AVC Updates

Marie Williams
HR Connections
October 31, 2019
NC STATE ATHLETICS
UPCOMING TICKET OPTIONS FOR EMPLOYEES
SEASON TICKETS

• Men’s Basketball
  – Season ticket discounts available for employees
  – Season parking is complimentary with season tickets
  – Mini Plans and non-conference games on sale
  – Group tickets available for groups of 15+

• Women’s Basketball
  – Season Tickets Only $50
  – Parking is free
  – Mini Plans & Single Games on sale now
  – Group tickets available for groups of 15+
OTHER TICKET OPTIONS

• Baseball
  – Season Tickets Only $128

• Softball
  – Season Tickets Only $50

• Wrestling
  – Season Tickets Only $30

• Gymnastics
  – Season Tickets Only $30

*FREE game day tickets to these events with your University ID*
Employee Appreciation Games: Football

- November 16 vs. Louisville
- Tickets: $20 for any available seat (60% off)
- Purchase online at: GoPack.com/Promo
- Promo Code: THINKANDDO
- Limited Tickets Remaining
EMPLOYEE APPRECIATION GAMES: MEN'S BASKETBALL

- November 5 vs. Georgia Tech
  - Tip-off: 8:30 pm
  - Tickets: $10 for terrace level seating
  - Purchase online at: GoPack.com/Promo
  - Promo Code: THINKANDDO

- December 22 vs. The Citadel
  - Tip-off: 6 pm
  - Tickets: $15 lower level and $10 for terrace level seating
  - Theme: Winter Wonderland
  - Purchase online at: GoPack.com/Promo
  - Promo Code: THINKANDDO
STAFF & FACULTY TICKET OFFICE REPRESENTATIVE

Skylar Chilton

- Account Representative
- Class of 2017
- (919) 865-1427
- rschilto@ncsu.edu
How To Purchase (continued)

- Through GoPack.com/Promo or Skylar Chilton
- Through the Athletics Ticket Office:
  - Website: GoPack.com/BuyTickets
    - Live chat option available
  - Phone: (919) 865-1510
  - Email: ticketoffice@ncsu.edu
  - In-person: 5400 Trinity Rd.
    - Office Hours: Monday-Friday, 8:30am - 4:30pm
Paid Parental Leave Policy Update

Margaret Erickson
Policy Implementation

- Approved by Board of Governors for implementation no earlier than January 1, 2020 and no later than March 31, 2020.
- NC State University will be implementing the new paid leave effective January 1, 2020.
- Birth parent (8) weeks; non-birth parent (4) weeks.
- Project team working on implementation and communication plan.
Eligibility

- Full-time or part-time (must be at least half time) or time-limited regular position with continuous employment preceding 12 months and eligible for FMLA by being in pay status for at least 1040 hours in previous 12 months.

- Eligibility determined at time of the qualifying event at birth of the child, or placement via adoption, foster or other legal placement.

- Leave for part-time employees will be prorated.

- FLMA will run concurrent with parental leave if available.
Process for Requesting Parental Leave

- Online request form available on Benefits homepage
- Request form captures event type, leave dates, and validation documentation
- UHR leave coordinator will review eligibility and validate documentation for specified leave type
- UHR leave coordinator will process confirmation letter to requesting employee with a copy to the supervisor, and unit HR lead/leave coordinator
- UHR leave coordinator will initiates JAR action for leave and track leave status through deadline of the leave timeframe.
Future System Enhancements

- Build out of extended framework for absence management
- Benefits:
  - Ability to report overlapping FMLA leaves
  - Less data entry and mandatory changes for leave end dates
  - Increased usability to better manage paid and unpaid takes on a single screen
  - Ability to auto generate leave letters (PPL, FMLA, etc)
  - Ability to upload validation documents
Questions on Paid Parental Leave:
Paid-parental-lv@ncsu.edu
2020 Annual Enrollment

November 2 - November 19, 2019

go.ncsu.edu/annualenrollment
Takeaways from this Presentation

> Short enrollment window -- don’t wait until the last minute!
> Everyone in State Health Plan must take action!
> Significant plan changes to the 70/30 plan
> New Tobacco Attestation Process
> New “Classic” Dental Plan
> Metlife Insurance Relaxed Enrollment Campaign
Benefit Enrollment Options
OPTION 1: MyPack Portal

MyPack Portal > Employee Self Service > Benefit Details > Enroll in Benefits
OPTION 2: BenefitFocus App

