/files/2019/01/Non-Faculty-PosAuth-Form.docx
RASR login: https://ramses2.research.unc.edu/rasr/index.cfm/event-general.login
Pos Auth Form: https://ramses2.research.unc.edu/rasr/index.cfm/event-general.login
SHRA & EHRA Non-Faculty Recruitment (Permanent)

Interview Process

- Review and select applicants for interview
- Submit interim pool in RASR via original recruitment request
- Once the final approval is given - interviews can begin

Selection Process

- Submit final selection worksheet in RASR
- Once it is approved & Background check cleared, the offer is made by the Talent Acquisition Partner in OHR for SHRA employees

Hiring Process

- Upon offer acceptance submit the Hire form in RASR
- The HRBP will submit the hire action in ConnectCarolina
- The Talent Acquisition Partner in OHR will schedule the new hire for New Employment Orientation (NEO)
  - I-9 will be completed at NEO

Hiring Playbook: [https://hr.unc.edu/managers/hiring/tools/](https://hr.unc.edu/managers/hiring/tools/)
CASBO Website: [https://casbo.web.unc.edu/files/2019/01/Non-Faculty-PosAuth-Form.docx](https://casbo.web.unc.edu/files/2019/01/Non-Faculty-PosAuth-Form.docx)
RASR login: [https://ramses2.research.unc.edu/rasr/index.cfm?event=general.login](https://ramses2.research.unc.edu/rasr/index.cfm?event=general.login)
Pos Auth Form: [https://ramses2.research.unc.edu/rasr/index.cfm?event=general.login](https://ramses2.research.unc.edu/rasr/index.cfm?event=general.login)
SHRA Temporary Recruitment

Pre-Approval Process
▶ Complete Request for Essential HR Action form (if applicable)

Posting Process
▶ Submit recruitment request in RASR
▶ HRBP submits posting in PeopleAdmin
   ❖ SHRA Temp posted for a minimum 3 days

Interview Process
▶ Interview the applicants
   ▶ Interim pool review is not required

Selection Process
▶ Submit Final Selection Worksheet in RASR
▶ HRBP submits selection & Hiring Proposal in PeopleAdmin
▶ Upon approval, make offer

Hiring Process
▶ Submit Hire request in RASR
▶ HRBP submits hire action in ConnectCarolina & schedule completion of I-9

Hiring Playbook: https://hr.unc.edu/managers/hiring/tools/
CASBO Website: https://casbo.web.unc.edu/files/2019/01/Non-Faculty-PosAuth-Form.docx
RASR login: https://ramses2.research.unc.edu/rasr/index.cfm?event=general.login
Faculty Recruitment (Permanent)

Pre-Approval Process

- Refer to the Faculty Recruitment Checklist
- Position Authorization Process for permanent faculty, if applicable
  - Not necessary for temporary faculty
- TAP Pool/Instructional Budget
- If approved, complete Request for Essential HR Action form (if applicable)
- Submit appropriate recruitment request in RASR
  - Attach the following to the request
    - Completed Essential HR Action Form (if applicable)
    - Upload external ad draft (if applicable)
  - External advertising (using Graystone, HERC, Inside Higher Ed)

Posting Process

- After all pre-approvals, HR Business Partner submits posting in PeopleAdmin
  - Minimum posting period 30 calendar days for Tenure/Tenure Track Faculty
  - Minimum posting period 14 calendar days for permanent Fixed-Term Faculty

https://academicpersonnel.unc.edu/policies-and-procedures/faculty-recruitment/
http://casbo.web.unc.edu/files/2017/08/Faculty-Recruitment-Checklist.docx
Faculty Recruitment (Permanent)

Interview Process
- Review candidates and then submit candidates for interview in RASR via original recruitment request
- Once the final approval is given - interviews can begin

Selection Process
- Submit final selection worksheet in RASR
- Submit draft offer letter to SAD and HR Officer (Permanent Tenured/Tenure Track & Teaching Assistant Professors)
- Once candidate is approved extend approved offer letter to the selected candidate

Hiring Process
- Upon offer acceptance initiate Background Check request in RASR at least 6 months prior to hire date
- Submit Standard Order documents
  - Tenured/Tenure Track to Faculty Specialist in InfoPorte
  - Fixed Term to HRBP in RASR

https://academicpersonnel.unc.edu/policies-and-procedures/faculty-recruitment/
http://casbo.web.unc.edu/files/2017/08/Faculty-Recruitment-Checklist.docx
Faculty Recruitment (Temporary)

Pre-Approval Process
- Complete Request for Essential HR Action form (if applicable)
- Submit recruitment request in RASR
  - Attach the Essential HR Action form (if applicable)

