



HR Connections

October 31, 2019





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](https://gopack.com/promo) or Skylar Chilton**
- **Through the Athletics Ticket Office:**
 - **Website: [GoPack.com/BuyTickets](https://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**



QUESTIONS?

QUESTIONS?

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

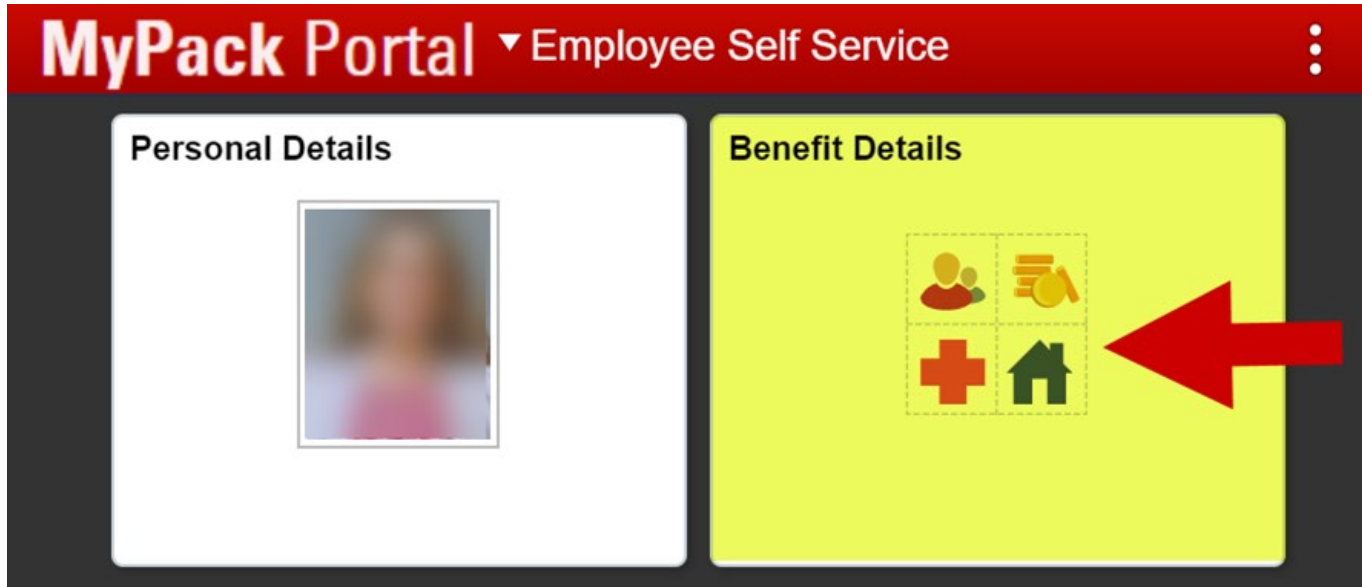
go.ncsu.edu/annualenrollment

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

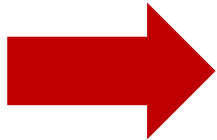
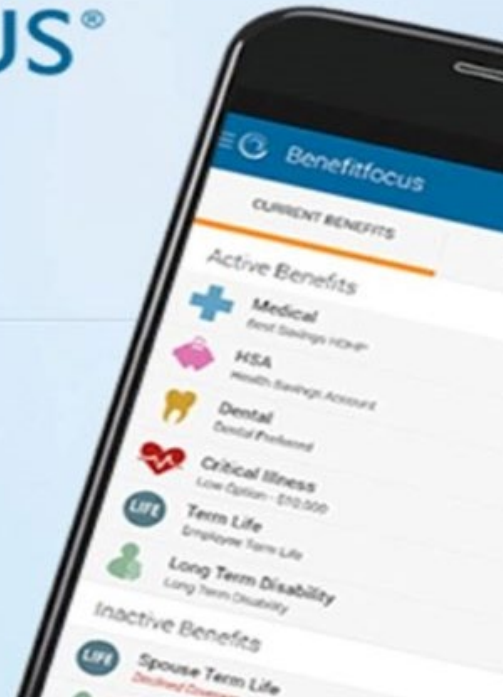
BENEFITFOCUS®

Mobile Application

Access your benefits anywhere with the 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!



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?

