

HR User Group Meeting

December 7, 2016



Topic	Presenter
Short Work Break, Student Stats, and Reminders	Ann Sager & Corrie Mimms
Legislative Increases, ARP and Bonuses Update	Corrie Mimms & Dave Turner
FLSA Status Change	Adam Beck & Dave Turner
Duo Registration Reminder	Kelleigh Huggins
Phishing	Dave Turner
Improvements to CCinfo	Kelleigh Huggins

Short Work Breaks, Student Stats, and Reminders

Ann Sager and Corrie Mimms

HR Business Analysts

- 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

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

- 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?

- SHRA Student and Temp auto-terms
 - SHRA employees with an Expected End Date from December 24, 2016 through January 2, 2017 will be auto-terminated 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

[Job Data](#)

eForm ID: 566945

Form Data

*Effective Date:	<input type="text" value="12/05/2016"/>	Set ID	<input type="text" value="UNC Chapel Hill"/>
*Job Family	<input type="text" value="EPA"/>		
*Employee Group:	<input type="text" value="Faculty"/>		
Position Number:	<input type="text"/>		
*Department:	<input type="text" value="330100"/>		Kenan-Flagler Bus Sch
*Location Code:	<input type="text" value="330100"/>		Kenan-Flagler Business School
*Job Code:	<input type="text" value="600002"/>		Assistant Professor
Expected Job End Date:	<input type="text"/>		
Regular/Temporary	<input type="text" value="Regular"/>		
*Std Hrs/Wk:	<input type="text" value="0.01"/>		
FTE:	<input type="text" value="0.000000"/>		
*Supervisor ID	<input type="text" value="710947693"/>		JAMES TURNER
TSERS Re-employed Retiree	<input type="checkbox"/>		
<input type="checkbox"/> I certify no posting or waiver was required for this action			
*Vacancy ID:	<input type="text" value="22222222"/>	FLSA Status	Exempt
<input type="checkbox"/> Non-compensation job			

- Faculty Category added to Step 2
 - Only available for Faculty hires.

eForm ID: 566945 [Job Data](#)

*UNC Long Title:

☐ Severe Weather Essential
☐ Subject to HIPAA
☐ Supervisory Duties

Communicable Disease Mandatory:

Faculty & EPA NF Indicators

*Primary Faculty:	<input type="text" value="v"/>	<input type="checkbox"/> AHEC	<input type="checkbox"/> OFG Voting Eligible
*Faculty Service Period:	<input type="text" value="v"/>		<input type="checkbox"/> Visiting Faculty
Contract Length:			<input type="checkbox"/> Nominated Faculty
Faculty Category	<input type="text" value="v"/>		<input type="checkbox"/> Funding Contingency

FLSA Status Change – Job Change Form

- FLSA Status Added to Step 1.

Job Code: 600010 Clinical Professor
 Dept ID: 330100 Kenan-Flagler Bus Sch
 Empl Status Active
 eForm ID: 566946

[Historical Data](#)
[Job Data](#)

[View original job data](#)

Form Data

*Effective Date: 12/05/2016 [BT]
 Job Family EPA
 Employee Group: Faculty
 Position Number: [Search]
 Department: 330100 Kenan-Flagler Bus Sch
 Location Code: 330100 Kenan-Flagler Business School
 *Job Code: 600010 [Search] Clinical Professor
 Expected Job End Date: 07/01/2017 [BT]
 Regular/Temporary Regular [v]
 *Std Hrs/Wk: 40.00
 FTE: 1.000000
 *Supervisor ID 705020675 [Search] JUDY TISDALE
 TSERS Re-employed Retiree ☐
 FLSA Status Exempt

☐ I do not wish to update compensation/funding on this action.

Next >>

<< Search

Close

FLSA Status Change – Job Change Form

- Faculty Category added to Step 2.
 - Only available for Faculty hires.

Job Code:	600010	Clinical Professor	Historical Data
Dept ID:	330100	Kenan-Flagler Bus Sch	Job Data
Empl Status	Active		
eForm ID:	566946		
View original UNC data			

☐ Severe Weather Essential
 ☐ Subject to HIPAA
 ☐ Supervisory Duties

*UNC Long Title:

Communicable Disease Mandatory:

Faculty & EPA NF Indicators

*Primary Faculty:	<input type="text" value="Primary"/> v	<input type="checkbox"/> AHEC	<input checked="" type="checkbox"/> OFG Voting Eligible
*Faculty Service Period:	<input type="text" value="9 Month"/> v		<input type="checkbox"/> Visiting Faculty
Contract Length:	Annual contract		<input type="checkbox"/> Nominated Faculty
Faculty Category	<input type="text" value=""/> v		<input type="checkbox"/> Funding Contingency

<< Previous






Next >>

Hold

FLSA Status Change – Position Form

- FLSA Status Added to Step 2.

▼ Header Information			
eForm ID:	566947	Historical Data Position Data	

▼ Position Data			
Position Number:	NEW	Status:	Active ▼
*Effective Date:	12/05/2016 	Reg/Temp:	Regular ▼
Business Unit:	UNCCH  UNC Chapel Hill	Standard Hours:	40.00
*Department:	330100  Kenan-Flagler Bus Sch	FTE:	1.000000
Reports To:			
*Job Family:	EPA ▼	Max Head Count	1
*Job Function	Faculty ▼	FLSA Status:	Exempt
*Job Code	600002  Assistant Professor		
*Employee Group:	Faculty ▼		
Location Code:	330100 Kenan-Flagler Business School		

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.

Onyen Services

Get, use and manage your Onyen to access a variety of s



Change or Reset Password



Create or Manage Onyen



Forgotten Onyen



Register & Manage
Two-Step Verification



One time only!

