HR User Group Meeting

December 7, 2016
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Work Break, Student Stats, and Reminders</td>
<td>Ann Sager &amp; Corrie Mimms</td>
</tr>
<tr>
<td>Legislative Increases, ARP and Bonuses Update</td>
<td>Corrie Mimms &amp; Dave Turner</td>
</tr>
<tr>
<td>FLSA Status Change</td>
<td>Adam Beck &amp; Dave Turner</td>
</tr>
<tr>
<td>Duo Registration Reminder</td>
<td>Kelleigh Huggins</td>
</tr>
<tr>
<td>Phishing</td>
<td>Dave Turner</td>
</tr>
<tr>
<td>Improvements to CCinfo</td>
<td>Kelleigh Huggins</td>
</tr>
</tbody>
</table>
Short Work Breaks, Student Stats, and Reminders

Ann Sager and Corrie Mimms

HR Business Analysts
Short Work Break

• School/Division is responsible for entering Short Work Break or Termination ePARs for EHRA Students who will not work over the winter break or will be graduating
  – Short Work Break/ EHRA Student Work Break

• When placing a student on Short Work Break, the Expected Job End Date must be extended at the same time

Deadline
• M06 monthly School/Div deadline: Noon Thursday, December 8th
  – Payroll lockout noon, Tuesday, December 13
### Short Work Breaks Stats

<table>
<thead>
<tr>
<th></th>
<th>August</th>
<th>%</th>
<th>September</th>
<th>%</th>
<th>October</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processed in time for payroll lockout</td>
<td>1689</td>
<td>61%</td>
<td>727</td>
<td>81%</td>
<td>171</td>
<td>63%</td>
</tr>
<tr>
<td>Processed after payroll lockout</td>
<td>1096</td>
<td>39%</td>
<td>169</td>
<td>19%</td>
<td>102</td>
<td>37%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2785</td>
<td></td>
<td>896</td>
<td></td>
<td>273</td>
<td></td>
</tr>
<tr>
<td>Hire/Rehire in time for payroll lockout</td>
<td>149</td>
<td>82%</td>
<td>67</td>
<td>89%</td>
<td>1</td>
<td>2%</td>
</tr>
<tr>
<td>Hire/Rehire after payroll lockout</td>
<td>33</td>
<td>18%</td>
<td>8</td>
<td>11%</td>
<td>57</td>
<td>98%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>182</td>
<td></td>
<td>75</td>
<td></td>
<td>58</td>
<td></td>
</tr>
</tbody>
</table>

- The ones in yellow and red are retro transactions
- The ones in red are a MANUAL intervention (some yellow are too):
  - Help desk ticket
  - Business Analyst review
  - Payroll manual intervention

**What can we do to reduce the number of manual interventions?**
Quick Reminders

• SHRA Student and Temp auto-terms
  – SHRA employees with an Expected End Date from December 24, 2016 through January 2, 2017 will be auto-termed on January 3rd

• Double check effective dates, especially the calendar year

• POST DOC / FICA Reminder
  – Executed by December 13th for any FICA adjustments
    • RNF/REG/split
      – Includes Jobchanges, Fundswaps
      – After that, changes need to be 1/1/2017 or later
Legislative Increases, ARP, and Bonuses Update

Dave Turner and Corrie Mimms

HR Business Analyst
August
• 1.5% across the board increase for SHRA and EHRA employees

September
• EHRA Annual Raise Process (ARP)

October
• .5% one time bonus paid to SHRA and EHRA employees
• One time Merit Bonus paid to SHRA employees

November
• One time Merit Bonus paid to EHRA employees
• Eligible SHRA employees who were on leave (paid or unpaid) did not receive the merit bonus

• Once employee has been returned from leave, the department must submit a HELP Ticket if the employee should receive the merit bonus

• Bonus will be included in the next possible biweekly paycheck
FLSA Status Change

