HR User Group Meeting

December 7, 2016

Connect CAROLINA

INFOPORTE

Agenda

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

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

	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?

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

LI, ARP, and Bonuses Completed!

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

SHRA Merit Bonus

- 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

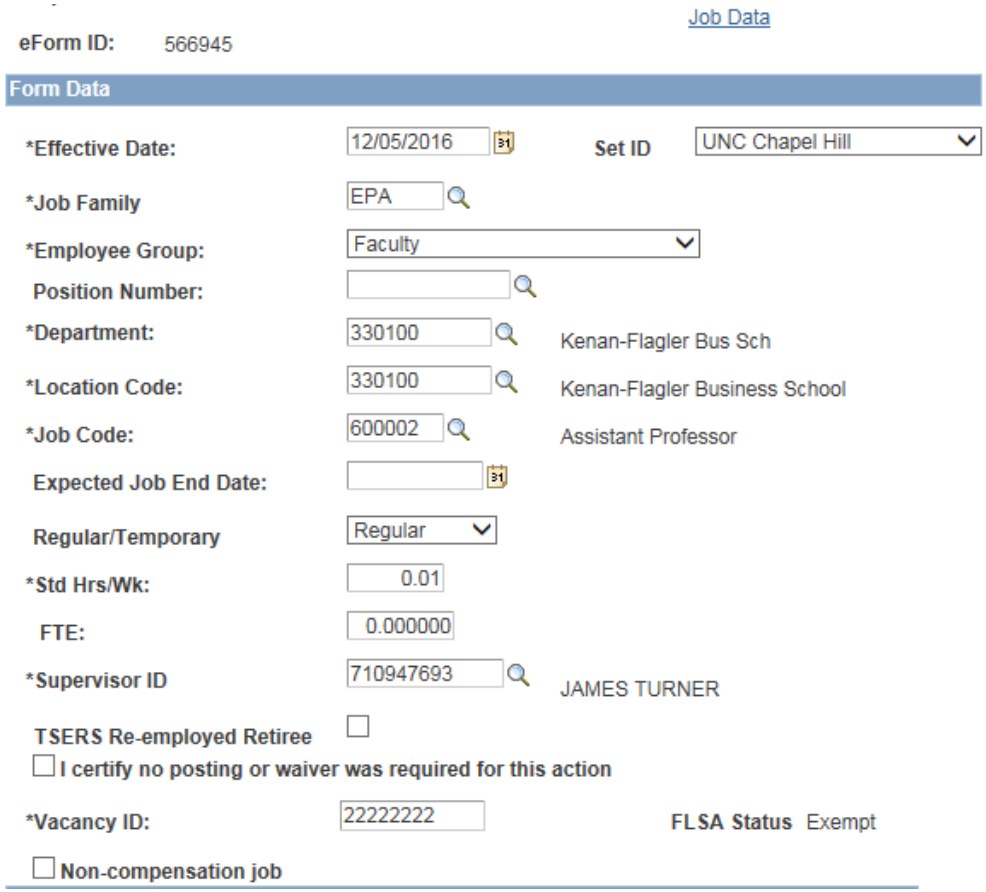
Interim Sr. Director,
Classification & Compensation

