HR Connections Agenda

- AVC Updates
  Marie Williams
- HR Professionals Conference
  Kevin Rice
- EHRA IT Project
  Lori Preiss
- WolfTime Projects/Enhancements
  Erin Amari
  - Redesigned WolfTime Website
  - Weekly Time Calendar View
  - Resources and Videos
  - 2018 Annual Leave Certification
- SHRA Performance Evaluations
  Dan O’Brien
- Other Business

Reminder: Chancellor’s Open House – December 7th
UHR Successful Projects: Examples

Faculty Off-Boarding

• FY 17-18 - used workgroup format
• Goal: identify ways to strengthen our faculty off-boarding processes at NC State and prevent the risk of improper off-boarding of faculty research and/or sponsored projects.
• The workgroup’s recommendations included several new resources and tools, website, off-boarding guides, videos etc.
• Now, every college has identified at least one Faculty Offboarding Point of Contact (POC).
UHR Successful Projects: Examples

Management Essentials

COACHING, TEACHING, KNOWLEDGE

TRAINING

SKILLS

EXPERIENCE, LEARN, DEVELOPMENT
**Management Essentials Program**

- **Number of Programs Scheduled Through Nov. 27, 2018** (custom sessions still remain for CALS Extension)
  - 92 two-day programs

- **Number of Two-Day Programs Run Through Nov. 27, 2018** (Programs still running through Dec. 2018)
  - 90 of 92 two-day programs

- **Supervisors Required to Attend** (Phase I includes Tier II and below in non-faculty roles)
  - 1,308

- **Number of Supervisors Completed Program Through Nov. 27, 2018**
  - 1,369

- **Participants agreed that content was delivered in a way that facilitated their learning.**
  - 92% of Participants

- **Participants agreed they were able to connect learning to their leadership role. (%of those who completed survey)**
  - 94% of Participants

- **Participants agreed they will be able to apply what they learned in the program to their work. (%of those who completed survey)**
  - 92% of Participants

- **Number of Supervisors Who Need to Complete**
  - 157

  (Number includes ~ 50 County Extension Managers yet to complete at Chowan County)
AVC-HR Updates & Collaborations with University Partners

• HR Transformation
  • Rollout of HR Strategic Plan (Jan – March 2019)
  • Complete restructuring of HR operation (FY 18 – 19)

• HR Continuous Improvement
  • Hired Sibson Consulting: Ways to streamline and enhance faculty hiring process at NC State (collaborative project with HR, Academic Affairs, OIED and HR Leads and HR Specialists). Project commences (Nov 2018 – April/May 2019)
  • Streamline the NTT hire/rehire process before the July payroll lockout to allow faculty access to the information needed information prior to the start of the fall semester (Summer 2019)
  • Additional Compensation system enhancements (Summer 2019)
  • Implementation of a new project management tracking tool for UHR (Jan 2019)

• Classification and Compensation
  • EHRA IT Professionals Project (July 2019)

• Organizational Culture
  • Employee Engagement Survey – Ongoing
  • Child Care Options (July 2019)
AVC-HR Updates & Collaborations with University Partners

• HR Compliance
  • I-9 Compliance Project – on-going

• Policy Updates
  • Adverse Weather and Emergency Event Policy and Lists (Dec 2018)
  • Non-Salary Deferred Compensation Policy and Moving Allowance (Finance, HR, Payroll) (Dec 2018)
  • Additional Compensation (Spring 2019)
  • EHRA Grievance and Appeals Process (Summer 2019)

• WolfTime
  • Weekly Calendar View for Employees and Supervisors (Nov 2019)
  • WolfTime Pilot Facilities and LT Solutions for Facilities, CVM, EHS, Athletics and Campus Enterprises (On-going - 2019)

• Learning and Development
  • Management Essentials Focus Groups (Oct 2018)
  • Enhanced Content Management Essentials (New hires and Newly Promoted Managers/Supervisors). Training will be monthly (Sept 2018)
  • Developing Management Essentials II – Advanced – (Feb 2019)
  • HR Professionals Conference (Feb 2019)
HR Professionals Conference
HR Professionals Conference
reminders on behalf of
Makeba Jackson and Amy Grubbs
Holiday Warm-Up Questions

- What kind of holiday shopper are you: Black Friday? Christmas Eve? Yearlong hoarder?

- What is the coolest gift you’ve ever received or given someone?

- What is a cherished holiday family tradition for you and your family?
Conference Updates

- The 2019 HR Professionals Conference is scheduled for February 28. The theme is Agility: Embracing a New HR Mindset at NC State.

- The official conference invitation will be coming soon. Be sure to hold the date. More details to be released within the next two weeks.

- The conference will include a morning large group session and afternoon breakout sessions.

- The location will be the Talley Student Center.
https://lod.hr.ncsu.edu/hrconference/
EHRA IT Professional Classification Implementation

November 2018 Update
History

- June 2017: N.C. General Assembly passes legislation extending EHRA status to FLSA exempt IT positions
- November – December 2017: NC State information sessions held on campus
- January – May 2018: UNC System Office solicits feedback
- July 2018: UNC System Office releases implementation guidelines and related materials
What is EHRA?