It's easy 😊 Let's get started



Search this site...



Getting Started with 2-Step

onyen.unc.edu



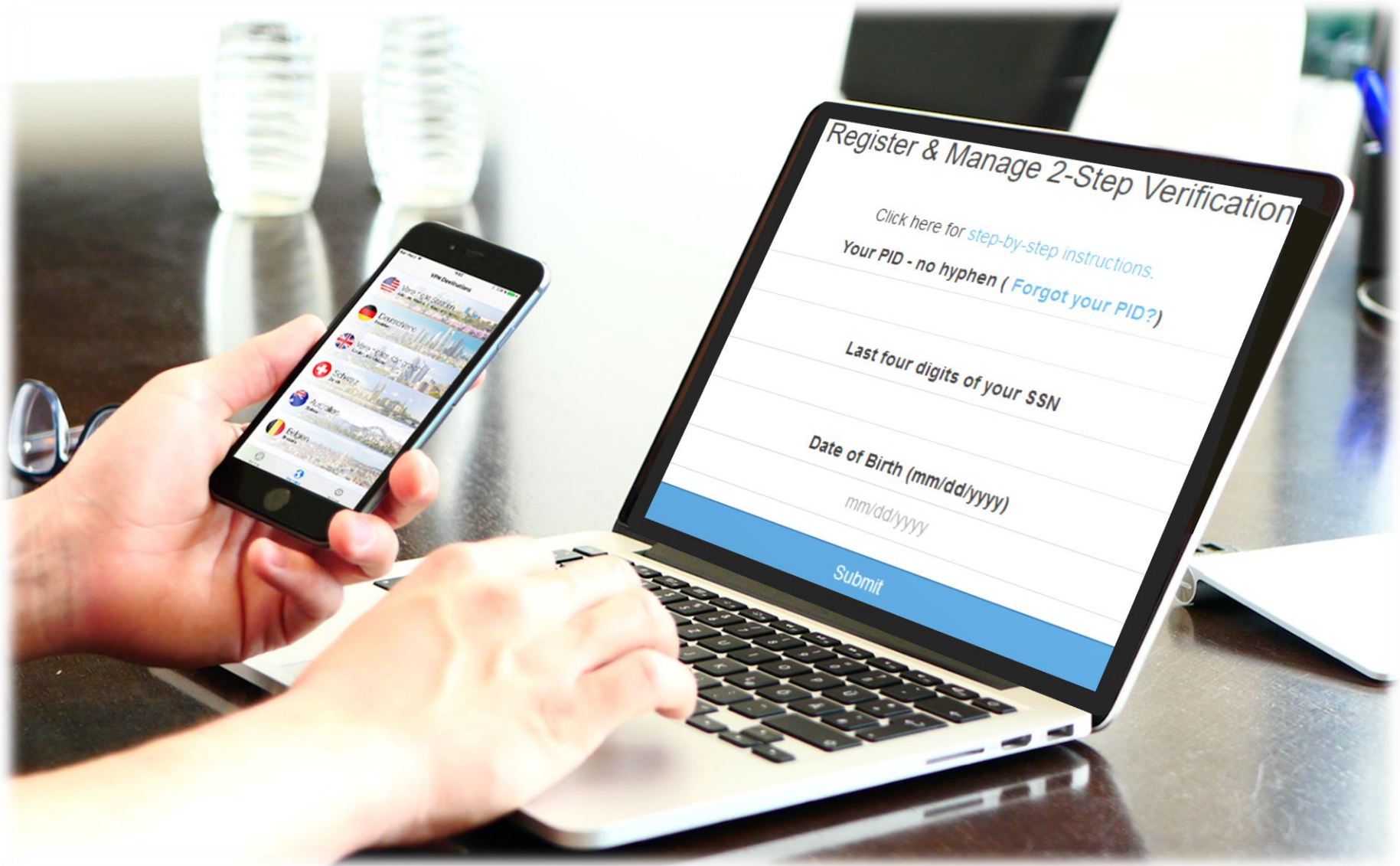
Register Now: 2-Step Verification

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

i Learn More

i Register Now

What you need to know?



- 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

phish·ing

/ˈfɪʃɪŋ/

noun

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...



Phishing

Nightly Inbox Notification - Before



Thu 10/27/2016 12:06 AM

Noreply@unc.edu

[eForms] Inbox Notification

To ■ Turner, Dave

****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/>

Nightly Inbox Notification - After



Fri 11/11/2016 12:11 AM

noreply@unc.edu

[eForms] Inbox Notification

To  Turner, Dave

****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

Any Category

Any Type

Search

Reset

BROWSE CATEGORIES

[Student Admin](#)
[Research](#)
[Reporting](#)
[HR/Payroll](#)
[General](#)

Search Resources

ePro Vendor Catalog Student Guide

Student guide for the ePro Vendor Catalog class.

Type: [Guide](#) Categories: [Finance](#)

Last Updated: November 23, 2016

Purchase Requisitions and Receiving Student Guide

Student guide for the Purchase Requisitions and Receiving class.

Type: [Guide](#) Categories: [Finance](#)

Last Updated: November 22, 2016

SLATE: How to Remove a Fee Waiver from SOM Application

This document covers how to remove a fee waiver from a School of Medicine application in Slate.

Type: [Quick Reference](#) Categories: [Student Admin](#)

Last Updated: November 7, 2016

SLATE: Query Writing

This document covers how to write a new query in Slate.

Type: [Quick Reference](#) Categories: [Student Admin](#)

Last Updated: November 7, 2016

SLATE: Running Queries

This document covers how to run queries in Slate.