Use this code on your first login: SHP
Changes in this enrollment period are effective

January 1, 2020
What’s New This Year?
### Medical
- No changes to 80/20 Plan
- **70/30**: New Deductibles and copayments
- **70/30**: Preventive services covered at 100%
- **70/30**: Primary Care Provider copay reduced to $30
- New tobacco attestation/cessation process (70/30 and 80/20 plans)

### NC Flex
- **Dental plan**: new Classic Option
- **Healthcare FSA**: Increased maximum contribution: $2,700
- **FSA**: Must re-enroll for 2020

### NC State Benefit Plans
- **New**: MetLife Group Term Life relaxed underwriting campaign
- **Hyatt Legal Plan**: Enrollment open

### Enrollment Tips
- Annual enrollment window is very short this year: **November 2-19**
- Don’t wait until the last minute!

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**Employee premiums for the medical plan will **NOT** increase for the 2020 benefit plan year!**
More About Tobacco Attestation...
Tobacco Attestation: TAKE ACTION!

Participate in Tobacco Cessation Counseling

Attend one tobacco cessation counseling session at a CVS Minute Clinic

Receive $60 MONTHLY credit!
How does the tobacco attestation credit affect my premiums?

<table>
<thead>
<tr>
<th>Plan Description</th>
<th>Employee-Only Monthly Premium with credit ($50)</th>
<th>Employee-Only Monthly Premium with credit ($25)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attest during Annual Enrollment (November 2-19, 2019) in eEnroll to being tobacco-free OR visit CVS MinuteClinic</td>
<td>- $60 premium credit</td>
<td>- $60 premium credit</td>
</tr>
<tr>
<td>Employee-Only Monthly Premium</td>
<td>$110</td>
<td>$85</td>
</tr>
</tbody>
</table>

Even if you attested during last year’s Annual Enrollment, you will need to re-attest again during this Annual Enrollment period! If you are a tobacco user agreeing to the cessation visit, you must visit CVS Minute Clinic for at least one tobacco cessation counseling session by December 31, 2019 to receive the wellness credit.
More About NC Flex Changes...
NC Flex Dental: New Plan

Classic Option

- Same rates as 2019 High Option but lower deductible
- Lower Annual Maximum than 2019 High Option
- Will pay for a lesser percentage for Basic Services than 2019 High Option
For 2020, the Healthcare Flexible Spending Account Maximum Contribution has been increased from $2,550 to $2,700.
2020 Plans: Overview, Updates, & Rates
Medical Plan:
Overview, Updates, & Rates
> Continued access to the Blue Options network.

> **All** North Carolina hospitals are included.

> Existing providers + those who have joined the Clear Pricing Project.
Medical Plan Rates

Employee premiums will **NOT** increase for the 2020 benefit plan year!

<table>
<thead>
<tr>
<th>ACTIVE SUBSCRIBERS</th>
<th>80/20 PLAN</th>
<th>70/30 PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOBACCO ATTESTATION COMPLETE?*</td>
<td>TOBACCO ATTESTATION COMPLETE?*</td>
</tr>
<tr>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Subscriber</td>
<td>$50.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>Subscriber + Child(ren)</td>
<td>$305.00</td>
<td>$365.00</td>
</tr>
<tr>
<td>Subscriber + Spouse</td>
<td>$700.00</td>
<td>$760.00</td>
</tr>
<tr>
<td>Subscriber + Family</td>
<td>$720.00</td>
<td>$780.00</td>
</tr>
</tbody>
</table>
## Medical Plan Changes

<table>
<thead>
<tr>
<th>Plan Design Features</th>
<th>80/20 Plan (No Changes)</th>
<th>2019 70/30 Plan</th>
<th>2020 70/30 Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deductible (Individual/Family)</strong></td>
<td>$1,250 Individual $3,750 Family</td>
<td>$1,080 Individual $3,240 Family</td>
<td>$1,500 Individual $4,500 Family</td>
</tr>
<tr>
<td><strong>Medical/ RX Out-of-Pocket (OOP)</strong></td>
<td>$4890 Individual $14,670 Family</td>
<td>$4388 Individual Coins $13,164 Family Coins</td>
<td>$5,900 Individual $16,300 Family</td>
</tr>
<tr>
<td><strong>Preventive Services</strong></td>
<td>$0</td>
<td>$40 PCP $94 Specialist</td>
<td>$0</td>
</tr>
<tr>
<td><strong>PCP</strong></td>
<td>$25/$10 (if you use PCP on card)</td>
<td>$40</td>
<td>$45/$30 (if you use PCP on card)</td>
</tr>
<tr>
<td><strong>Specialist Co-Pay</strong></td>
<td>$80</td>
<td>$94</td>
<td>$94</td>
</tr>
<tr>
<td><strong>Mid Tier Copays</strong></td>
<td>$52</td>
<td>$72</td>
<td>$72</td>
</tr>
</tbody>
</table>
## Medical Plan Changes