Employee-Only Monthly Premium	\$110	\$85
Attest during Annual Enrollment (November 2-19, 2019) in eEnroll to being tobacco-free OR visit CVS MinuteClinic	-\$60 premium credit	-\$60 premium credit
Employee-Only Monthly Premium (with credit)	\$50	\$25



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

NC Flex FSA: Changes



Increased Maximum Contribution

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

Clear Pricing Project

- > 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

Monthly Premium Rates January 1, 2020 - December 31, 2020	80/20 PLAN		70/30 PLAN	
	TOBACCO ATTESTATION COMPLETE?*		TOBACCO ATTESTATION COMPLETE?*	
	YES	NO	YES	NO
ACTIVE SUBSCRIBERS				
Subscriber	\$50.00	\$110.00	\$25.00	\$85.00
Subscriber + Child(ren)	\$305.00	\$365.00	\$218.00	\$278.00
Subscriber + Spouse	\$700.00	\$760.00	\$590.00	\$650.00
Subscriber + Family	\$720.00	\$780.00	\$598.00	\$658.00

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

Medical Plan Changes

Plan Design Features	80/20 Plan (No Changes)	2019 70/30 Plan	2020 70/30 Plan
Deductible (Individual/Family)	\$1,250 Individual \$3,750 Family	\$1,080 Individual \$3,240 Family	\$1,500 Individual \$4,500 Family
Medical/ RX Out-of-Pocket (OOP)	\$4890 Individual \$14,670 Family	\$4388 Individual Coins \$13,164 Family Coins \$3,360 Individ. RX OOP \$10,080 Family RX OOP	\$5,900 Individual \$16,300 Family
Preventive Services	\$0	\$40 PCP \$94 Specialist	\$0
PCP	\$25/\$10 (if you use PCP on card)	\$40	\$45/\$30 (if you use PCP on card)
Specialist Co-Pay	\$80	\$94	\$94
Mid Tier Copays	\$52	\$72	\$72

Medical Plan Changes

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

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

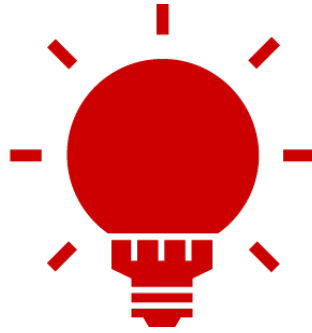
Enrollment Support Center



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

	High Option	 Classic Option	Low Option
Deductible (Individual/Family)	\$50/\$150	\$25/\$75	\$25/\$75
Annual Maximum	\$5,000	\$1,500	\$1,000
Preventive Services	100%, no deductible	100%, no deductible	100%, no deductible
Basic Services	80%, deductible applies	60%, deductible applies	50%, deductible applies
Major Services	50%, deductible applies	50%, deductible applies	N/A
Orthodontia Services	50%	50%	N/A
Orthodontia Lifetime Maximum	\$1,500	\$1,500	N/A
R&C Percentage	80%	70%	70%

Dental Plan: Changes & Rates

Monthly Rates	High Option	 Classic Option	Low Option
	Employee Only	\$47.94	\$35.90
Employee and Spouse	\$96.14	\$72.00	\$45.72
Employee and Child(ren)	\$103.66	\$78.00	\$49.10
Employee and Family	\$169.74	\$123.00	\$78.26

Employees currently in High Option will be defaulted to Classic Option, must re-enroll

Healthcare FSA Updates and Reminders

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.

NEW

Increased
Maximum
Contribution

For 2020, the Flexible Spending Account Maximum Contribution has been increased from \$2,550 to **\$2,700**.

Dependent Care FSA Reminders

January 1, 2020-
March 15, 2021

Reimbursements can be requested for expenses incurred between January 1 and March 15, 2021 (grace period).

April 30, 2021

Participants have until April 30, 2021 to submit claims for prior year expenses.

Convenience
Card

Funds are available via the convenience card once they are payroll deducted. It is the same card as your Health Care FSA.

Maximum
Contribution

For 2020, the Dependent Care FSA Maximum Contribution is \$5,000.

Vision Plan Reminders

Core Vision

FREE benefit to employees, however they must enroll. Allows and eye exam with \$20 copayment. *No need to re-enroll each year.

Basic Vision

Provides comprehensive eye exam. Contact lenses once every 12 months, Frames once every 24 months.

Enhanced Vision

Provides comprehensive eye exam. Contact lenses once every 12 months, Frames once every 12 months.

Hearing Healthcare Benefit

In partnership with Amplifon Hearing network, provides 40% off hearing exams and low-price discounted guarantee on hearing aids.

Supplemental Medical Options

Accident Plan

- > Pays cash benefit for specific injuries/events resulting from covered accident
- > Increased sports accident benefit
- > Benefit paid directly to you, use money however you wish

Cancer & Specified Diseases

- > Pays cash benefit for cancer and 29 other specified diseases
- > Three plan options, Low, High, Premium
- > No EOI required during annual enrollment

*Wellness Screening Benefit

Critical Illness

- > Pays a cash benefit if you are diagnosed with a covered critical illness
- > Choose from maximum benefit amount \$15,000 or \$25,000
- > No EOI required during annual enrollment

Financial and Survivor Options

GROUP TERM LIFE

- > May add or increase coverage by up to \$20k without EOI if not denied previously.
- > May not increase guaranteed issue amount of \$200k for employees/\$50k for spouse.