Dave Turner

HR Business Analyst

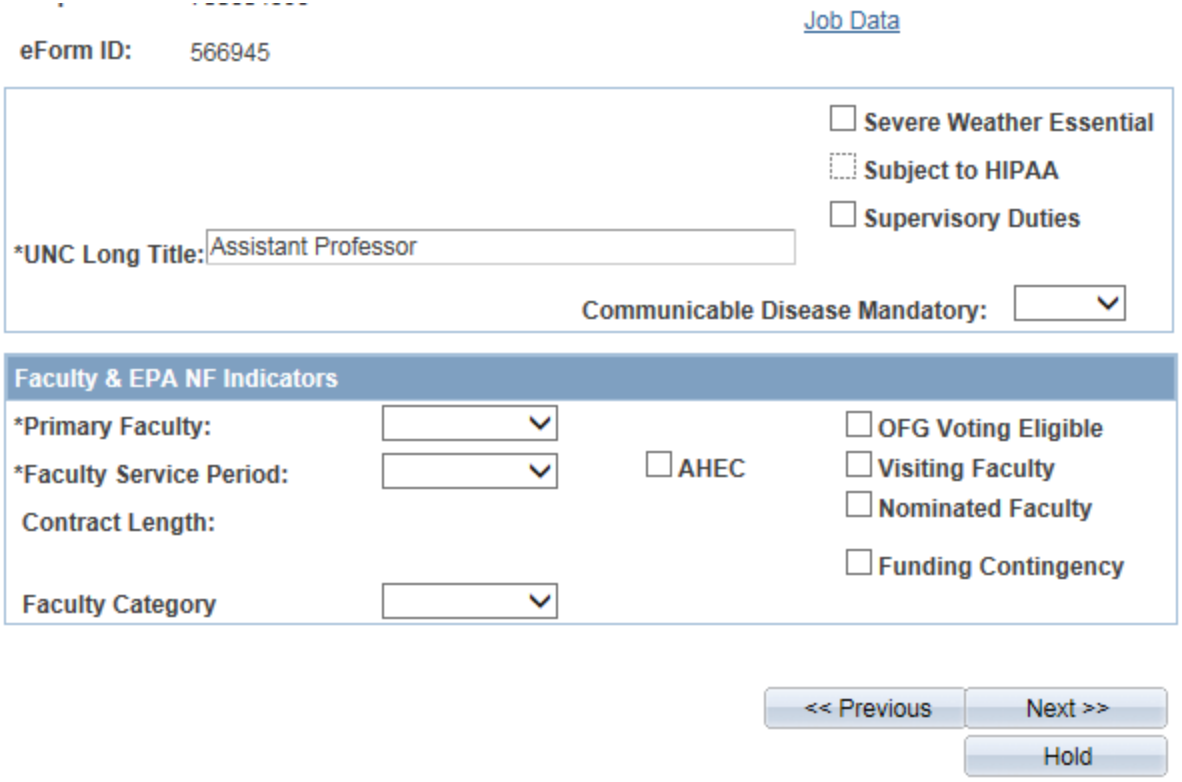
FLSA Status Change – Hire Form

- FLSA Status Added to Step 1



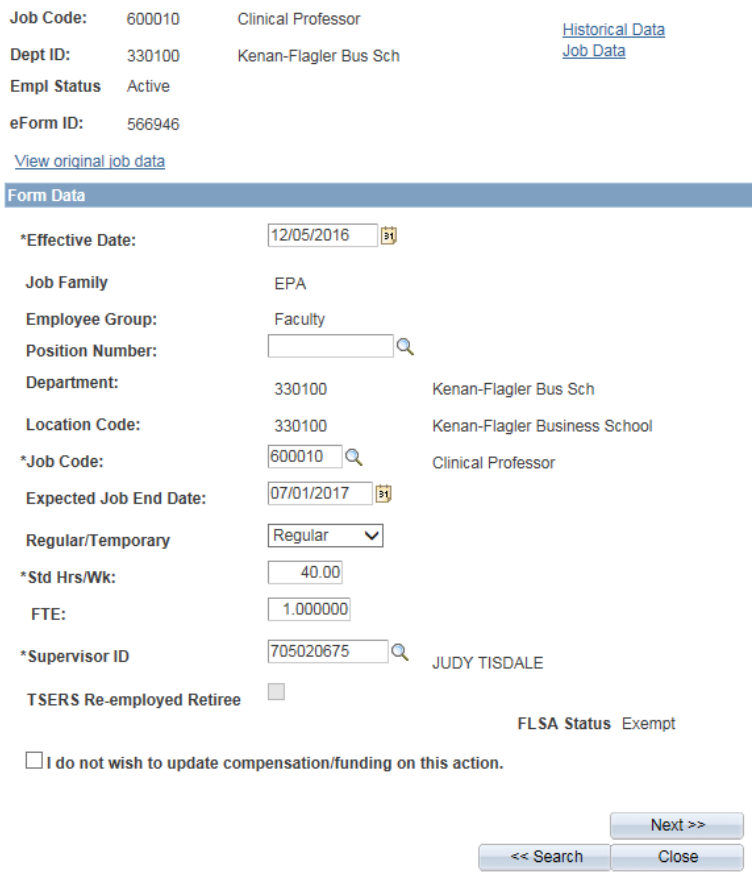
