UNC System
Suspension of Non-Essential HR Actions

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HR Connections
November 5, 2020
## Guidance on HR Actions

<table>
<thead>
<tr>
<th>Guidance</th>
<th>Not permitted at this time (applies regardless of funding source unless otherwise noted)</th>
<th>Follow standard guidelines - no exception needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>New hires including NC State employees hired into new position (Note: 100% grant funded hires do not require an exception and follow standard guidelines)</td>
<td>Market increases</td>
<td>Commensurate FTE adjustments</td>
</tr>
<tr>
<td>Interim or acting appointments (including extensions)</td>
<td>Equity increases (except for documented equal opportunity concerns for members of a protected class)</td>
<td>Faculty promotions and UFS increases</td>
</tr>
<tr>
<td>Retention increases (with an offer in hand or in active negotiations)</td>
<td>Pre-emptive retention increases</td>
<td>New hires that are 100% grant funded</td>
</tr>
<tr>
<td>Waivers of recruitment (Note: 100% grant funded hires do not require an exception and follow standard guidelines)</td>
<td>Increases for increased duties within the scope of the position or a subordinate position</td>
<td>Graduate assistantship hires (Teaching, Research, and Extension; some Services)</td>
</tr>
<tr>
<td>New positions or reclassification of vacant positions</td>
<td>Reclassification of filled positions</td>
<td>Reappointment of fixed-term faculty with funding contingencies in writing</td>
</tr>
<tr>
<td>Additional compensation payments for administrative, honorific, or interim appointments</td>
<td></td>
<td>Additional compensation payments for instruction and research</td>
</tr>
<tr>
<td>Administrative appointments for faculty</td>
<td></td>
<td>Unpaid volunteers, unpaid interns and unpaid visiting scholars</td>
</tr>
<tr>
<td>Equity increases for documented equal opportunity concerns for members of a protected class</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Exception Justifications

The Chancellor may approve exceptions. Each exception must include the following information:

1. UNC System Office exception reason (see below).
2. Detailed information that clearly articulates how the action (position, salary, hire) fits the requested exception:
   a. URGENCY: Why does the action need to happen now and cannot be delayed?
   b. CRITICALITY/IMPACT: How is the work critical to the university? What is the impact if the work is not done now?
   c. ALTERNATIVES RULED OUT: How is the work currently being managed? What prevents the work from continuing to be managed this way? Are other staff/resources available to complete the work?

For salary actions, also include how the salary was determined including any relevant peer or labor market data. For supplements, also include whether the amount is standard for the role; and if not, how it was determined.

1. Any cost savings realized by this action (if applicable).

**UNC System Office Exception Reasons:**

1. Necessary to support COVID-19 response, including any healthcare or clinical operations
2. Necessary to support or augment other clearly essential University operations without the ability to delay
3. Mandated by law or policy, including critical compliance obligations, without the ability to delay
4. Required by employment contract, without the ability to delay
5. Necessary to address documented equal opportunity considerations for members of a protected class
Exception Review/Approval Cycle

Monday
- **5pm:** Deadline for campus to submit salary actions/hires + justification to UHR; for position actions Class & Comp analysis must be complete by this deadline
  - Chancellor approval is (typically) received from previous-week’s report; UHR communicates approval to campus

Tuesday
- UHR (Class/Comp ant TA) prepares Faculty Exceptions Report for Provost

Wednesday
- UHR submits Faculty Exceptions Report to Provost
- Provost (and his team) reviews/approves Faculty Exception Requests
- UHR prepares Non-faculty Exceptions Report (SHRA, EHRA NF, NCCE, Temp, Post Doc, student) and combined with Faculty Exceptions

Thursday
- UHR Leadership reviews, discusses, approves the full weekly report

Friday/Saturday/Sunday
- UHR submits Weekly Faculty and Non-faculty Exceptions Report to Chancellor
- Chancellor reviews Weekly Exception Report
Thank you!
New Enhancements

HR System updates during pandemic

Supporting Documentation link: https://docs.google.com/document/d/113QGw-pysM5dE_8VZR6PuXhxW9qk0ElpK6RsnlQp1Bo/edit?usp=s haring
Manager Self Service is one of the new landing pages, providing enhancement for managers with direct reports.
Manager Self Service

The Manager Self Service landing pages builds much fast and has updated tiles.
Manager Self Service

“New Enhancements”

- **Approval Monitor** - new tile, providing a list of transactional items that require review and approval.

- **Direct Line Reports** - reflects direct reports and informational data associated with each employee.