Posting Process
- After all pre-approvals, HR Business Partner submits posting in PeopleAdmin
  - Faculty Temp posted for a minimum 3 days

Interview & Selection Process
- Interview candidates (no pre-approval required)
- Submit final selection worksheet in RASR
  - Background check must be completed prior to submitting HP for temp faculty
- Once candidate is approved extend offer letter to the selected candidate

Hiring Process
- Submit Hire request in RASR
  - Attach Standard Order documents
- HRBP will submit hire ePAR and arrange I-9 completion

https://academicpersonnel.unc.edu/policies-and-procedures/faculty-recruitment/
http://casbo.web.unc.edu/files/2017/08/Faculty-Recruitment-Checklist.docx
Postdoc Recruitment

Pre-Approval Process

- Complete Request for Essential HR Action form (if applicable)
- Submit recruitment request in RASR
  - Attach Essential HR Action Form (if applicable)

Posting Process

- After pre-approvals HR Business Partner submits posting in PeopleAdmin
  - Postdocs are posted for a minimum 3 days

Interview & Selection Process

- Interview candidates (no pre-approval required)
- Submit final selection worksheet in RASR
  - Background check must be completed prior to submitting HP

Hiring Process

- Submit the Hire request in RASR
  - Attach the Standard Order documents to request
- HRBP will submit hire ePAR and arrange I-9 for postdoc

https://academicpersonnel.unc.edu/policies-and-procedures/faculty-recruitment/
http://casbo.web.unc.edu/files/2017/08/Faculty-Recruitment-Checklist.docx
Recruitment - FAQs

❓ If I have a staff vacancy and need to recruit, what should I do first?
- Review the job description to ensure it reflects the current duties of the position.
- Submit a Non-Faculty Position Authorization form to your assigned HR Consultant to recruit and/or modify position.

❓ What salary range do I use for a SHRA recruitment? What about an EHRA-NF recruitment?
- The salary range for the recruitment should be within the salary band for the position set by the Office of State Human Resources for SHRA positions and the Board of Trustees for EHRA Non-Faculty positions and the min/max that was approved on the Non-Faculty Position Authorization form by the Dean’s office.
- Typically, you will not be able to offer a salary less than the minimum or more than the maximum stated on the posting.

❓ Once candidates are approved for round 1 of interviews, do I have to submit the candidate's name again for the second or final round of interviews?
- Once a candidate is approved once for interview, the candidates name does not have to be submitted again for additional interviews.
Compensation
Salary Increases

Types of Increases:
- Promotion
- Additional Duties
  - Temporary or Permanent
- Competency Assessments
- Equity
- Labor Market
- Retention
  - Typically for EHRA employees
- Prevailing Wage

Approval Process
- Salary Increase Request Forms (aka Rainbow Forms) - Faculty or Non-Faculty Request Form
- HR Essential Request Form (if applicable)

Faculty: https://academicpersonnel.unc.edu/policies-and-procedures/compensation-and-pay/
Staff: https://hr.unc.edu/employees/class-comp/policies/
<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Employment (SHRA)</td>
<td></td>
</tr>
<tr>
<td>Dual Employment (All employee types)</td>
<td></td>
</tr>
<tr>
<td>Overload (EHRA)</td>
<td>Limits (25% for 9-month faculty, 20% for 12-month faculty and EHRA-NF, including postdocs) • Pre-approval is required</td>
</tr>
<tr>
<td>Supplements/Stipends (EHRA)</td>
<td>Secondary appointments • Ongoing work • Rainbow Form Required</td>
</tr>
<tr>
<td>Summer School</td>
<td></td>
</tr>
<tr>
<td>Summer Salary</td>
<td>9-month faculty only • Paid via Lump Sum Payment (LSP) • Effective dates between Spring commencement and start of Fall semester • Summer Salary Calculator should be used</td>
</tr>
</tbody>
</table>

OHR: https://hr.unc.edu/employees/policies/other/additional-employment/
APO: https://academicpersonnel.unc.edu/policies-and-procedures/compensation-and-pay/
Compensation - FAQs

❓ If an employee is paid from a grant, can I give them a salary increase?

✓ All salary increase requests will need to be reviewed and approved by both the Dean’s office and the relevant central office units regardless of the funding type, in addition to any additional approvals needed during the current budgetary constraints.

❓ How do I know if I should pay a faculty member via the overload process or additional duties?

✓ If the faculty member has a 1.0 FTE, additional compensation should be paid via the Overload process. The overload request form should be completed, approved and in advance of the start of the work activity. If the faculty member has earned the maximum compensation allowable under the overload policy, an exception from the Chair to the SAD will be needed.