FLSA Status Change – Hire Form

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



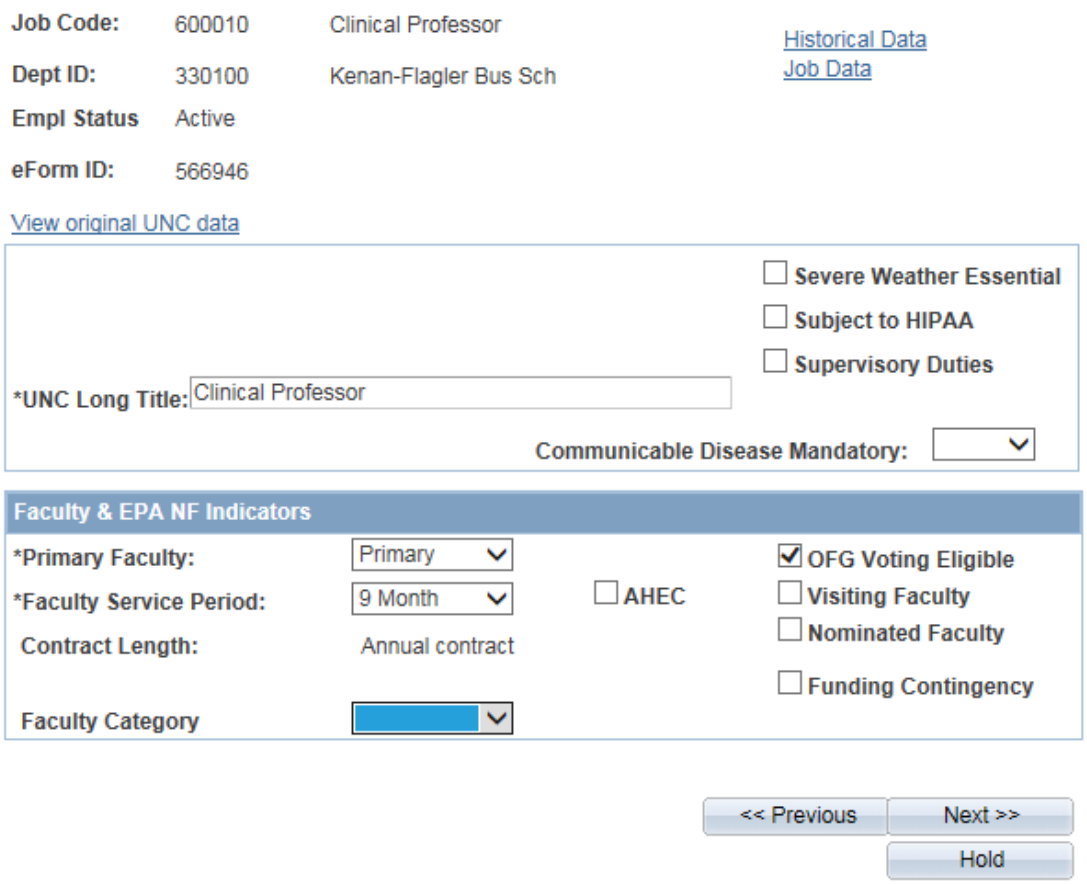
FLSA Status Change – Job Change Form

- FLSA Status Added to Step 1.