CORE AD&D

- > \$10k in employee coverage.
- > FREE benefit to employees (no dependent coverage), but they must enroll.
- > No need to re-enroll each year.

Voluntary AD&D

- > Purchase \$50,000 to \$500,000 in additional coverage.
- > Includes Worldwide Travel Assistance Services.
- > Education & Childcare benefits for surviving spouse/dependents.

NC State Benefit Plans: *Overview, Updates, & Rates*

MetLife Group Term Insurance

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!

Lincoln Financial Long Term Disability

ELIGIBILITY

- > Must be enrolled in the Teachers' and State Employees' Retirement System (TSERS).
- > Works in conjunction with the State's disability plans and Social Security Disability.

BENEFITS

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.

ENROLLMENT INFORMATION

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.

Standard Long Term Disability

ELIGIBILITY

- > Must be enrolled in the Optional Retirement Plan (ORP).
- > Works in conjunction with the State's disability plans and Social Security Disability.

BENEFITS

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.

ENROLLMENT INFORMATION

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!**

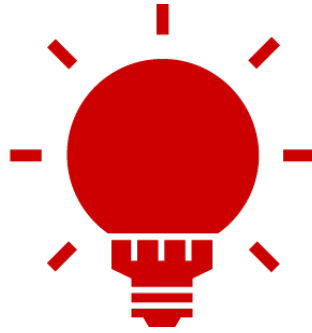
SAVE/PRINT

Print/save confirmation statement from online enrollment.

OR:

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

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)

Job	
Action:	Hire
*Action Reason: ?	<input type="text" value=""/>
*Effective Date:	
Position Number:	
FLSA Status:	
Expected Job End Date:	
*Base Compensation:	
	<ul style="list-style-type: none">Hire NC St Retiree - Pd AssnHire Search WaiverHire Temporary FacultyHire for Regular EmploymentHire from other State AgencyJoint Appointment PaidSummer Pre-Hire

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

Hiring Proposal (HP)