✓ If the faculty member is below 1.0 FTE, additional compensation should be paid via Lump Sum Payment - Additional Duties up to the 1.0 FTE equivalency. Depending on the amount and the FTE level, both a LSP and an overload form may be needed.
Leave of Absence - Medical

Family & Medical Leave (FMLA)
- Family Medical Leave Act - Federal Law
- 12 weeks of job protected leave for specified family & medical reasons
  - Visit OHR’s website for specific eligibility & special circumstances
- Available to eligible, permanent SHRA, EHRA-NF, and Faculty employee types
- FMLA does not provide compensation - personal accrued leave can be used to maintain pay status

Paid Parental Leave (PPL)
- Paid time off from work for eligible employees to recuperate and bond
- Available for SHRA and EHRA-NF permanent employees (at least 0.50 FTE)
- Runs concurrent with FML (if applicable)

Faculty Serious Illness Leave
- Available to permanent fixed-term and tenured/tenure-track faculty
- Different provisions for 9-month and 12-month faculty

Faculty Parental Leave
- Full semester paid leave
- Starts 1/1 or 7/1 and ends 6/30 or 12/31

Other types of leaves (including ADA accommodations)
- Visit OHR/APO/EOC websites for more information.

OHR: https://hr.unc.edu/benefits/leave-holidays/
FMLA: https://hr.unc.edu/benefits/leave-holidays/FMLA/
PPL: https://hr.unc.edu/benefits/leave-holidays/paid-parental-leave/
Faculty Serious Illness Leave: https://academicpersonnel.unc.edu/policies-and-procedures/faculty-leaves/faculty-serious-illness-major-disability-and-parental-leave-policy/
# Leave of Absence - Faculty Leaves

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Research &amp; Study Assignment</td>
<td>RSA (College awarded)</td>
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<tr>
<td></td>
<td>Senior Research &amp; Study Assignment (Provost awarded)</td>
</tr>
<tr>
<td>Internal Competitive Leave</td>
<td>Funded from UNC Chapel Hill funds</td>
</tr>
<tr>
<td></td>
<td>Examples include: IAH, Kenan, Pogue, Mellon, Bowman &amp; Gordon Gray</td>
</tr>
<tr>
<td>External Competitive Leave</td>
<td>Funded from outside sources</td>
</tr>
<tr>
<td></td>
<td>Examples include Guggenheim, NEH (i.e. nationally and internationally competitive award)</td>
</tr>
<tr>
<td>Professional Leave With Pay</td>
<td>For research/scholarly pursuits with pay.</td>
</tr>
<tr>
<td></td>
<td>Provides a benefit to UNC</td>
</tr>
<tr>
<td>Professional Leave Without Pay</td>
<td>For research/scholarly pursuit with no pay</td>
</tr>
<tr>
<td></td>
<td>Provides a benefit to UNC</td>
</tr>
<tr>
<td>Personal Leave Without Pay</td>
<td>Leave granted when other leaves are not applicable.</td>
</tr>
</tbody>
</table>

APO: [https://academicpersonnel.unc.edu/policies-and-procedures/faculty-leaves/](https://academicpersonnel.unc.edu/policies-and-procedures/faculty-leaves/)

Lunch & Learn on this is available on the Managers Tool Kit: [https://casweb.unc.edu/wp-content/uploads/sites/1403/2019/10/TypesofFacultyLeavesHandout.pdf](https://casweb.unc.edu/wp-content/uploads/sites/1403/2019/10/TypesofFacultyLeavesHandout.pdf)
Leaves - FAQs

❓ What forms are needed to request a medical leave of absence?

✓ To request a medical related leave, an employee should complete the Family Medical Leave Request Form. Depending on the purpose of the leave, additional forms may be needed such as a Medical Certification Form or a Family Member Medical Certification form.

✓ In addition, if you are a permanent faculty member, you are also be required to complete a Faculty Leave Notification Form and additional leave options may be available.

❓ Can both me and my spouse take parental leave for the birth or adoption our child?

✓ Paid Parental Leave (PPL) up to 8-weeks is available to the birth parent (recuperation leave) and 4-weeks for the non-birth parent.

✓ Permanent faculty members on 9- or 12-month service period are not eligible for the PPL benefit as they are already covered under the Faculty Serious Illness, Major Disability and Parental Leave Policy.

❓ If an employee is requesting a leave, do they send all their forms and medical information to their supervisor or assigned HR Business Partner or HR Consultant?

✓ An employee should never share their medical information with anyone outside of the Benefits & Leave Administration unit in OHR, leave@unc.edu. The Faculty Leave Request Form should be signed by the immediate supervisor. This is the only form that should be shared with the supervisor or anyone else outside of OHR.