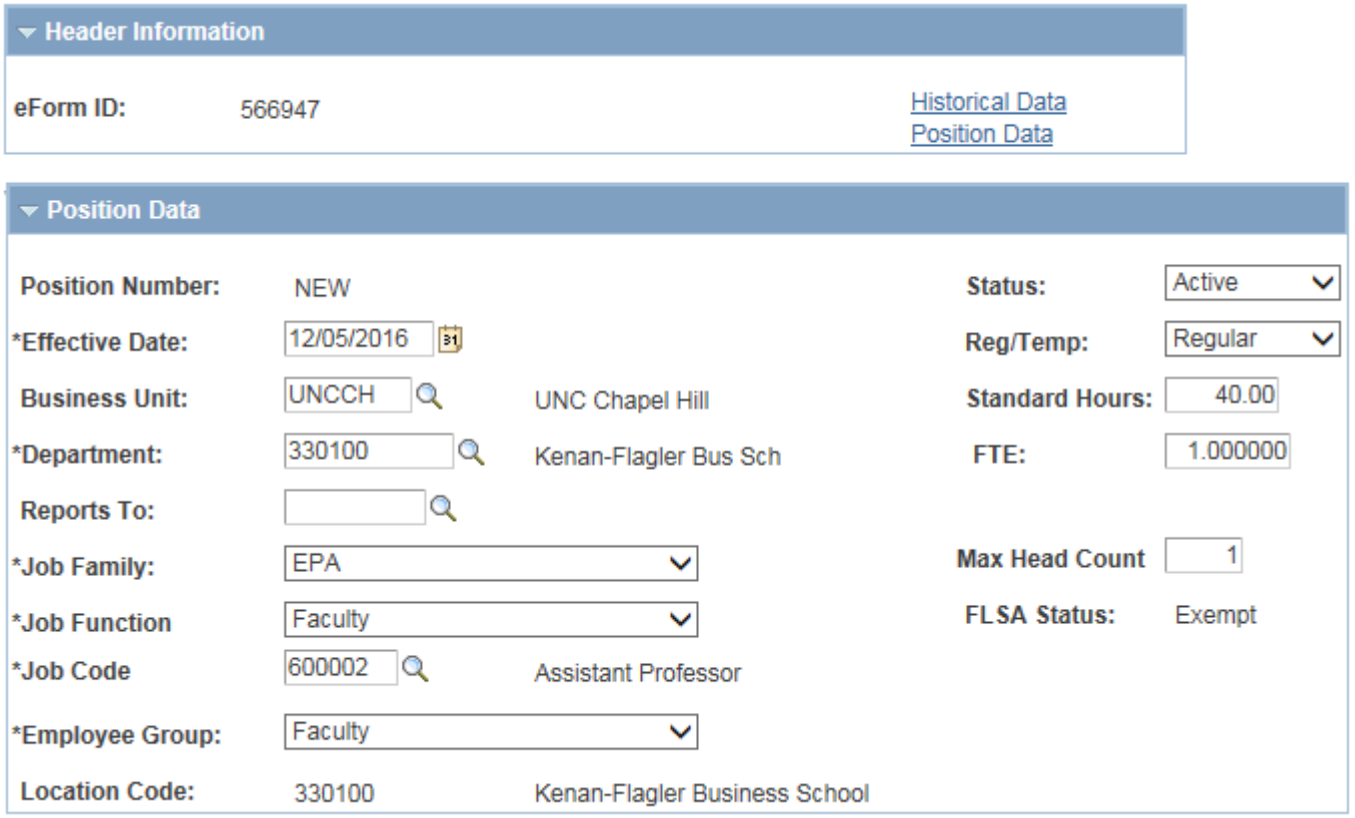
FLSA Status Change – Job Change Form

- 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

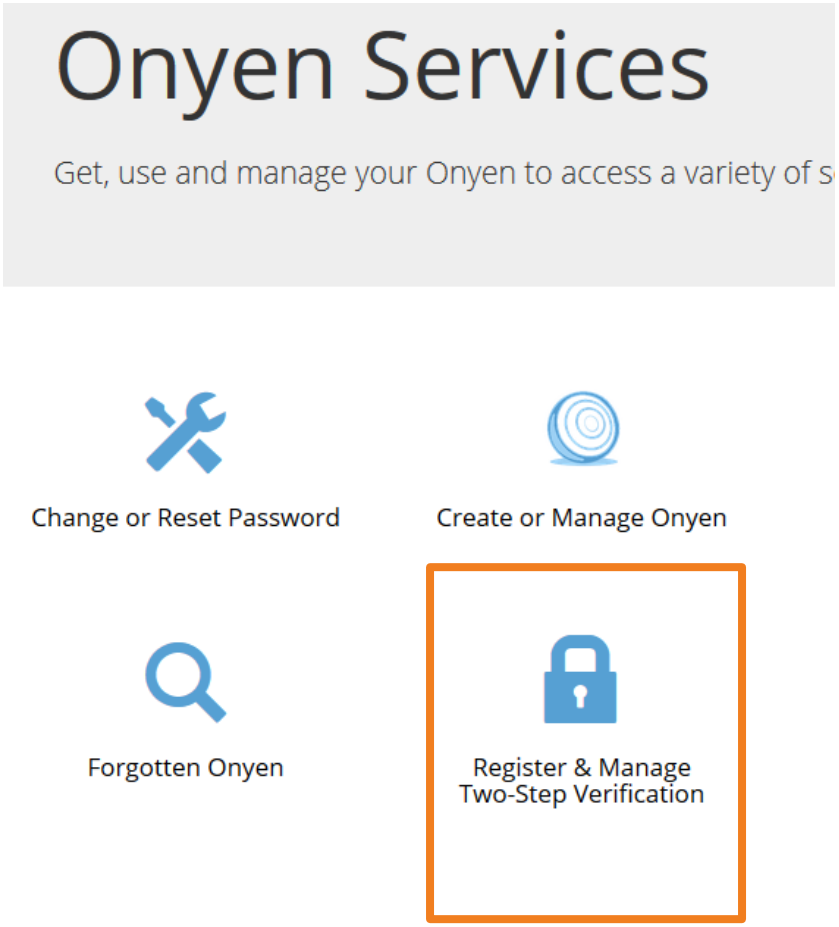
Kelleigh Huggins

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.