- **WolfTime Manager** - new tile, providing a consolidated timesheet and leave management resource for direct reports.
Manager Self Service

“Direct Line Reports”

Five Tabs across the top provide key information regarding your direct reports.
Manager Self Service

“Direct Line Reports”

<table>
<thead>
<tr>
<th>Name / Title</th>
<th>Position</th>
<th>Mandatory Weather</th>
<th>Evacuations / Natural Hazards</th>
<th>Fire / Explosions</th>
<th>Medical Emergencies</th>
<th>Non-Mandatory Emergency</th>
<th>Violence Threat / Interpersonal</th>
<th>Utilities / Infrastructure</th>
<th>Transportation Accidents</th>
<th>Hazardous Materials</th>
<th>Electronic Signature</th>
<th>Last Update Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Media Technician</td>
<td>0010</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>08/18/19 11:43:36PM</td>
</tr>
<tr>
<td>Technology Support Tech - Shift</td>
<td>0005</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>04/01/20 10:09:08AM</td>
</tr>
<tr>
<td>Broadcast &amp; Emerg Media Spec</td>
<td>0004</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>04/01/20 10:09:08AM</td>
</tr>
<tr>
<td>Support Services Super - Shift</td>
<td>0004</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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</tbody>
</table>

**Mandatory Position** - indicates the latest mandatory designations for direct reports.
Manager Self Service

“Approval Monitor”

<table>
<thead>
<tr>
<th>Approval Monitor - new tile, provides a list of transactional items that require review and approval.</th>
</tr>
</thead>
<tbody>
<tr>
<td>● The transactional lists on the left is based on the type of Security Access Roles (SAR) the manager is setup to manage.</td>
</tr>
<tr>
<td>● The center of the page, currently displaying “No Rows Returned” will actually display the transactional item selected.</td>
</tr>
</tbody>
</table>
Manager Self Service

“WolfTime Manager”

WolfTime Manager - new tile, consolidating direct reports timesheet and leave management activities on one page

The top 7 activity items allow managers to review and approve timesheet data submitted by direct reports.
Manager Self Service

“WolfTime Manager”

WolfTime Manager - new tile, consolidating direct reports timesheet and leave management activities on one page.

The bottom 7 activity items allow managers to review and approve leave request submitted by direct reports.
Legal Name Change

https://benefits.hr.ncsu.edu/name-address-changes/

Benefits, Employee Wellness and Work Life

Name and/or Address Changes

If you have a legal name change, you have two options for processing this request: (1) visiting Employee Self Service or (2) scheduling an appointment with an HRIM Specialist.

(Note: If you are enrolled as a student please work with registration and records to process your name change.)

Option 1: Via Employee Self Service

➢ Visit Employee Self Service within MyPackPortal and select the Personal Details icon. Once on the Personal Details page, please select the Names option from the menu on the left (see below).

➢ Once you select the Names option, two names will be listed. The first will be the legal name. Click on the legal name line to begin the name change process. (Please note that Postdoc employees must use option 2)

➢ The documents that you will need to proceed with a legal name change are the following:
  ➢ a clear and legible copy of the front and back of the new social security card, and
  ➢ a clear and legible copy of a valid photo ID, (i.e. Driver License ID, NCSU Badge ID, Passport)
EHRA Professional Faculty Contract Renewals
https://hrim.hr.ncsu.edu/hr-system-resources/

HR System Resources

The information below is broken up into three categories that pertain to system transactions: Position Actions, Job Action Request (JAR) Transactions, and Job Data Actions. Each category has supporting documentation that will assist users through the different activities they may be required to perform in the HR System. (Note: each sub-title below will be a hyperlink to the document)

**POSITION ACTIONS**

**JOB ACTION REQUEST (JAR) TRANSACTIONS**

Job Action Request (JAR) are limited to key personnel within the college division who are qualified to initiate, review and approve transactions. The following list identifies some of the most common JAR transactions. Click on the JAR option to see step by step instructions on how to process the transaction.

**NOTE:** Contact your [HRIM Specialist](https://hrim.hr.ncsu.edu/hr-system-resources/) if you have any issues processing the selected transaction.

**Hire/Rehire**

- Processing a FLSA Nonexempt Student and/or Temporary Hire in Job Action Request (JAR)
- Processing a Waived Recruitment EHRA JAR Hire
- Processing an SHRA JAR Hire

**Promotion**

- Processing a Promotion Action (SHRA and/or EHRA) in JAR
- Processing a Waived Recruitment JAR Promotion

**Transfer**

- Processing a Transfer Action in JAR
- Processing a Waived Interim Appointment in JAR

**JAR Modify**

- Processing a EHRA Professional Faculty (JAR Reappointment)