



# University of North Carolina School of the Arts

## The HR Hub

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May 25, 2009

## PAYROLL DEDUCTIONS

### Procedure for employee furlough deductions from employee paychecks in May and June:

The salary reduction was applied to all month end employees using the following logic:

- ★ **11-12 Month Employees: If an employee works 11 to 12 months with payments due in May and June, then the .5 % reduction is split between May and June.**

*Example:*

- Calculation: Annual salary (\$60,000) \* Reduction rate (.5%) = Salary reduction (\$300.00)
- Reduction of \$300.00 at \$150.00 from the month of May and \$150.00 from the month of June.

- ★ **10≤ Month Employees: If an employee works 10 months or less, then the full .5% reduction will be processed in May.**

*Example:*

- Calculation: Annual salary (\$60,000) \* Reduction rate (.5%) = Salary reduction (\$300.00) Reduction of \$300.00 is taken out of the month of May.

Employee's gross pay shown on the pay stubs will be the pay before the salary reduction is applied. The reduction will show as a deduction. The name of the deduction is 'Salary Reduction for Furlough', but, due to size limitations in printing the check stubs and direct deposit notices, it will appear as:

**Paper Checks: SALARY RED \$XXX.XX**

**Direct Deposit Notices: SALARY REDUCTIO \$XXX.XX**



## Gov. Bev Perdue Announces “Click It or Ticket” Campaign

As a reminder of North Carolina’s seat belt laws and the importance of buckling up, Gov. Bev Perdue announced today the launch of a statewide “Click It or Ticket” mobilization to crack down on motorists who are not wearing their seat belts. State and local law enforcement officers will step up enforcement activities during the May 18-31 campaign, which includes the Memorial Day holiday.

“The busy summer travel season is just beginning. This is an excellent time to remind people of the importance of buckling up,” said Perdue. “It costs nothing to buckle your seat belt, but it could cost you your life if you don’t. Please remember that all of your passengers should be properly buckled in seatbelts or age-appropriate child safety seats.”

In 2008, 484 unbuckled motorists died in North Carolina. Regular seat belt use is the single most effective way to protect people and reduce fatalities in motor vehicle crashes.

“Click It or Ticket” is administered by the N.C. Governor’s Highway Safety Program. The program began as a national pilot project in 1993 to increase seat belt usage and child passenger safety through stepped-up enforcement of the state’s seat belt and child safety seat laws.

In 2008, the National Highway Traffic Safety Administration reported that North Carolina’s seat belt usage rate was 89.8 percent, its highest rate ever. The state’s usage rate was 65 percent when the program started 16 years ago.



***“When worn correctly, seat belts have been proven to reduce the risk of fatal injury to front-seat passenger car occupants by 45 percent, and by 60 percent in pick-up trucks, SUV’s and minivans. “***



## Annual Enrollment

Annual enrollment for the State Health Plan for Teachers and State Employees for the 2009/2010 benefit year is now underway. Any plan changes you make during annual enrollment will become effective July 1, 2009. Annual Enrollment Forms are due into Human Resources no later than May 28, 2009. During annual enrollment, you can enroll in the State Health Plan, switch between plans, and add or remove dependents without a qualifying life event.

***A State Health Plan Enrollment and Information Session  
will be held in the RJR Screening Room:***

**Tuesday, May 26th  
9 - 11am**



Health Insurance

## Dependent Child Graduates from College

Just a reminder! Many employees may have dependent children graduating from college in May. Please be sure to report that your dependent is no longer a full time student. Coverage under the State Health Plan ceases the last day of the month in which a child no longer meets the eligibility requirements for a dependent. Continued health coverage under COBRA is available for up to 36 months if notification by the employee is provided within a timely manner. If a dependent is not removed from the State Health Plan within 30 days of the change in status, the employee will not be reimbursed for any premiums paid after that month. Also, because the dependent was ineligible for SHP coverage, any claims paid after eligibility expired will be the responsibility of the employee.