- “EHRA” means Exempt from the North Carolina Human Resources Act.
- EHRA information technology positions are included in the Instructional, Research, and Information Technology category (IRIT)
- Other EHRA positions on campus include:
  - senior academic and administrative officers
  - faculty
  - academic advisors, public service and extension positions, coaches, and researchers
How does EHRA differ from SHRA?

- EHRA appointments are “at will”
- EHRA employees receive 24 days of vacation leave and 12 days of sick leave annually (pro-rated for less than 1.0 FTE or 9 month appointments)
- EHRA employees are not eligible for Longevity Pay
- The Annual Raise Process (ARP) can be applied differently to SHRA and EHRA employees
- Additional information on NC State Human Resources website:
  https://hr.ncsu.edu/ehra-conversion-for-information-technology-professionals/
EHRA IT Implementation Workgroup

- Lori Preiss, Director of Classification and Compensation, University HR, Committee Chair and Project Lead
- Marie Williams, Associate Vice Chancellor for Human Resources
- Marc Hoit, Vice Chancellor for Information Technology
- Debbie Carraway, Director of Information Technology, College of Sciences
- Gwen Hazlehurst, Assistant Vice Chancellor, Enterprise Application Services, OIT
- Karen Horne, Director of Business Services, OIT
- Donna Petherbridge, Associate Vice Provost for Academic Technology Innovation, DELTA
- Julie Ricker, Senior Classification and Compensation Consultant, University HR
- Susan West, Assistant Vice Chancellor, Technology Support Services, OIT
Where are we now?

Supervisors have begun completing a position description questionnaire (PDQ) for each employee they supervise. Completed PDQs are then reviewed by:

- Employee
- Unit/department
  - IT director (if applicable)
  - Senior administrator
  - HR lead

Expected timeline: November 2018 – April 2019
PDQs will be reviewed by the workgroup and subject matter experts in the following groupings:

1. IT Directors and Managers (approx. 56)
2. Business & Technology Applications Analysts, Specialists and Technicians (approx. 187)
3. IT Operations Analysts, IT Project Analysts/Managers, and IT Project Program Managers (approx. 11)
4. IT Security Specialists (approx. 8)
5. Networking Analysts and Specialists (approx. 19)
6. Systems Programmer Analysts and Specialists (approx. 98)
7. Technology Support Analysts and Specialists (approx. 143)
## PDQ Submission Due Dates for Workgroup Review

<table>
<thead>
<tr>
<th>SHRA CAREER BAND TITLE</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td>IT Manager</td>
<td>11/30/18</td>
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<td>Business Systems Manager</td>
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<td>Business and Technology Applications Analyst, Specialist and Technician</td>
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<td>IT Project Program Manager</td>
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<tr>
<td>IT Security Specialist</td>
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<td>Networking Analysts and Specialist</td>
<td>2/15/19</td>
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<tr>
<td>Systems Programmer Analyst and Specialist</td>
<td>2/22/19</td>
</tr>
<tr>
<td>Technology Support Analyst and Specialist</td>
<td>3/22/19</td>
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What’s next?

- Positions will be mapped to EHRA IT titles based on the following:
  - Best match of current duties to new EHRA title and description
  - Consistency with peer positions across campus
- Report with position mapping provided to department leadership for review and discussion.
- Expected timeline for work group/SME review and position mapping: November 2018 – April 2019
What’s next?

• Packets provided to eligible employees with the following information:
  – EHRA IT professional job classification and associated salary range determined for the employee’s position
  – EHRA annual salary
  – Description of key differences in the terms and conditions of employment between SHRA and EHRA IRIT
  – FAQs
  – Election form for the employee to complete affirming their **voluntary** decision to convert to EHRA IRIT or to remain an SHRA employee.

• Expected timeline: packets to employees approximately June 30, 2019
What’s next?

• Eligible employees will be given three opportunities to convert to EHRA IRIT status:
  – an initial 90-day election period beginning on or before July 1, 2019
  – a second 45-day election period in fiscal year 2020-2021
  – a third 45-day election period in fiscal year 2021-2022

• After these three election periods are completed, no further election periods will be provided

• Individual consultation sessions will be available to employees to go over packet materials and ask questions

• All newly created or vacated FLSA-exempt IT professional positions must be filled as EHRA IRIT
It’s the employee’s choice.

No SHRA employee will be compelled to elect EHRA IRIT status as part of this implementation and all employee decisions regarding this matter must be voluntary and without coercion of any kind.