Required with EHRA and SHRA Employment

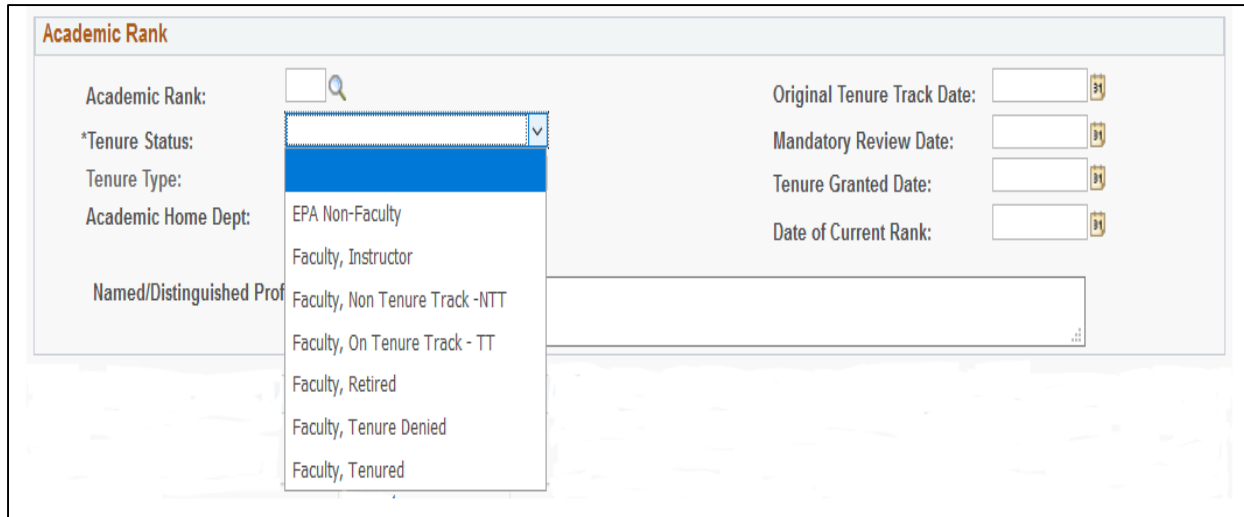
Initiate Job Request													
Transaction ID: AG00158897	Empl ID: NEW												
Name:	Empl Class: EHRA Faculty												
<table border="1"> <thead> <tr> <th>Name</th> <th>Employee's Work Location / Address</th> </tr> </thead> <tbody> <tr> <td>Name Prefix: <input type="text"/></td> <td>*On Campus: <input type="text" value="On Campus"/></td> </tr> <tr> <td>*First Name: <input type="text" value="Demo Faculty"/></td> <td>*Building #: <input type="text" value="121"/> Administrative Services II</td> </tr> <tr> <td>Middle Name: <input type="text"/></td> <td>*Room Number: <input type="text" value="00101"/></td> </tr> <tr> <td>*Last Name: <input type="text" value="PRE Test Hire"/></td> <td>*Campus Box: <input type="text" value="7219"/> CUSTOMER SERVICE CENTER</td> </tr> <tr> <td>Name Suffix: <input type="text"/></td> <td></td> </tr> </tbody> </table>		Name	Employee's Work Location / Address	Name Prefix: <input type="text"/>	*On Campus: <input type="text" value="On Campus"/>	*First Name: <input type="text" value="Demo Faculty"/>	*Building #: <input type="text" value="121"/> Administrative Services II	Middle Name: <input type="text"/>	*Room Number: <input type="text" value="00101"/>	*Last Name: <input type="text" value="PRE Test Hire"/>	*Campus Box: <input type="text" value="7219"/> CUSTOMER SERVICE CENTER	Name Suffix: <input type="text"/>	
Name	Employee's Work Location / Address												
Name Prefix: <input type="text"/>	*On Campus: <input type="text" value="On Campus"/>												
*First Name: <input type="text" value="Demo Faculty"/>	*Building #: <input type="text" value="121"/> Administrative Services II												
Middle Name: <input type="text"/>	*Room Number: <input type="text" value="00101"/>												
*Last Name: <input type="text" value="PRE Test Hire"/>	*Campus Box: <input type="text" value="7219"/> CUSTOMER SERVICE CENTER												
Name Suffix: <input type="text"/>													
<table border="1"> <thead> <tr> <th colspan="2">NCSU Data</th> </tr> </thead> <tbody> <tr> <td>*Candidate Email: <input type="text" value="nobody@ncsu.edu"/></td> <td>Time Keeping Location: <input type="text"/></td> </tr> <tr> <td>*HR Hiring Proposal: <input style="background-color: red; color: red;" type="text"/></td> <td>(FLSA Non-Exempt Punch EE's Only)</td> </tr> </tbody> </table>		NCSU Data		*Candidate Email: <input type="text" value="nobody@ncsu.edu"/>	Time Keeping Location: <input type="text"/>	*HR Hiring Proposal: <input style="background-color: red; color: red;" type="text"/>	(FLSA Non-Exempt Punch EE's Only)						
NCSU Data													
*Candidate Email: <input type="text" value="nobody@ncsu.edu"/>	Time Keeping Location: <input type="text"/>												
*HR Hiring Proposal: <input style="background-color: red; color: red;" type="text"/>	(FLSA Non-Exempt Punch EE's Only)												

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.



The screenshot displays a web form titled "Academic Rank". The form contains several input fields and a dropdown menu. The fields are:

- Academic Rank: [Searchable input field]
- *Tenure Status: [Dropdown menu with a list of options]
- Tenure Type: [Input field]
- Academic Home Dept: [Input field]
- Named/Distinguished Prof: [Input field]
- Original Tenure Track Date: [Date picker]
- Mandatory Review Date: [Date picker]
- Tenure Granted Date: [Date picker]
- Date of Current Rank: [Date picker]

The dropdown menu for *Tenure Status is open, showing the following options:

- EPA Non-Faculty
- Faculty, Instructor
- Faculty, Non Tenure Track -NTT
- Faculty, On Tenure Track - TT
- Faculty, Retired
- Faculty, Tenure Denied
- Faculty, Tenured

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.

Academic Rank

*Academic Rank:	<input type="text"/>	*Original Tenure Track Date:	<input type="text" value="08/16/2019"/>
*Tenure Status:	<input type="text" value="Faculty, On Tenure Track - TT"/>	*Mandatory Review Date:	<input type="text" value="08/16/2021"/>
*Tenure Type:	<input type="text"/>	Tenure Granted Date:	<input type="text"/>
*Academic Home Dept:	<input type="text"/>	*Date of Current Rank:	<input type="text"/>

Named/Distinguished Professorship:

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.

Onbase Document Type	Upload Document		Required	Received
1 HR Employment References	Upload Document		<input type="checkbox"/>	<input type="checkbox"/>
2 HR Hiring Proposal		HP190028EP_APP_...pdf	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 HR Hiring Proposal		HP190028EP_NHF_...pdf	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 HR Offer Letter		..._AD.updated.pdf	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5 HR Patent Agreement	Upload Document		<input type="checkbox"/>	<input type="checkbox"/>

- **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 in 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 Research 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 findings to state and federal agencies. The incumbent will provide confirmatory routine and non-routine diagnostic or support other lab activities as directed by 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 necessarily Bioprocess Research Program; he/she 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 with industry on 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 a 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 *

19 - College of Veterinary Medicine (CVM) ▾

Department *

192001 - 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

Indicate **7** categories you are interested in, and select Subscribe to begin receiving notifications when new Postings are open to applications."