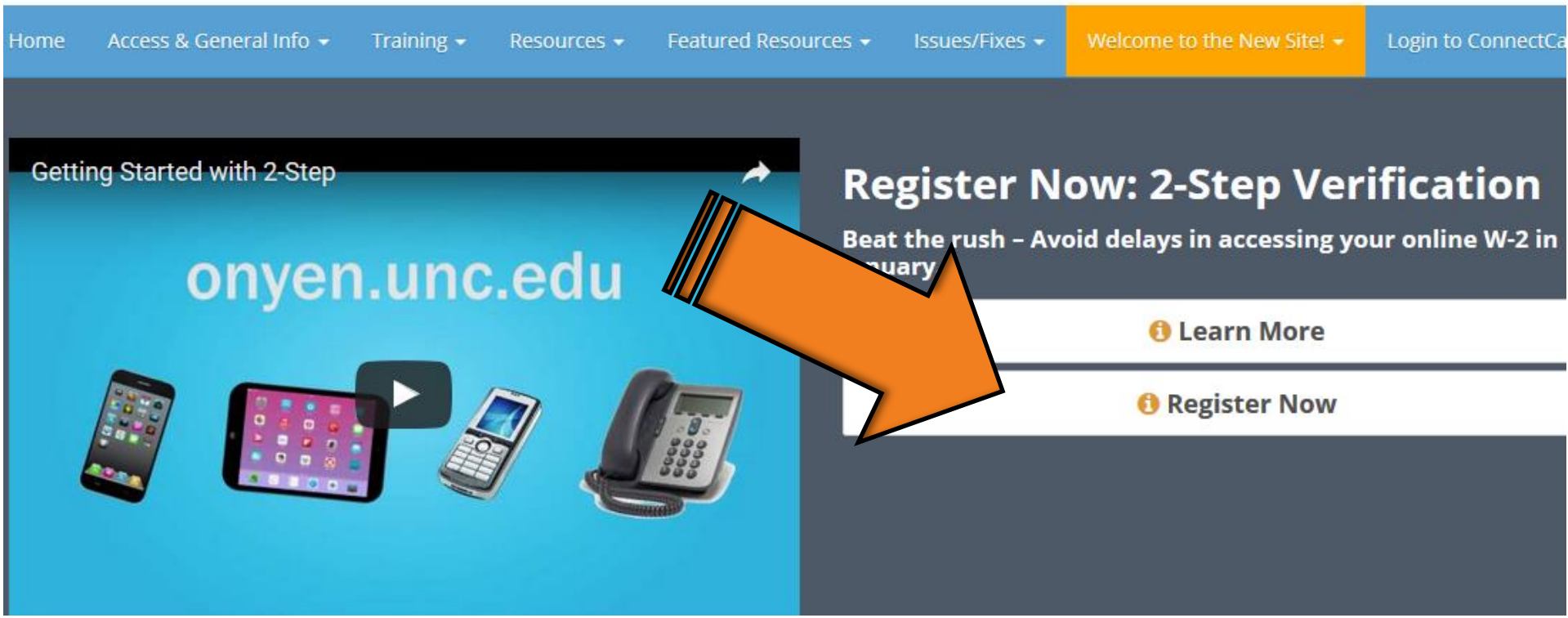


One time only!