Please note: if you apply for and accept a job offer for a position posted as EHRA, you will convert to EHRA.
Communication

• We will keep you up to date on progress in the following ways:
  – Email
  – Website: https://hr.ncsu.edu/ehra-conversion-for-information-technology-professionals/

• Questions can be emailed to classandcomp@ncsu.edu
SHRA Performance Evaluations

Dan O’Brien, University Employee Relations
SHRA Performance Evaluations

• January 2019 Off Cycle Reviews
  – Non-Career status/Probationary
  – Time Limited

• Performance Plans
  – Required for SHRA employees
  – Within 60 days of hire, new performance cycle, material or position changes

• Performance Management Training
  – Supervisory Requirement (per policy)
    • Traditional Classroom
    • Online
    • Train-the-Trainer
    • College/Division/Unit on request
WolfTime
Leave Tracking & Time Keeping System
Absence Review and Certify
Absence Review and Certification

Each year the Office of State Human Resources requires employees to certify their leave balances for the previous year.
Communication

- Two emails will be sent on Monday Dec. 10, one to HR departments and one to employees.

- A second reminder will be sent in January.
What needs to occur before certification?

Employees should submit any outstanding leave requests from January 1 to December 31 for 2018 by January 7, 2019.

Supervisors need to review/approve any pending leave requests for 2018 by their direct reports by January 14, 2019.

If the employee has a pending request the certification can not be processed. The balance will not reflect the correct leave amount until after the next Absence Management update (Tuesday).
Certification Process

• The Certification process will be two-step.
  – Employees will submit their certification request starting 1/9/19.
  – Supervisors will approve the request by 1/31/19

• If the supervisor is not available the leave coordinator will have access to approve the certification.
End of Year Balances

• SHRA employees cannot carry over a negative balance at year end.
  – All negative balances must be resolved. If no leave is available the employee’s absences must be changed to LWOP.
• EHRA employee’s may carry a negative balance of no more than 160 hours (20 days) based on FTE.
• The 2018 year end rollovers will be done on January 8th, 2019

Note: December 31, 2018 is part of the University Holiday winter/break requiring employees to use annual/comp or bonus if not scheduled to work.
New videos to assist with the certification process

The videos will be available Friday, December 7 that will show the process for each of the following:

- The Employee
- The Manager/Supervisor
- The Leave Coordinator
Queries

In preparation to close out 2018 Leave Coordinators and Timekeepers can use the following queries to assist in completing the certification.

1. NC_WT_TOO_MUCH_LEAVE - shows employees who have used more leave in a week than necessary.
2. NC_WT_TOO_LITTLE_TIME - shows employees who have not used enough leave to cover a week.
3. NC_WT_PENDING_LEAVE_APPROVALS - shows all pending leave requests.
4. NC_WT_TIMESHEETS_NOT_APPROVED - shows all timesheets that have not been approved.
5. NC_WT_NEGATIVE_BALANCES - shows employees with negative leave balances
2017 Lockdown Overview

• Starting on Friday Dec. 7, 2018 no more leave requests for 2017 can be submitted by the employee, supervisor and/or leave coordinator.

• HR Benefits will be reviewing any outstanding leave concerns for 2017 and work with the employee along with the college/division HR leave coordinator on resolution.

• Going forward the system will begin only allowing leave request updates for the past 12 months - For example, in January 2019 leave request for January 2018 cannot be submitted.
If a leave request is submitted after receiving the “Ineligible” message it cannot be processed.
WolfTime Enhancements
On November 12, WolfTime rolled out a number of new enhancements.
• Redesigned website
• New functionality for the employee and supervisor weekly calendar views
• Revamped training resources
Redesigned WolfTime Website

The WolfTime website has been redesigned to be more user-friendly. The site also now provides shorter, updated videos and training materials that are easier to find and simpler to use.

https://wolftime.hr.ncsu.edu/

- Interactive Wall Clock Map
- WolfTime Enhancements Timeline
New Training Resources and Videos

We are using new technology to update all of our training videos to make them more informative, engaging and concise.

- Wall Clock Tutorial
- Weekly Time Summary Guide for Supervisor and Employee
- How to Approve Reported Time (supervisor)
- How to Approve Employee Absence Request (supervisor)
- How to Approve FIL/FML (non-exempt)
- How to Approve an Approved FML (exempt and non-exempt)
- How to Approve Absence Certification (Employee, Supervisor, Leave Coordinator)
- How to Input, View, and Cancel Leave Requests (exempt and non-exempt)
- How to Clock In/Out (non-exempt)

Upcoming:

- Worker’s Compensation Training (exempt, non-exempt, leave coordinators)
- How to Request FIL/FML (exempt)
- FML Manager Training
Detailed Weekly Calendar View for Non-Exempt Employees and Managers

- You can now automatically calculate how many hours remain to meet your standard work-week total, eliminating any guesswork or manual calculations. In this view, weekly hours are rounded to the nearest quarter-hour based upon weekly totals. This creates a consistent campuswide process for reporting time.
- It is easier to determine when your supervisor has not approved a submitted leave request or hours worked.
- Help links have been added to define and clarify information displayed in the weekly calendar views.

Employee View
Supervisor View
Feedback

University HR is always looking for ways to improve our system, and your feedback is an invaluable part of that process. If you have any questions or suggestions for improvement, please don’t hesitate to contact the WolfTime team at wolftime-ncsu@ncsu.edu or visit our comment/suggestion page.
We wish you a wonderful holiday season!