2009 Summer Garden Series by Jamie Moore, Manager of Landscape Service, UNCSA



**Prepare plants for dry weather**

Use approximately 2" of mulch

**Use herbicides to control weeds**

Round-Up is commonly used

**Frost sensitive bedding plants can be planted now**

Be careful about the amount of fertilizer that is applied 

**Pinch Plants for flowers**

Pinch back mums (until July 4<sup>th</sup>), zinnia, salvia (red sage), Celosia, petunias, marigolds and snapdragons to slow top growth, encourage lateral branching and more blooms

**Divide Cannas**

Divide every 3-4 years. Set root sections 5-6" deep, 15" apart

**Fertilize crape myrtles and Rose of Sharron**

with one cup of 10-10-10 per plant to get abundant summer bloom. Additional applications are needed in June and August. Spray twice a month for aphids (Insecticidal soap)

**Azalea Leaf gall**

can show up now. Leaves are swollen and covered with white powdery material. Pick and burn

**Hang humming bird feeders**

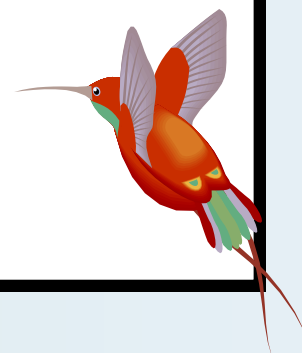
**Cutting Roses**

leave 2-3 well developed leaves between the cut and main stem. A mixture of Sprite and water is a good floral preservative

**Place indoor plant outside**

Place in a shady garden border. Control insect with safer soap or 10% alcohol and water

**Prune Wisteria**



2009 Summer Garden Series by Jamie Moore, Manager of Landscape Service, UNCSA



### Summer pruning

Prune as they grow. Do not remove more than 1/3 of the total overall plant

### Prune climbing roses

After they bloom and fertilize

### Fertilize warm season turf

### Snap off growing tips of mums

when they are 6" tall. They will grow fuller and have more flowers

### Feed nandinas

with 8-8-8 so that their berries will last through the winter

### Prune Clematis after it blooms



### Remember to water

### Transplant iris and daylily

### Spray azalea for lacebugs (Orthene)

2 sprays at 10 day intervals. Repeat in April.

### Fertilize warm season grasses



### Bagworms on evergreens

hand pick

### Remove old daffodil foliage

### Deadhead annuals

### Watch for white flies

Control with insecticidal soap or summer oil



## How Are You Saving Our School Money?

We'd like to share stories of those who are actively finding ways to save our school money. We have heard of several people across campus recycling parts, sharing equipment and even purchasing necessary items with their own money, all in an effort to help the university's bottom line.

We understand that some of you are too modest to even acknowledge that you are doing something special, but your colleagues notice your selflessness and innovation and those are the people who will hopefully respond. So, if you know of someone working hard at conserving our funds, please forward the information to Tyka Calloway in HR.

## Furlough Updates

Please take a moment to visit UNCSA's budget webpage for updates to the Frequently Asked Questions. The letter from North Carolina's General Counsel, Edwin Speas, Jr. , referencing the furlough leave start date has also been posted. Feel free to contact Human Resources if you have questions about the letter. We hope you find this information helpful. We will continue to post updated information throughout this process.