Email *

First name *

Last name *

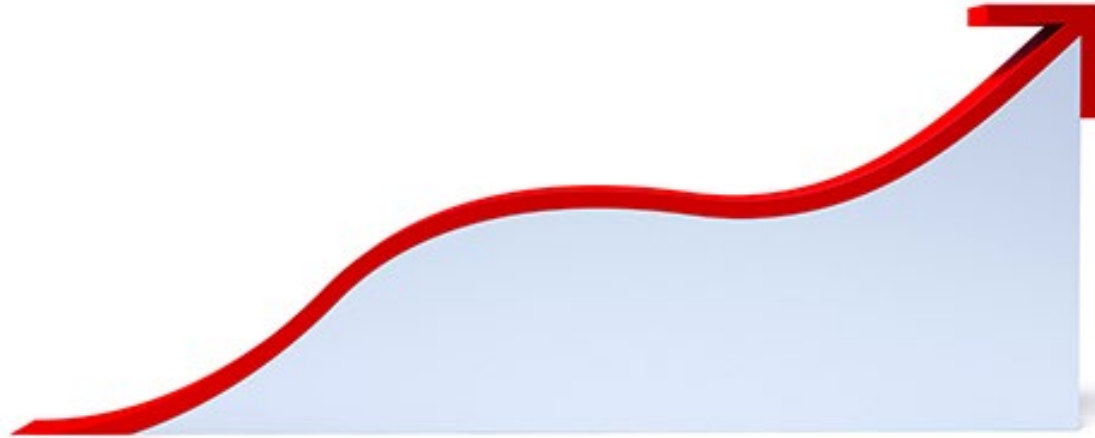
[Select All](#) [Clear All](#)

Subscribe

- Academic Advising
- Accounting, Finance, Budget, and Business Operations
- Administration, Academic (deans, department heads, academic counselors)
- Administration, Non-Academic (business/operations executives)
- Administrative Support and Office Management
- Admissions & Student Records
- Alumni Relations
- Animal Care and Veterinary Services
- Athletics
- County Operations, Outreach, and NC State Extension
- Facilities (Grounds Maintenance)
- Facilities (Housekeeping)
- Faculty, College of Agriculture and Life Sciences
- Faculty, College of Design
- Faculty, College of Education
- Faculty, College of Engineering
- Faculty, College of Humanities and Social Sciences
- Faculty, College of Natural Resources
- Faculty, College of Sciences
- Faculty, College of Veterinary Medicine
- Faculty, Poole College of Management
- Faculty, University College
- Information Technology
- Institutional Research and Planning
- Legal Affairs
- Librarians and Library Services
- Marketing, Communications, Media & Creative
- Medical Services
- Postdoctoral Appointments
- Public Safety, Law Enforcement, & Fire Protection
- Real Estate
- Research Administration & Compliance
- Research and Laboratory
- Social Work and Counseling