<table>
<thead>
<tr>
<th>Rx Plan Features</th>
<th>80/20 Plan (No Changes)</th>
<th>2019 70/30 Plan</th>
<th>2020 70/30 Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rx-Tier 1</td>
<td>$5</td>
<td>$16</td>
<td>$16</td>
</tr>
<tr>
<td>Rx- Tier 2</td>
<td>$30</td>
<td>$47</td>
<td>$47</td>
</tr>
<tr>
<td>Rx- Tier 3</td>
<td>Ded/Coinsurance</td>
<td>$74</td>
<td>Ded/Coinsurance</td>
</tr>
<tr>
<td>Rx- Tier 4</td>
<td>$100</td>
<td>10% up to $100</td>
<td>$200</td>
</tr>
<tr>
<td>Rx- Tier 5</td>
<td>$250</td>
<td>25% up to $103</td>
<td>$350</td>
</tr>
<tr>
<td>Rx- Tier 6</td>
<td>Ded/Coinsurance</td>
<td>25% up to $133</td>
<td>Ded/Coinsurance</td>
</tr>
<tr>
<td>Preferred Diabetic Supplies*</td>
<td>$5</td>
<td>$10</td>
<td>$10</td>
</tr>
</tbody>
</table>

*Preferred Diabetic Supplies includes Strips, Lancets, Syringes, Needles. Preferred Brand is OneTouch. Non-Preferred Diabetic Supplies will be priced at Rx Tier-3*
Enrollment Support Center

Extended Call Center Hours
855-859-0966

- **Monday – Friday**, 8:00 am – 10:00 pm
- **Saturday**, 8:00 am – Noon
- **Sunday**, Noon – 5 pm
Remember:

State Health Plan premiums are deducted one month in advance.
NC Flex Plans:
Overview, Updates, & Rates
# Dental Plan: Changes & Rates

<table>
<thead>
<tr>
<th>Deductible (Individual/Family)</th>
<th>High Option</th>
<th>Classic Option</th>
<th>Low Option</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$50/$150</td>
<td>$25/$75</td>
<td>$25/$75</td>
</tr>
<tr>
<td>Annual Maximum</td>
<td>$5,000</td>
<td>$1,500</td>
<td>$1,000</td>
</tr>
<tr>
<td>Preventive Services</td>
<td>100%, no deductible</td>
<td>100%, no deductible</td>
<td>100%, no deductible</td>
</tr>
<tr>
<td>Basic Services</td>
<td>80%, deductible applies</td>
<td>60%, deductible applies</td>
<td>50%, deductible applies</td>
</tr>
<tr>
<td>Major Services</td>
<td>50%, deductible applies</td>
<td>50%, deductible applies</td>
<td>N/A</td>
</tr>
<tr>
<td>Orthodontia Services</td>
<td>50%</td>
<td>50%</td>
<td>N/A</td>
</tr>
<tr>
<td>Orthodontia Lifetime Maximum</td>
<td>$1,500</td>
<td>$1,500</td>
<td>N/A</td>
</tr>
<tr>
<td>R&amp;C Percentage</td>
<td>80%</td>
<td>70%</td>
<td>70%</td>
</tr>
</tbody>
</table>
### Dental Plan: Changes & Rates

<table>
<thead>
<tr>
<th>Monthly Rates</th>
<th>High Option</th>
<th>Classic Option</th>
<th>Low Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$47.94</td>
<td>$35.90</td>
<td>$22.68</td>
</tr>
<tr>
<td>Employee and Spouse</td>
<td>$96.14</td>
<td>$72.00</td>
<td>$45.72</td>
</tr>
<tr>
<td>Employee and Child(ren)</td>
<td>$103.66</td>
<td>$78.00</td>
<td>$49.10</td>
</tr>
<tr>
<td>Employee and Family</td>
<td>$169.74</td>
<td>$123.00</td>
<td>$78.26</td>
</tr>
</tbody>
</table>