<http://www.uncsa.edu/announcement/budget.htm>

## Minimum Wage Increase Notice








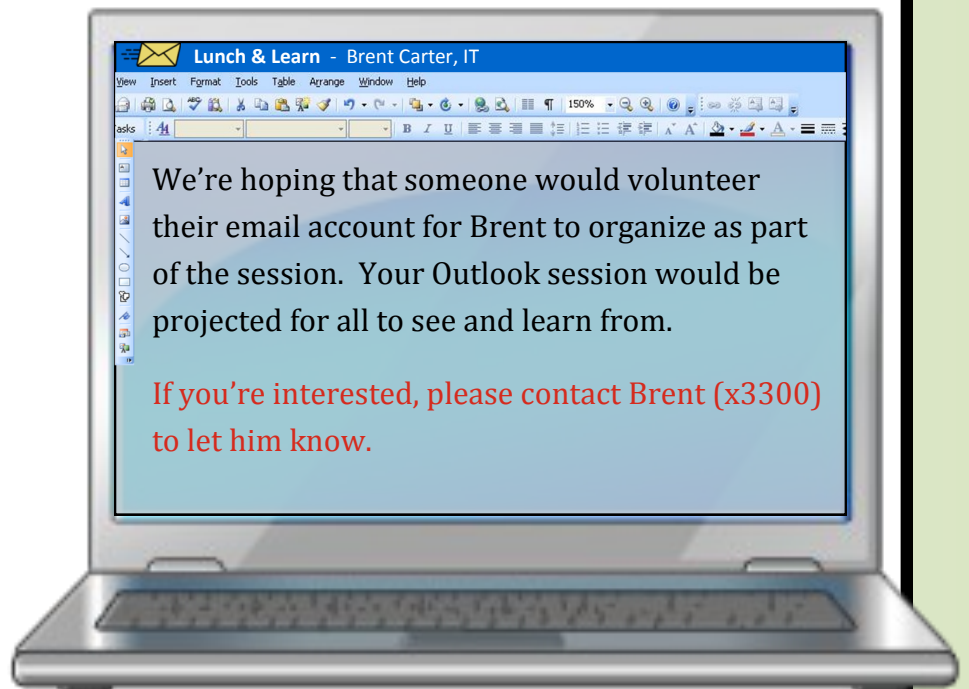
The federal minimum wage provisions are contained in the Fair Labor Standards Act (FLSA). The federal minimum wage is \$7.25 per hour effective July 24, 2009.

## Lunch & Learn

The Professional Development Committee of Staff Council invites you to attend a Lunch & Learn with **Brent Carter** (Desktop Support Manager, IT).

Brent will share his expertise related to email (Outlook) management, and will cover the following topics:

-  How to use checks and flag statuses
-  How to use categories
-  How to create pst files
-  How to archive emails quickly and easily
-  How to create email rules



## Flex-Time

UNCSA will maintain regular business hours through the summer months. Flexible scheduling is always an option, but must be coordinated with departmental directors and supervisors. Work schedules may be adjusted by managers to meet program and operational needs throughout the year.

"The Office of Human Resources is committed to functioning as a strategic partner in the development and retention of a highly qualified, diverse workforce."



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**May 2009**

HR Hub 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Permanent Timesheets Due	6	7	8	9
10	11	12	13	14	15 Benefits Enrollment Session (RJR Screening Rm) 12 - 2pm MID MONTH PAY DAY	16
17	18 Mid-Month Timesheets Due	19	20 Benefits Enrollment Session (RJR Screening Rm) 12 - 2pm	21 Staff Council (11am) Eisenberg	22 Performance Review Training *	23
24 MEMORIAL DAY	25	26 Benefits Enrollment Session (RJR Screening Rm) 9 - 11am	27	28	29 MONTHLY PAY DAY	30
31	HR Staff Meetings: Our office will be closed during these times. May 21st (9 - 11am) & May 29th (2 - 4pm) <hr/> Performance Review Training May 22nd (2:00 - 4:00pm) RJR Screening Room					

*Just Ask!*

How can we help you? Do you have questions you'd like answered but perhaps don't have enough time to stop by HR and ask? Chances are, if you have a question, someone else does, too! If there's a topic you'd like addressed or explained, please let us know by emailing The Office of Human Resources at [AskHR@uncsa.edu](mailto:AskHR@uncsa.edu).



*Names of those making the inquiries will remain confidential.*