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

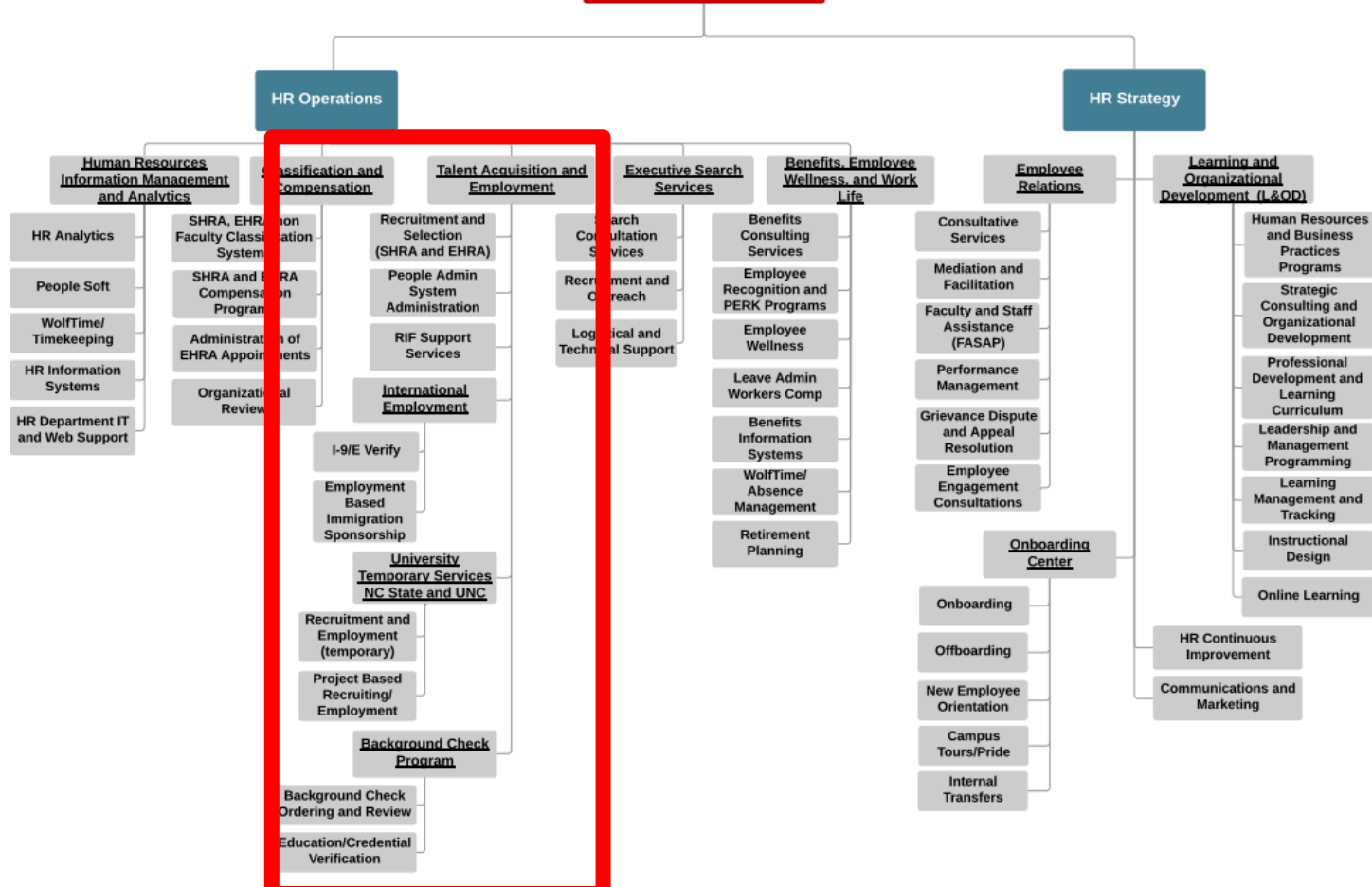
“Temporary Opportunities, Permanent Experience”