**Employees currently in High Option will be defaulted to Classic Option, must re-enroll**
### Healthcare FSA Updates and Reminders

| **Increased Maximum Contribution** | For 2020, the Flexible Spending Account Maximum Contribution has been increased from $2,550 to **$2,700**. |
| **January 1 through December 31** | Reimbursements can be requested for expenses incurred between January 1 and December 31, 2020. |
| **April 30, 2021** | Participants have until April 30, 2021 to submit claims for prior year expenses. |
| **Rollover $25 - $500** | Participants can rollover between $25 to $500 of remaining account balances with a minimum balance of $25. |
## Dependent Care FSA Reminders

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2020-</td>
<td>Reimbursements can be requested for expenses incurred between January 1 and March 15, 2021 (grace period).</td>
</tr>
<tr>
<td>March 15, 2021</td>
<td></td>
</tr>
<tr>
<td>April 30, 2021</td>
<td>Participants have until April 30, 2021 to submit claims for prior year expenses.</td>
</tr>
<tr>
<td>Convenience Card</td>
<td>Funds are available via the convenience card once they are payroll deducted. It is the same card as your Health Care FSA.</td>
</tr>
<tr>
<td>Maximum Contribution</td>
<td>For 2020, the Dependent Care FSA Maximum Contribution is $5,000.</td>
</tr>
</tbody>
</table>
## Vision Plan Reminders

<table>
<thead>
<tr>
<th>Plan</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Vision</td>
<td><strong>FREE</strong> benefit to employees, however they must enroll. Allows and eye exam with $20 copayment. *No need to re-enroll each year.</td>
</tr>
<tr>
<td>Basic Vision</td>
<td>Provides comprehensive eye exam. Contact lenses once every 12 months, Frames once every 24 months.</td>
</tr>
<tr>
<td>Enhanced Vision</td>
<td>Provides comprehensive eye exam. Contact lenses once every 12 months, Frames once every 12 months.</td>
</tr>
<tr>
<td>Hearing Healthcare</td>
<td>In partnership with Amplifon Hearing network, provides 40% off hearing exams and low-price discounted guarantee on hearing aids.</td>
</tr>
</tbody>
</table>
### Supplemental Medical Options

<table>
<thead>
<tr>
<th>Accident Plan</th>
<th>Cancer &amp; Specified Diseases</th>
<th>Critical Illness</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; Pays cash benefit for specific injuries/events resulting from covered accident</td>
<td>&gt; Pays cash benefit for cancer and 29 other specified diseases</td>
<td>&gt; Pays a cash benefit if you are diagnosed with a covered critical illness</td>
</tr>
<tr>
<td>&gt; Increased sports accident benefit</td>
<td>&gt; Three plan options, Low, High, Premium</td>
<td>&gt; Choose from maximum benefit amount $15,000 or $25,000</td>
</tr>
<tr>
<td>&gt; Benefit paid directly to you, use money however you wish</td>
<td>&gt; No EOI required during annual enrollment</td>
<td>&gt; No EOI required during annual enrollment</td>
</tr>
</tbody>
</table>

*Wellness Screening Benefit*
## Financial and Survivor Options

<table>
<thead>
<tr>
<th>GROUP TERM LIFE</th>
<th>CORE AD&amp;D</th>
<th>Voluntary AD&amp;D</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; May add or increase coverage by up to $20k without EOI if not denied previously.</td>
<td>&gt; $10k in employee coverage.</td>
<td>&gt; Purchase $50,000 to $500,000 in additional coverage.</td>
</tr>
<tr>
<td>&gt; May not increase guaranteed issue amount of $200k for employees/$50k for spouse.</td>
<td>&gt; FREE benefit to employees (no dependent coverage), but they must enroll.</td>
<td>&gt; Includes Worldwide Travel Assistance Services.</td>
</tr>
<tr>
<td></td>
<td>&gt; No need to re-enroll each year.</td>
<td>&gt; Education &amp; Childcare benefits for surviving spouse/dependents.</td>
</tr>
</tbody>
</table>
NC State Benefit Plans: Overview, Updates, & Rates
### Coverage Amounts

- Those enrolled in MetLife may increase or reduce coverage amounts.

- If increasing, may add $10k, $20k or $30k with no statement of health, regardless of current amount (may not exceed 1 million).

### Medical Questions

May apply for the first time by answering five medical questions.

