HR Connections Meeting

February 14, 2019
Welcome / Greetings / Introduction of New HR Team Members

Host: Marie Williams, AVC for Human Resources

<table>
<thead>
<tr>
<th>Discussion Item</th>
<th>Presenters</th>
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<tbody>
<tr>
<td>✓ Welcome and AVC Updates</td>
<td>Marie Williams</td>
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<tr>
<td>✓ Staff Senate Update</td>
<td>Jason Painter, Chair</td>
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<tr>
<td>✓ HR Professional Conference</td>
<td>Amy Grubbs</td>
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<tr>
<td>✓ I-9 Document/Student Onboarding</td>
<td>Amy Grubbs/Jill Blitstein</td>
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<tr>
<td>✓ New Employment Job Website</td>
<td>David Perryman</td>
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<tr>
<td>✓ Adverse Weather Mandatory/Non-Mandatory</td>
<td>Todd Driver</td>
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<tr>
<td>✓ Special Bonus Leave &amp; Leave Certification</td>
<td>Erin Amari</td>
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</table>
AVC-HR Updates

- **Position Search Updates**
  - Director of Benefits

- **Key Project Updates**
  - Enhance faculty hiring process at NC State (collaborative project with HR, Academic Affairs, OIED and HR Leads and HR Specialists).
  - Streamline the NTT hire/rehire process
  - Additional Compensation enhancements
  - Employee Engagement Survey Advisory Group Action Plan process

- **Child Care Program Transition Plan**
  - Center operations end 6/30/19. Bright Horizons (BH) relocate our 34 impacted NCSU families to other BH locations in RTP
  - Additional child care program enhancements planned

- **Policy Updates**
  - Non-Salary Deferred Compensation Policy Revisions – Relocation Allowance – Pending BOT Approval (Feb)
Staff Senate Update and Announcements
HR Professionals Conference
February 28, 2019
I-9 Documentation/Student Onboarding
NC State Jobs Website Refresh Project
The Talent Acquisition Team

• Shannon Boatwright
  joined NC State 3/2016

• Julie Strachota
  joined NC State 10/2018

• Jeff Armstrong
  joined NC State 1/24/2019

• Kim Wadsworth
  temporary support
Talent Acquisition Current Goals and Project Areas

• Improve efficiency and effectiveness of processes
• Enhance services to improve University’s recruitment and hiring capabilities
• Improve hiring manager experience
• Improve applicant experience
Talent Acquisition Current Goals and Project Areas

• Improve efficiency and effectiveness of processes
• Enhance services to improve University’s recruitment and hiring capabilities
• Improve hiring manager experience
• Improve applicant experience
The Project: Our Jobs Website

Coming Soon…

Come join a pre-eminent research enterprise that creates economic, societal and intellectual prosperity

- About NC State
- Stats and Strengths
- About Raleigh
- Benefits, Employee Wellness, and Work-Life

Faculty Opportunities

Staff/Non-Faculty and Administrator Opportunities
Website Refresh: Key Features

- Improved visual appeal and updated modern look
- Cleaner, simplified applicant experience
- Responsive design and improved mobile performance
- Improved opportunity to promote the University as a great place to work

Note: The refreshed applicant site will use the same URL as the current site and does not change any internal functionality of the site. Managers nor applicants will require any additional training.
Adverse Weather
Mandatory-Non-Mandatory
Changes to Mandatory Designation

• First step - Revision of existing mandatory employee status

• Annual revision there-after, via MyPack Portal (may or may not align with Performance Management timelines)

• Information used in emergency planning scenarios, security access, budgeting
Special Bonus Leave and Annual Leave Certification
Certification Process update

- As of 2/11/19
  - 5447 employees have certified
  - 518 in progress
  - 2182 not started
- Some employees were affected by programming changes causing balances to be incorrect.
- No employee should certify their balances until they are sure the balances are correct. HR will work with employees to verify balances if needed
End of Year Balances reminders

- 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 were done on January 8th, 2019
View Certification Progress

NC_WT_NOT_CERTIFIED - shows employees who have not begun the certification process

HR Quicklinks -> WolfTime -> Apprv/Review Abs Certification
Special Bonus Leave: Technical Corrections

- General Assembly sent out notification of a “Technical Correction” on processing Special Bonus Leave that we received on January 22nd.

- As of that date the rollover of time using the “old” process had been completed and loaded into the leave balances.

- We have notified the affected employees (580) and units of the change to their Special bonus leave balances.

- We are currently testing the system fix to update the balances for the affected employees.
# Special Bonus Leave

Example of annual leave rolling BACK to special bonus leave

<table>
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<tr>
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<td><strong>Annual</strong></td>
<td>250</td>
<td>240</td>
<td>240</td>
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<tr>
<td><strong>Sick</strong></td>
<td>200</td>
<td>200</td>
<td>200</td>
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<td>30</td>
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<td>250</td>
<td>240 (260-10) SBL</td>
<td>240 (260-10) rolled to SBL</td>
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<tr>
<td><strong>Sick</strong></td>
<td>200</td>
<td>200</td>
<td>200</td>
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<tr>
<td><strong>Special Bonus</strong></td>
<td>20</td>
<td>20</td>
<td>30 (20 + 10) rolled from Annual</td>
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### Special Bonus Leave

Example of annual leave rolling BACK to special bonus leave and rolling to sick

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<tr>
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<td>200</td>
<td>220</td>
<td>220</td>
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<td>Special Bonus</td>
<td>0</td>
<td>0</td>
<td>40</td>
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<td><strong>Annual</strong></td>
<td>300</td>
<td>240 ((300 - 40 \text{ SBL} - 20 \text{ rolled to sick}))</td>
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<tr>
<td><strong>Sick</strong></td>
<td>200</td>
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WolfTime 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.
Thank You

Other Announcements:
Wellness Fair – Wednesday, February 20, 2019