Adam Beck
Interim Sr. Director, Classification & Compensation

Dave Turner
HR Business Analyst
- FLSA Status Added to Step 1

```
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>12/05/2016</td>
<td></td>
</tr>
<tr>
<td>Job Family</td>
<td>EPA</td>
<td></td>
</tr>
<tr>
<td>Employee Group</td>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>330100</td>
<td>Kenan-Flagler Bus Sch</td>
</tr>
<tr>
<td>Location Code</td>
<td>330100</td>
<td>Kenan-Flagler Business School</td>
</tr>
<tr>
<td>Job Code</td>
<td>600002</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Expected Job End Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular/Temporary</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>Std Hrs/Wk</td>
<td>0.01</td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td>0.000000</td>
<td></td>
</tr>
<tr>
<td>Supervisor ID</td>
<td>710947693</td>
<td>JAMES TURNER</td>
</tr>
<tr>
<td>TSERS Re-employed Retiree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I certify no posting or waiver was required for this action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacancy ID</td>
<td>22222222</td>
<td>FLSA Status Exempt</td>
</tr>
<tr>
<td>Non-compensation job</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
FLSA Status Change – Hire Form

- Faculty Category added to Step 2
  - Only available for Faculty hires.
FLSA Status Change – Job Change Form

- FLSA Status Added to Step 1.

<table>
<thead>
<tr>
<th>Job Code:</th>
<th>600010</th>
<th>Clinical Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept ID:</td>
<td>330100</td>
<td>Kenan-Flagler Bus Sch</td>
</tr>
<tr>
<td>Empl Status:</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>eForm ID:</td>
<td>556046</td>
<td></td>
</tr>
</tbody>
</table>

**Form Data**

- Effective Date: 12/05/2013
- Job Family: EPA
- Employee Group: Faculty
- Position Number: 330100
- Department: 330100 Kenan-Flagler Bus Sch
- Location Code: 330100 Kenan-Flagler Business School
- Job Code: 600010 Clinical Professor
- Expected Job End Date: 07/01/2017
- Regular/Temporary: Regular
- Std Hrs/Wk: 40.00
- FTE: 1.000000
- Supervisor ID: 705020675 JUDY TISDALE

- FLSA Status: Exempt

[Image of the job change form]

I do not wish to update compensation/funding on this action.
• Faculty Category added to Step 2.
  ➢ Only available for Faculty hires.
FLSA Status Change – Position Form

- FLSA Status Added to Step 2.
Duo Registration Reminder

Kelleigh Huggins

ConnectCarolina Training Supervisor
Pick your second device
It’s easy 😊 Let’s get started

- Pick your device
- Go to onyen.unc.edu
- Click on the Register and Manage 2-Step Verification icon.
- Sign in with your Onyen or guest ID and password.
One time only!

It’s easy 😊 Let’s get started

User Information

Register Now: 2-Step Verification

Beat the rush - Avoid delays in accessing your online W-2 in January

Learn More

Register Now
What you need to know?

Register & Manage 2-Step Verification

Click here for step-by-step instructions.

Your PID - no hyphen (Forgot your PID?)

Last four digits of your SSN

Date of Birth (mm/dd/yyyy)

Submit
Why Now?

- We don’t want everyone trying to do it at the last minute.
- At this point it is optional but we’d like to use this function more with other content
- One method of communication won’t work for everyone
Help Us Get the Word Out
Phishing

Dave Turner

HR Business Analyst
Phishing

Phishing

/nəʊn/

the activity of defrauding an online account holder of financial information by posing as a legitimate company.

"phishing exercises in which criminals create replicas of commercial Web sites"

Types

• Spear Phishing
• Clone Phishing
• Whaling
• Etc...
**This is an automated email message. Please do not reply to this email**

This is a courtesy reminder that you have the following entries awaiting your attention:

- Approvals: 2
- FYI Notifications: 0

You can access your Awaiting Approvals Inbox by pointing your web browser to:
https://pa.cc.unc.edu/psp/paprd/EMPLOYEE/HRMS/c/G_EPAF.G_FORM_ALL_EW.GBL?
Page=G_FORM_ALL_N_SRC&Action=U&G_FORM_ID=%

You can access your FYI Notifications Inbox by pointing your web browser to:
https://pa.cc.unc.edu/psp/paprd/EMPLOYEE/HRMS/c/G_EPAF.G_FORM_ALL_N.GBL?
Page=G_FORM_ALL_N_SRC&Action=U&G_FORM_ID=%

If you believe this notification has been sent in error, you should contact the Business Systems Help Desk by contacting 962-HELP or submitting a web-based request for assistance by pointing your web browser to http://help.unc.edu/help/olhr/
**This is an automated email message. Please do not reply to this email**

This is a courtesy reminder that you have the following entries awaiting your attention:

- Approvals: 3
- FYI Notifications: 0

You can access your Awaiting Approvals Inbox or FYI Notifications Inbox by selecting the links from the ePAR Home Page in ConnectCarolina, or from your ConnectCarolina Worklist.

If you believe this notification has been sent in error, you should contact the Business Systems Help Desk by contacting 962-HELP or submitting a web-based request for assistance.
Improvements to CCinfo

Kelleigh Huggins

ConnectCarolina Training Supervisor
We’ve Made Some Improvements
### Search & Filter

- **Search Resources**
- **Any Category**
- **Any Type**

### Browse Categories

- **Student Admin**
- **Research**
- **Reporting**
- **HR/Payroll**
- **General**

## Search Resources

<table>
<thead>
<tr>
<th>Resource Title</th>
<th>Description</th>
<th>Type</th>
<th>Categories</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ePro Vendor Catalog Student Guide</strong></td>
<td>Student guide for the ePro Vendor Catalog class.</td>
<td>Guide</td>
<td>Finance</td>
<td>November 23, 2016</td>
</tr>
<tr>
<td><strong>Purchase Requisitions and Receiving Student Guide</strong></td>
<td>Student guide for the Purchase Requisitions and Receiving class.</td>
<td>Guide</td>
<td>Finance</td>
<td>November 22, 2016</td>
</tr>
<tr>
<td><strong>SLATE: How to Remove a Fee Waiver from SOM Application</strong></td>
<td>This document covers how to remove a fee waiver from a School of Medicine application in Slate.</td>
<td>Quick Reference</td>
<td>Student Admin</td>
<td>November 7, 2016</td>
</tr>
<tr>
<td><strong>SLATE: Query Writing</strong></td>
<td>This document covers how to write a new query in Slate.</td>
<td>Quick Reference</td>
<td>Student Admin</td>
<td>November 7, 2016</td>
</tr>
<tr>
<td><strong>SLATE: Running Queries</strong></td>
<td>This document covers how to run queries in Slate.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Questions?