### Enrollment Information

Enrollment information will be sent directly to your home address.

Enrollment forms must be returned directly to MetLife no later than November 19, 2019!
<table>
<thead>
<tr>
<th>ELIGIBILITY</th>
<th>BENEFITS</th>
<th>ENROLLMENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; Must be enrolled in the Teachers’ and State Employees’ Retirement System (TSERS).</td>
<td>Disability benefits may be after the 60th day of disability and is payable at 66 2/3% of base salary up to $15,000/month beginning January 1, 2020.</td>
<td>Paper enrollment form must be received by the HR Benefits Office no later than November 19, 2019.</td>
</tr>
<tr>
<td>&gt; Works in conjunction with the State’s disability plans and Social Security Disability.</td>
<td></td>
<td>If denied in the past, must complete EOI.</td>
</tr>
</tbody>
</table>
# Standard Long Term Disability

<table>
<thead>
<tr>
<th>ELIGIBILITY</th>
<th>BENEFITS</th>
<th>ENROLLMENT INFORMATION</th>
</tr>
</thead>
</table>
| > Must be enrolled in the Optional Retirement Plan (ORP).       | Disability benefits may be after the 60th day of disability and is payable at 66 2/3% of base salary up to $15,000/month beginning January 1, 2020. | Paper enrollment form must be received by the HR Benefits Office no later than November 19, 2019.  
*If denied in the past, must complete EOI.*                  |
Hyatt Legal Plan

- Will preparation and estate planning
- Legal representation for speeding tickets
- Legal advice, document review
- Other legal services are available (25% discount)
Annual Enrollment Tips
### Take Action

**Choose your plan:** ALL MEMBERS will be defaulted into the 70/30 plan, regardless of current plan enrollment.

**Complete Tobacco Attestation:** A $60 monthly surcharge applies for those who do not complete tobacco attestation during the Annual Enrollment period.

**Plan:** Take time to plan for the upcoming year.

### Review

- Review your options carefully.
- Review, add and/or update beneficiaries.
- Review MetLife life insurance information.

### Submit on Time

All enrollments (online, phone and/or paper enrollment forms) must be completed and/or received by the HR Benefits Office no later than November 19, 2019!

### Save/Print

Print/save confirmation statement from online enrollment.

OR:

- Record date/time of your phone enrollment
- Save screenshot from app enrollment

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**Don’t wait until the last minute!**
New dependents **MUST** be verified by uploading applicable documents.
NEED HELP?

Call the Vendor Customer Service:
855-859-0966

Reach out to your Benefits Consultant:
go.ncsu.edu/benefitconsultant

Visit Us:
Admin II, Room 110 (Dates/Times listed on website)

Attend an Information Session:
Talk to your college/division HR department for session information
Thank you!

go.ncsu.edu/annualenrollment
Fair Labor Standards Act (FLSA)

- Federal Law (*established* 1938)

- Sets requirements for minimum wages, overtime pay, equal pay, record keeping and child labor standards for non-exempt (covered) employees

- Distinguishes between non-exempt (covered) employees and exempt (not covered) employees

- Regulated by U.S. Department of Labor (DOL)
FLSA Overtime Rule Overview

Currently, to be FLSA “exempt” an employee must:

1. Be paid a salary of $466/week ($23,660/year) = “salary test” and
2. Have duties that fall under a “white collar” exemption (executive, administrative, learned professional) = “duties test”

- Changes effective **January 1, 2020**
- While the duties test has stayed the same, the salary test has changed.
- The DOL has increased the minimum salary threshold for exemption to $684/week or $35,568/year.
- Employees who have teaching/instruction as a primary responsibility are exempt from the minimum salary threshold.
Preparation & Analysis

• 23 impacted positions (narrowed down from 51 positions on list originally)

• Class & Comp consultants working closely with HR leads
  – Does the employee meet the teaching exemption?
  – Will the employee convert to FLSA non-exempt?
  – Will the employee receive a salary increase to bring them up to $35,568 annually/$684 weekly? Will this cause any compression issues?
Next Steps

- Finalize impacted employee list
- Memo to administrators with impacted employees
- Communication to employees converting to FLSA non-exempt and their supervisors
- Information sessions (including Wolftime)
- Non-exempt employees begin tracking work hours effective January 1, 2020
HR Information Management (HRIM)
JAR Update
Job Action Request (JAR) Enhancement

A New Hire Action Reason with JAR Transactions
(Hire Search Waiver)

Note: Search Waivers are reviewed/granted by the Office for Institutional Equity and Diversity (OIED)
Hiring Proposal (HP)

Required with EHRA and SHRA Employment

**Note:** When the HP field is highlighted in **RED** a valid HP/AC code is required.

*If you have questions regarding HP/AC field requirements contact your HRIM Specialist.*
Academic Rank

Academic Rank requirements for EHRA Faculty JAR transactions will be based on the “Tenure Status” selected.
Academic Rank Requirements

Academic Rank field requirements will be highlighted in RED if a EHRA Faculty JAR transaction is submitted before the fields are updated.

