



University of North Carolina School of the Arts

# The HR Hub

Volume 5

February 9, 2009

*Smoking is the most preventable cause of death and disease in the United States.*

## Inside this issue:

Life Events—The Series 2

Form I-9 3

Staff Council 4

Federal & State Law 5

Lowdown on Furlough

Black History Month 6

Payroll Conversion 7

Who's New

Calendar / Ask HR 8

## Get Busy Getting Healthy

We could not have a “Get Healthy” series without discussion on what harmful effects smoking has on the human body. It’s the known cause of 12 types of cancer, heart disease, vision problems, pregnancy problems and more. The most exciting news for smokers is that the benefits of quitting will begin the moment you stop. You’ll start to feel better right away. You’ll have more energy, breathe easier, your cough and stuffy nose will go away and your lungs will become stronger. In addition, your chance of having heart attack will go down, your blood pressure goes down, your pulse, oxygen level and temperature will all return to normal and your chances of dying of cancer will go down.

Many people worry about gaining weight when they quit smoking. The truth is that some people don't gain any weight at all. The average weight gain is usually 5 to 8 pounds and you can help avoid this by getting 30minutes of exercise 4 days a week. Log on to <http://win.niddk.nih.gov/publications/smoking.htm> to learn more on controlling your weight through this process.

Talking about it is easy. It’s time to get busy.

**Step 1:** Call 1-800-QUIT-NOW for free support and to set up your quit plan.

**Step 2:** Talk to your doctor about medicines that can help you quit.

**Step 3:** Circle a quit date on your calendar.

**Step 4:** Make small changes like throwing away ashtrays in your home, car, and office so that you aren’t tempted to smoke. Make your home and car smoke-free.

Start today! Call 1-800-QUIT-NOW for free support and to set up your quit plan. This is the perfect time to Get Busy Getting Healthy.



## Life Events—The Series

Should you experience a qualifying Life Event, you will need to know about how it will impact your benefits plan. Life events impact each of the benefits offered through NCFlex, as well as, the State Health Plan and State Retirement System.

Congratulations! The birth or adoption of a child is an exciting and joyous time in your life. Due to this life event, there may be changes you need to make concerning your benefits.

**Consider These Options if you have a Birth or Adoption and are a State Health Plan Member**

- Add newly acquired eligible dependent(s) to your coverage (you may change your coverage tier).
- Add your legal spouse and /or other eligible dependents to your coverage (you may change your coverage tier).
- Drop coverage if enrolling in your spouse's benefit plan.

### Important Notes:

- If you wish to add your newly acquired eligible dependent and have employee only or employee/spouse coverage, you must: - add your new dependent within 30 days of birth, adoption or placement to avoid a waiting period for pre-existing health conditions - change your coverage type to employee/child(ren) or employee/family coverage - pay any additional premiums required.
- If you do not enroll your newly acquired eligible dependent when first eligible, within 30 days of the birth, adoption or placement, you must wait until the next annual enrollment to enroll your eligible dependent. Your dependent may be subject to a 12-month waiting period if not added when first eligible.
- Newborns may be covered at birth without a waiting period for pre-existing health conditions. The mother must be an enrolled employee or enrolled spouse to receive well-baby newborn benefits.
- You may not make a change in medical plan (for example, Basic to Plus option).

## Form I-9

The U.S. Citizenship and Immigration Services (USCIS), Department of Homeland Security (DHS), just announced that it is extending the effective date of its interim final rule “Documents Acceptable for Employment Eligibility Verification” for 60 days in an effort to provide DHS an opportunity to further consider the new I-9 rule. This temporary extension moves the effective date to **April 3, 2009**. USCIS is also extending the comment period for this rule for an additional 30 days pushing that date back to March 4, 2009. Under the Immigration Reform and Control Act of 1986, employers are required to verify the identity and employment authorization of each person they hire for employment in the United States within three business days of the employee's first day of work. Specifically, a Form I-9 must be executed with Section 1 of the form completed on day 1 and Section 2 within 3 days of hire.