✓ Once the request leave is approved, the Benefits & Leave Consultant will send an approval letter to the employee to share with the appropriate staff to ensure the necessary actions are submitted in the ConnectCarolina system.
Manager to Manager

Jennifer Washington, ECL & American Studies
Jennifer Parker, History
Organizational Skills

- Training
- Delegating
- Emails-Etiquette and Communication
- Meetings
- Time and Calendaring
- Using your resources-Reporting
Supervising Your Team

- Information Distribution and Earning Trust as a Manager
- Advocacy for your Staff
- Importance of Evaluations
- Reward/Acknowledgement
- One on One Meetings/Staff Meetings
- Training your Staff
Networking

- Get To Know Other Managers
- Get to know your Faculty-Attending Faculty Meetings (if possible)
- Forming Relationships Outside of Your Department
- Learning UNC; Going to Campus Events; Joining Organizations
- Maintain Good Relationships (growing your professionalism)
Relationship With Your Chair

- Meet with your Chair often (once a week or every other week)
- Determining Roles (who is responsible for what?)
- Make sure to involve your chair in decision making and vice versa
- Anticipate needs and questions about department business the chair may have; ASK QUESTIONS!!!

Thank you for your time and attention! Questions?
Thinking Outside the Box

- Creativity
- Problem Solving Skills/Troubleshooting
- Situational Awareness
- Policy Awareness (how we can resolve issues while staying within the policy)
Resources & Trainings
HR Systems
Reporting Systems

InfoPorte
- Position
- Expected End Dates
- Payroll (Prelim, Summarized)
- Faculty

College Data
- Student
- Faculty
- Financial

Office of Institutional Research & Assessment
- Institutional
- Faculty & Staff
- Diversity

Carolina Analytics Portal
- Other campus reports
<table>
<thead>
<tr>
<th>Non-Faculty Position Authorization Form</th>
<th>Overload Request Form</th>
<th>Faculty Leave Notification Form</th>
<th>SHRA Position Description Form</th>
<th>Non-Faculty Salary Increase Request “Rainbow” Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Salary Increase Request “Rainbow” Form</td>
<td>Performance Management Forms</td>
<td>Request for Essential HR Action Form</td>
<td>Additional Employment Form</td>
<td>Dual Employment Form</td>
</tr>
<tr>
<td>Teleworking Request Form (ConnectCarolina)</td>
<td>ADA Accommodation Request Form</td>
<td>Family Leave Request Form</td>
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Commonly Used HR Forms

CASBO Lunch & Learn - HR & Finance Forms Overview
Resources

- College of Arts & Science, [https://college.unc.edu/](https://college.unc.edu/)
- CASBO Website: [http://casbo.web.unc.edu/](http://casbo.web.unc.edu/)
  - Manager Toolkit, [https://casbo.web.unc.edu/resources/manager-toolkit/](https://casbo.web.unc.edu/resources/manager-toolkit/)
- Academic Personnel Office: [https://academicpersonnel.unc.edu/](https://academicpersonnel.unc.edu/)
- Office of Human Resources: [https://hr.unc.edu/](https://hr.unc.edu/)
- Graduate School: [https://www.unc.edu/school/graduate-school/](https://www.unc.edu/school/graduate-school/)
- PostDoc - HR: [https://research.unc.edu/vcr-ubc-hr/postdoctoral-human-resources/](https://research.unc.edu/vcr-ubc-hr/postdoctoral-human-resources/)
- Finance & Operations: [https://fo.unc.edu/](https://fo.unc.edu/)
- International Students & Scholar Services (ISSS): [https://isss.unc.edu/](https://isss.unc.edu/)
- Equal Opportunity & Compliance (EOC): [https://eoc.unc.edu/](https://eoc.unc.edu/)
- University Ombuds Office: [https://ombuds.unc.edu/about-us/](https://ombuds.unc.edu/about-us/)
- HR Essential HR Request Matrices
  - Faculty: [https://hr.unc.edu/wp-content/uploads/sites/222/2021/01/Faculty-Matrix-2021.pdf](https://hr.unc.edu/wp-content/uploads/sites/222/2021/01/Faculty-Matrix-2021.pdf)
Trainings & CBTs

**ConnectCarolina**
- Lump Sum Payment
- Student Actions
- PAATs

**TIM**
- Historical Corrections
- Payouts
- Comp Time/Overtime
- Accruals

**SAKAI**
- Search Committee Training (for temporary employee)

**Carolina Talent**
- Search Committee Training (for permanent employee)
- Professional Development
- New Performance Management (Anticipated Launch 2021-22 Evaluation Cycle)
Questions?
Thank You!

Bootcamp Survey

Please check your email for our survey!

https://unc.az1.qualtrics.com/jfe/form/SV_9uJs7lU8g0JqVme