Note: For 9 month faculty members on tenure track the “Date of Current Rank” would be August 16th.

If you have questions regarding Academic Rank field requirements contact your HRIM Specialist.
JAR Documentation Attachments

JAR hire/rehire transactions for EHRA and SHRA employment will require certain attachments before the JAR transaction can be submitted for approval.

- **HR Hiring Proposal** - is automatically uploaded if the (HP/AC) code provided by Talent Acquisitions and/or Class and Compensation is entered correctly in JAR

- **HR Offer Letter, Terms and Conditions** - is uploaded by the college/dept. processing the JAR transaction
System Access Removal Procedures

Amy Grubbs
Job Alerts

New Feature on the NC State Jobs Website

David M Perryman | Director, Talent Acquisition and Employment
Problem: NC State faces increasing demands to efficiently and consistently attract and identify high quality talent to fill its vacancies. The market for talent is highly competitive; and the best talent seldom actively looks for new opportunities. Therefore, NC State must identify opportunities to engage prospective candidates more proactively.

Quality talent demand exceeds current availability for vacancies at NC State. While applicant pools are often substantial in volume, pool quality is inconsistent and more high quality talent is available in the market than represented in our applicant pools.

Many potential candidates are interested in employment at NC State, but potential applicants do not check the site regularly for new opportunities.

Even when a potential candidate applies to a job, they often miss additional opportunities that they might be well-qualified for because they did not see them on the jobs site, or potentially were posted after they visited/applied.

Many high quality candidates are often not checking employer job websites at all, relying on active outreach from employers/recruiters.

It is not possible to track interest and potential talent pipelines (i.e. people who are seeking opportunities at NC State) via our current tools.

Root cause(s) of Problem: The burden of seeking out suitable opportunities is currently placed primarily on the potential candidate; and we do not have technology to capture a prospective candidate’s interest in jobs at NC State.

Solution: Implement “Job Alerts” on jobs.ncsu.edu that actively notifies potential candidates of NC State University job opportunities via email. Candidates who subscribe to job alerts will now receive email notifications about new job opportunities at NC State, and NC State will now be able to collect data and analyze job alert subscriptions to measure potential areas of interest in jobs and talent pipelines. This solution leverages existing technology, requires no additional personnel, and incurs no additional system costs.

How Job Alerts work: Prospective candidates click on Job Alerts on the jobs.ncsu.edu website, select categories of jobs that they wish to be notified about, and click “Subscribe”. NC State assigns one or more categories to each posting based on its duties (ex. HR, IT, Faculty, Administrative Support), and when it is posted. It generates an email to prospective candidates who have subscribed to alerts. We can also pull reports of how many prospective candidates have signed up for job alerts and which categories they have subscribed to, giving us greater insight into potential talent pipelines.
What are Job Alerts?

Automated emails sent to candidates ("daily digest") with listings of new NC State postings matching their "subscription".

---

Subject: Job Alert: New Opportunities available at NC State

Dear Kelly,

Thank you for your interest in a career at NC State University!

The following opportunities have been posted on our website and match one or more of the Job Alert categories you expressed interest to complete an application.

Research and Laboratory
Research Scholar - CPHST Beltsville Laboratory

Project Title: Development and validation of advanced methods for detection and identification of plant quarantine pathogens. The mission on development of advanced diagnostics for plant pathogens of regulatory importance. The diagnostic technologies include PCR sequence analysis and methods for sample preparation. Methods developed will be used by federal regulatory surveillance and eradication stakeholders, review available literature, select the appropriate technology and develop work plan with detailed experimental part. The incumbent will prepare progress and validation reports on specific schedule. When needed, the incumbent will work on technology transfer and/or provide technologies under development at the APHIS PPQ CPHST Beltsville Laboratory and the incumbent will be expected to present research at state and federal agencies. The incumbent will provide confirmatory routine and non-routine diagnostic or support other lab activities as candidates from this posting.