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

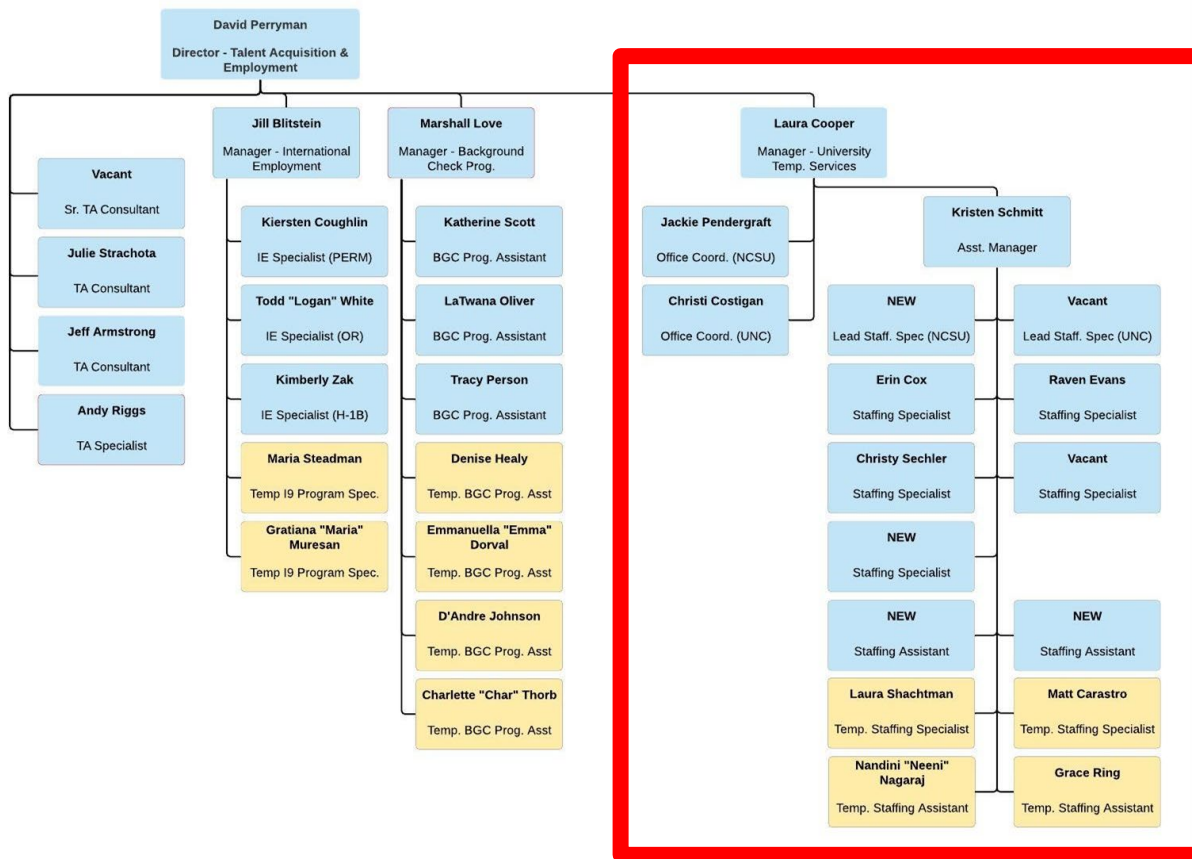
Key Services

- 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

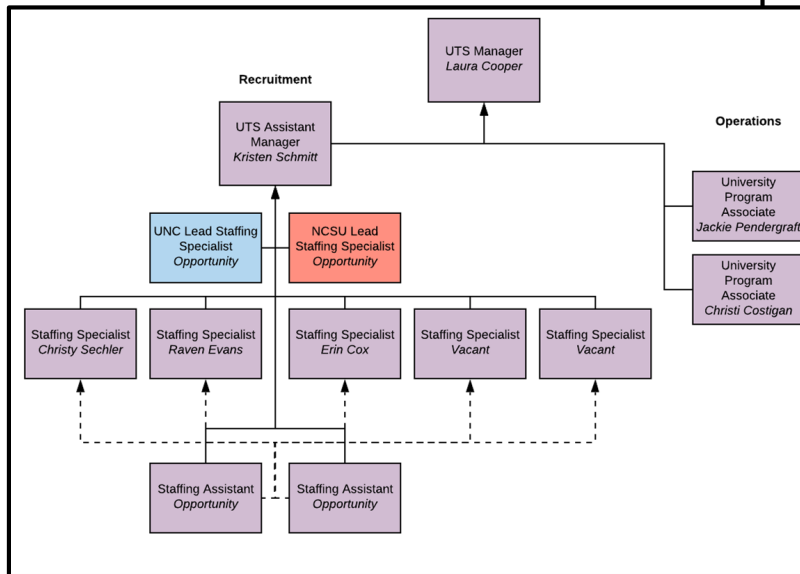
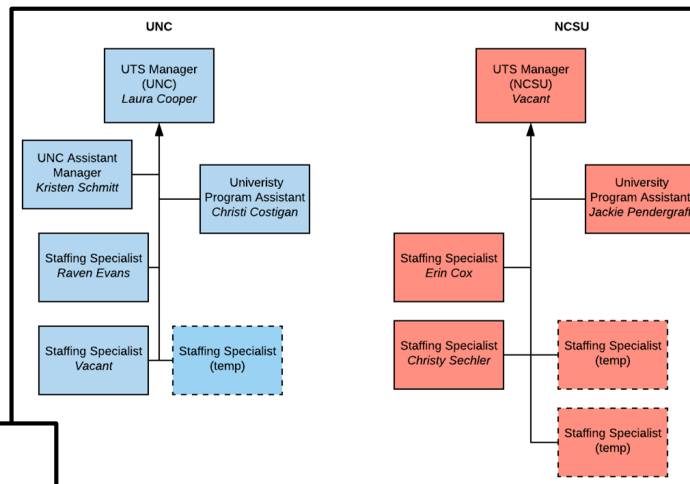
Associate Vice Chancellor for
Human Resources



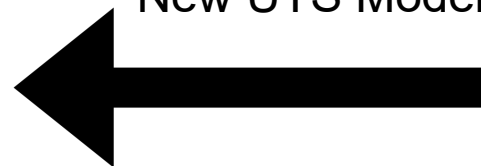
UTS within Talent Acquisition and Employment