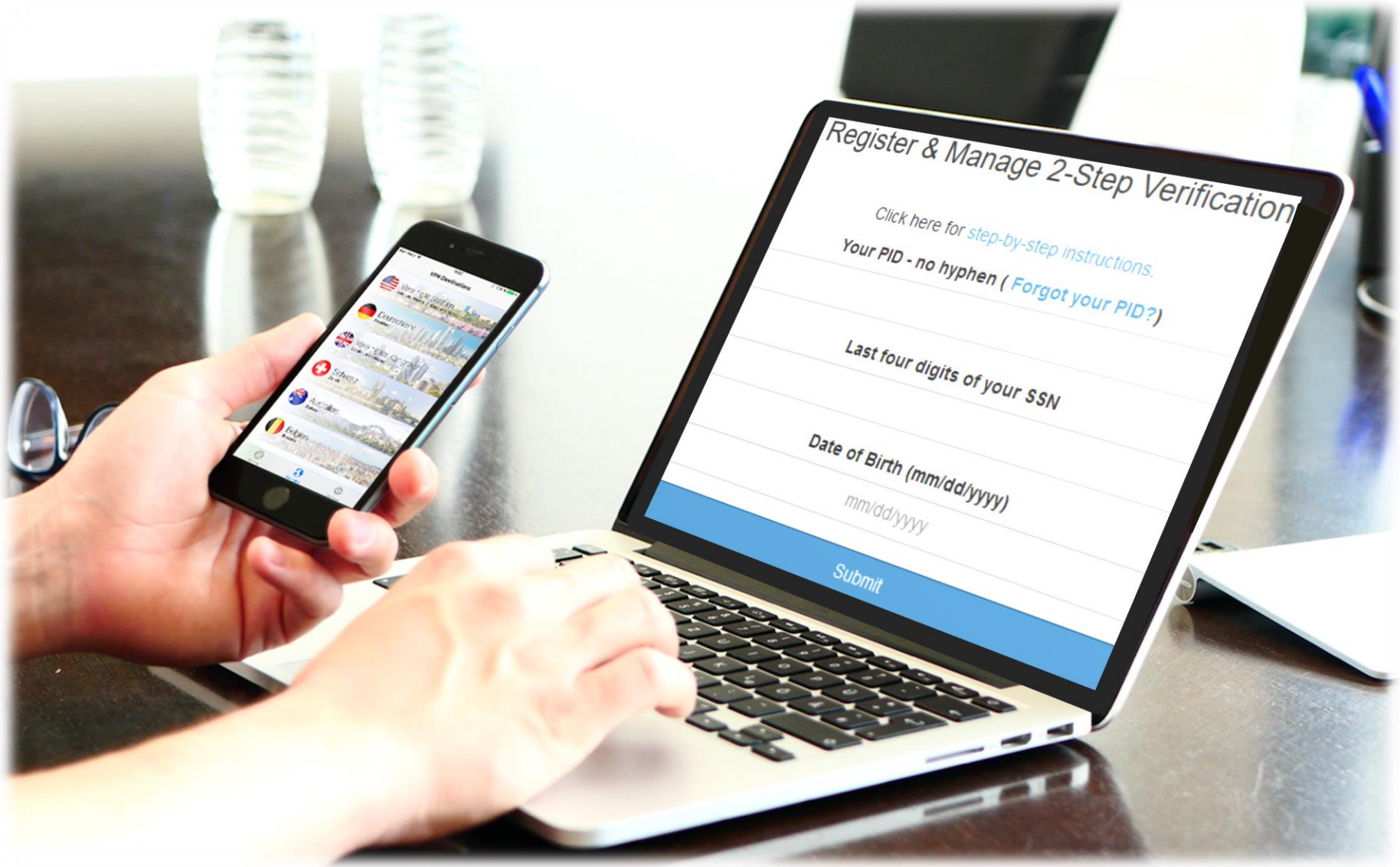
It’s easy ☺ Let’s get started

User Information

Search this site...



What you need to know?



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

phish·ing

/ˈfiSHiNG/

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/

Phishing

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

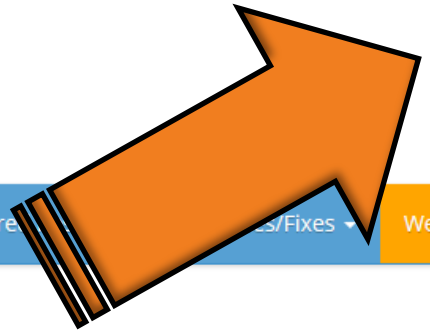
ConnectCarolina Training Supervisor

We've Made Some Improvements

ConnectCAROLINA INFOPORTE User Information

Search this site...

Home | Access & General Info | Training | Resources | Feature | s/Fixes | Welcome to the New Site! | Login to ConnectCarolina



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Any Category

Any Type

Search | Reset

BROWSE CATEGORIES

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

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.

Questions?