Research Program Manager

This position will provide the right candidate with the opportunity to remain actively engaged in cutting-edge scientific research, but not in Bioprocess Research Program. Besides, it will provide operational and strategic program management leadership for new and ongoing projects, research milestones, budgets, contracts, or grants. The Research Program Manager will be responsible for communicating effectively within the biopharmaceutical industry and may include fermentation, cell culture, purification, and analytical technologies. They may range from limited to the following: * Grow BTEC's new Bioprocess Research Program * Coordinate grant proposal writing and application * Manage project — Message truncated —
How do they work?  
(the internal NC State perspective)

Within PeopleAdmin:

- When you create a new posting (“Applicant Tracking” module), simply select the job category (or categories) that best fits the position on the “New Posting” screen.
New Posting

* Required Information

**Working Title**: Intermediate Care Veterinary Technician

**Organizational Unit**

**College/Division**: CVM

**Department**: CVM Teaching Hospital

**Job Alerts**

Job Alerts Categories
- Academic Advising
- Accounting, Finance, Budget, and Business Operations
- Administration, Academic (deans, department heads, academic center directors)
- Administration, Non-Academic (business/operations executives)
- Administrative Support and Office Management
- Admissions & Student Records
How do they work?
(the internal NC State perspective)

Within PeopleAdmin:
• When you create a new posting (“Applicant Tracking” module), simply select the job category (or categories) that best fits the position on the “New Posting” screen.

Note: You will not see the categories when you submit an action on the “Position Management” module (the “orange side”).
How do they work?  
(the applicant perspective)

Applicants subscribe to receive alerts from jobs.ncsu.edu:

1. Click “Job Alerts” from the menu on the left.
2. Enter name and email address and select the job categories for which you want to receive alerts.
3. Click “Subscribe.”

When a job is posted that matches one of the categories you have selected, you will receive an email that lists the relevant positions. You can then log into the applicant portal to submit an application.
Job Alerts will continue to evolve over time...

We’ll continue to monitor use of alerts (both by campus and by applicants) and modify categories as needed.

If you identify categories that we need to consider adding in the future, please email your ideas to employment@ncsu.edu.
How will Job Alerts benefit NC State?

**Automated Engagement:** More proactive outreach to potential candidates, reaching harder-to-engage candidates

**Spreading the word:** Easy to forward to others, leading to more potential referrals and applicants

**New Insights:** Reporting offers insight into talent pipelines and interest in NC State
How can you use Job Alerts to engage applicants/candidates?

• Share with people interested in working at NC State

• Include in non-selection notifications to candidates

• Add to signature lines of emails

• Post on social media sites (LinkedIn, Facebook, etc.) and departmental websites

• Set up kiosks at job fairs

• and many more!
Any questions?
Overview of
University Temporary Services (UTS)

Laura McGaha Cooper
Manager, University Temporary Services

HR Connections
October 31, 2019
University Temporary Services
“Temporary Opportunities, Permanent Experience”

To serve as skilled and knowledgeable resources to hiring managers in recruiting, assessing, and hiring high quality temporary talent.

Key Services

- Recruitment Planning and Consultation for Temporary Employees
- Strategic Outreach and Community Engagement to attract diverse candidate pools
- Recruitment/Sourcing, Candidate Assessment, Reference and Background Checking
- Consultation: Talent Availability, Competitive Landscape, Compensation, etc.
- Compliance with University, State, and Federal regulations
UTS within Talent Acquisition and Employment

David Perryman
Director - Talent Acquisition & Employment

Jill Blistel
Manager - International Employment

Kiersten Caughlin
IE Specialist (PERM)

Todd "Logan" White
IE Specialist (OR)

Kimberly Zak
IE Specialist (H-1B)

Marshall Love
Manager - Background Check Prog.

LaTasina Oliver
BGC Prg. Assistant

Tracy Person
BGC Prg. Assistant

D'Andre Johnson
Temp. BGC Prg. Asst.

Charlotte "Char" Thorb
Temp. BGC Prg. Asst.