Old UTS Model



New UTS Model



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

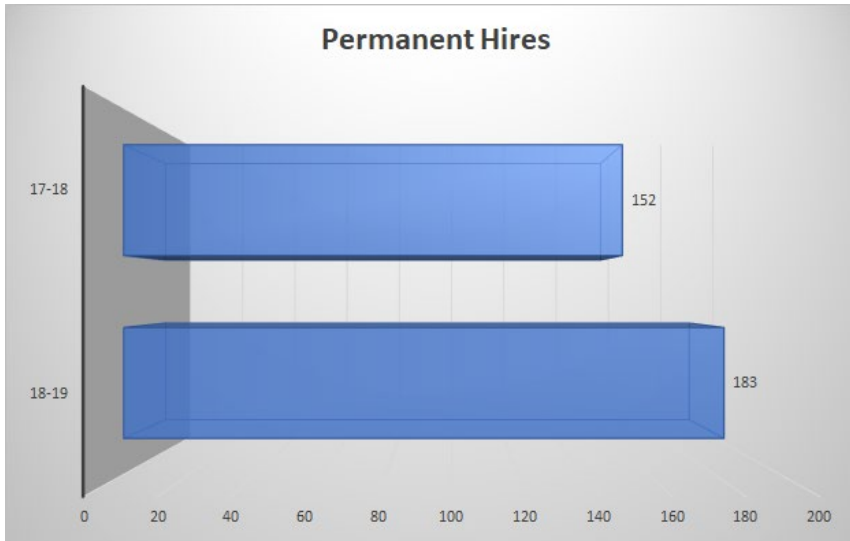
UTS Recruitments



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

ebcox2@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 | 919.843.0919 (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

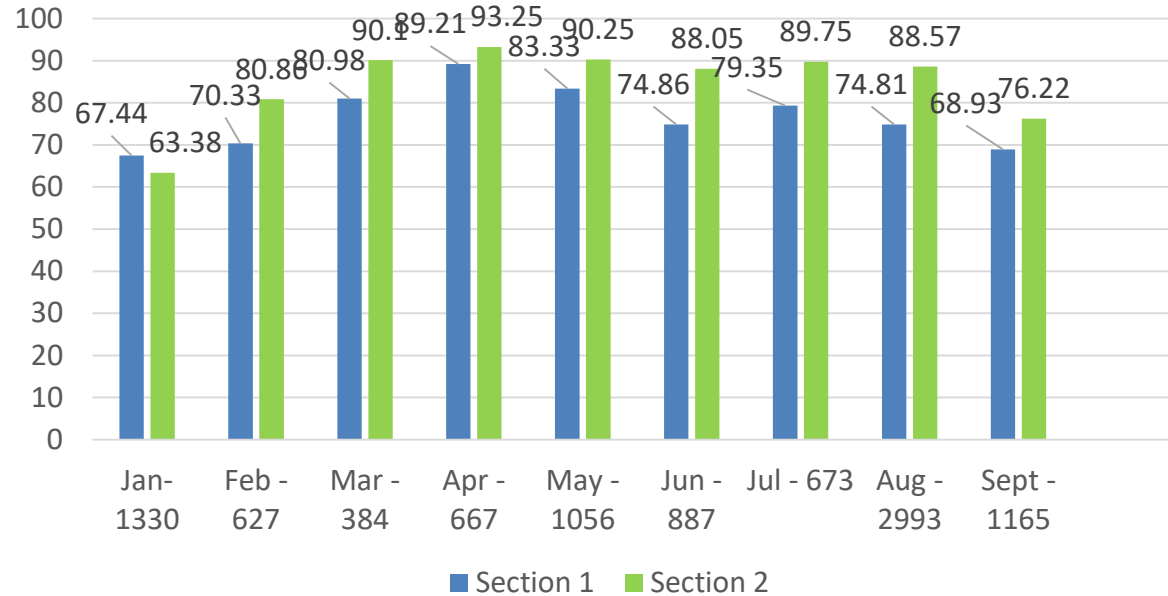


Maria Steadman, I-9 Specialist

Maria Muresan, I-9 Specialist

AKA “The Marias”

2019 I-9 On-Time Compliance by Month



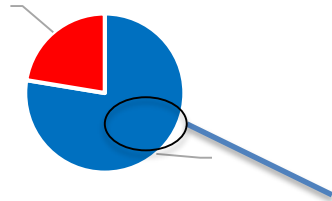
The more you know...

- 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%



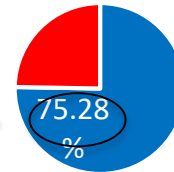
A tale of two years...

Section 1 2018



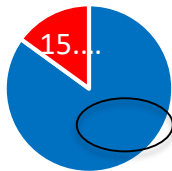
■ S1 Ontime ■ S1 Late

Section 1 2019



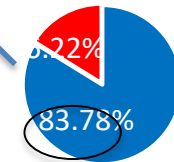
■ S1 Ontime ■ S2 Late

Section 2 2018



■ S2 Ontime ■ S2 Late

Section 2 2019



■ S2 Ontime ■ S2 Late

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!



Other Business / Closing Comments