HR Benefits & Leave Administration Updates
State Health Plan ID Cards

The State Health Plan did not send out new health plan ID cards to everyone

Only those that made changes to their health coverage received new ID cards

Participants may call 1-855-859-0966 to request new ID cards
SORRY, SON... THERE'S NO APP FOR THAT
Adverse Weather

Review of current process

- If using leave to make up adverse weather, employees select leave time taken and then add an adverse weather designation in the comments
Adverse Weather

Making Up Time

❖ Some units pay all comp and some units bank all comp

❖ An employee in a unit that banks all comp can *make up* adverse weather with manager approval, based on business need.

❖ The employee should still use annual, bonus or special bonus leave for adverse weather. Any comp time earned offsets those hours for use at a future time.
I set out a box of donuts at work today just to see how many New Year’s resolutions I could mess with.
Annual Leave Certification

- We will launch a campus-wide leave certification effort in late February
- If employees have already certified, no other action is needed
Annual Leave Certification

❖ An employee will go into WolfTime to review and certify leave balances. The manager is sent an email to approve the certification.

❖ Once the manager approves, the data is archived.

❖ If the manager fails to approve it, the Leave Coordinator can review lists of unapproved certifications, contact managers and ultimately approve it if needed.
NC STATE UNIVERSITY

NC STATE WELLNESS FAIR

THE WOLFPACK WAY OF LIFE '18

Staff, Faculty & Students
Talley Student Union
Wednesday, February 21, 11 a.m. – 2 p.m.
Staff & Faculty Appreciation Event
Saturday, April 7
Free Football and Free Food