Laura Cooper
Manager - University Temp. Services

Jackie Pendergraft
Office Coord. (NCSU)

Christi Costigan
Office Coord. (UNC)

Kristen Schmitt
Asst. Manager

Erin Cox
Staffing Specialist

Christy Scehier
Staffing Specialist

NEW
Staffing Specialist

NEW
Staffing Assistant

Laura Shachtman
Temp. Staffing Specialist

Nandini "Neen" Nagraj
Temp. Staffing Assistant

Vacant
Lead Staff. Spec (NCSU)

Raven Evans
Staffing Specialist

Vacant
Staffing Specialist

Vacant
Staffing Specialist

Vacant
Staffing Assistant

Matt Caruso
Temp. Staffing Specialist

Grace Ring
Temp. Staffing Assistant
UTS Recruitment Resources

• **HR-sponsored advertising channels (in PeopleAdmin):**
  - Monster.com
  - InsideHigherEd.com
  - HigherEdJobs.com
  - Higher Education Recruitment Consortium (HERC)
  - LocalJobsNetwork

• **UTS-sponsored advertising channels**
  - Local and surrounding area University job boards
  - Radio Advertisements
  - Community Partnerships (Raleigh Immigrant Community, NC Works, NC National Guard Employment Center, TEACCH Autism Program, and more)
  - Career Fairs with various partners
UTS Recruitments

Recent Recruitments
- Proctor’s
- Research Assistant
- Event Planner
- Executive Assistant
- Housekeeper
- Web Operations & Development
- Lab Animal Tech
- Instructional Designer
- Landscape Foreman
- Audit Controller
- Accountant
- IT Solutions Coordinator
- Bus Driver
- Senior Researcher/Writer
- Study Coordinators
Temp to Perm Conversions

+20% of UTS temps getting hired into permanent positions in 18-19
UTS Team

Laura Cooper, Manager - UTS at NC State and UNC-Chapel Hill
lamcgah2@ncsu.edu | 919.515.1010

Kristen Schmitt, Assistant Manager - UTS at NC State and UNC-Chapel Hill
kmschmit@ncsu.edu | 919.537.3380

Jackie Pendergraft, University Program Associate at NC State
jjpender@ncsu.edu | 919.515.7060 (Main Line)

Christy Sechler, University Staffing Specialist at NC State
cljacob4@ncsu.edu | 919.515.4307

Erin Cox, University Staffing Specialist at NC State
ebcx2@ncsu.edu | 919.515.4306

Laura Shachtman, University Staffing Specialist at NC State
lmshacht@ncsu.edu | 919.515.4372 (Temporary)
UTS Team

Neeni Nagaraj, University Staffing Assistant at NC State
ntnagara@ncsu.edu | 919.515.4340 (Temporary)

Christi Costigan, University Program Associate at UNC-Chapel Hill
ccostig@ncsu.edu | 919.843.9454 (Main Line)

Raven Evans, University Staffing Specialist at UNC-Chapel Hill
rnevans2@ncsu.edu | 919.843.7760

Matt Carastro, University Staffing Specialist at UNC-Chapel Hill
mjcarast@ncsu.edu | 919.962.4080 (Temporary)

Grace Ring, University Staffing Assistant at NC State
garing@ncsu.edu | 918.843.0919 (Temporary)
How to Reach Us?

Would you like to request a temp? Put in a job order at:
https://uts.hr.ncsu.edu/for-hiring-departments/

Know someone looking for work? Find more information about UTS and how to apply here:
https://uts.hr.ncsu.edu/for-job-seekers/

Inboxes (for general questions, a good place to start):
- NC State Hiring Managers, HR Partners, Applicants, Candidates: temputsraleigh@ncsu.edu
- UNC-Chapel Hill Hiring Managers, HR Partners, Applicants, Candidates: temputs@unc.edu
Questions?
International Employment
I-9 Update

Maria Steadman, I-9 Specialist
Maria Muresan, I-9 Specialist
AKA “The Marias”
2019 I-9 On-Time Compliance by Month
The more you know...

- 14.6% of late I-9s in September were due to late transactions
- Fines now range from $230 - $2,292 per I-9
- When comparing 2017 to 2018, the number of nationwide I-9 inspections rose 340%
A tale of two years…

On time compliance numbers from 2018 to 2019 are virtually flat
I-9 helpful tips

• Use your dashboard daily. It’s your one stop for everything I-9.

• Why not consider setting aside time for appointments to complete I-9s? This will help you manage the process rather than the process managing you.

• Hired somebody during lockout? Don’t let the lockout shut you out of being on time! Use “Start I-9” to add the employee and their I-9, on time!
And finally…
Other Business / Closing Comments