**Employers must continue using the current edition of Form I-9.** The most controversial issue surrounding the new Form I-9 centers around the requirement that all documents presented during the I-9 verification process must be unexpired. The I-9 interim final rule also adds a new document to the list of acceptable documents that evidence both identity and employment authorization and makes several technical corrections and updates. These changes were discussed in a recent GT Immigration Alert.

The current I-9 can be found on the HR website via <http://www.ncarts.edu/humanresources/recruitment.htm>. Should you have any questions about the I-9, please contact Ashley Sanders at 770-1481.

OMB No. 1615-0047, Expires 03/31/07

### Employment Eligibility Verification

Complete this form. The instructions must be available during completion. It is illegal to discriminate against work eligible individuals. Employers are prohibited from an employee. The refusal to hire an individual because of discrimination.

This form must be completed and signed by employee at the time employment begins.

Middle Initial	Maiden Name
Apt. #	Date of Birth (month/day/year)
Zip Code	Social Security #

I attest, under penalty of perjury, that I am (check one of the following):

A citizen or national of the United States

A Lawful Permanent Resident (Alien #) A \_\_\_\_\_

An alien authorized to work until \_\_\_\_\_  
(Alien # or Admission #) \_\_\_\_\_

Date (month/day/year) \_\_\_\_\_

This form must be completed and signed if Section 1 is prepared by a person other than the employee, that I have assisted in the completion of this form and that to the best of my knowledge and belief, the information is true and correct.

\_\_\_\_\_  
Print Name

*Staff Council invites all SPA and EPA-NT employees  
to attend an*

*All School Staff Meeting,*

Thursday, February 19, 2009 ♦ 11:00 AM, Watson Hall

*Chancellor Mauceri and COO George Burnett*

*will address our staff on current issues.*

*(There will be a question and answer session afterwards)*



*Cathy Pighini,  
Chair*



*Amanda Balwah,  
Chair Elect*



*Martha Urbanik,  
Secretary*

The mission of the Staff Council is to foster a positive and respectful working environment by advocating for the interests and concerns of each Staff member. While advancing and supporting the mission and goals of UNCSA, the Staff Council shall:

- serve as a liaison between the Staff, the administration, and the Chancellor,
- promote a sense of community among all school employees;
- provide regular communication to staff on issues affecting staff members;
- review policies and procedures and make recommendations to the Chancellor and/or administration;
- encourage professional and personal development of the Staff; represent issues and concerns of the Staff through our delegates to the state-wide UNC Staff Assembly

## Federal & State Law

FMLA is a leave entitlement program enacted in 1993 by Congress to guarantee and provide benefits to “eligible” employees who need a medical leave of absence to care for themselves or a family member; or who needs to care for a child due to birth/adoption/foster care. In January 2008, President Bush signed into law the first ever amendments to FMLA to provide new military family leave entitlements and to update FMLA regulations after 15 years. In November 2008 the revised rules were released by the U.S. Department of Labor and were implemented on January 16, 2009. For additional information regarding these policy changes click on the following link: <http://www.osp.state.nc.us/manuals/manual99/FMLA.pdf>

---

## Lowdown on Furlough

Hearing a lot of comments regarding furlough? Want the facts?

What does furlough mean?

A furlough is considered to be an alternative to layoff. When an employer furloughs its employees, it requires them to work *fewer hours* or to take a certain amount of unpaid time off. For example, an employer may furlough its employees one day a month for the remainder of the year, and pay them for only 32 instead of their normal 40 hours each week. Another method of furlough is to require all employees to take a day or two without pay sometime during the year.



Is this permitted in NC?

The authority is unclear. In order for a state agency to furlough its employees there must be legislation introduced, approved, and policies written to support the procedures, which then would have to be approved by the State Personnel Commission.

Is NC considering legislation to be able to furlough State employees?

Many individuals within the University System and in State Government have discussed this concept as a way to deal with the current budget reversion and potential permanent cuts, however legislation has not been introduced. This kind of effort takes many months to accomplish and is unlikely to be a tool available to the state this fiscal year.

# State of North Carolina



BEVERLY EAVES PERDUE  
GOVERNOR

## BLACK HISTORY MONTH

2009

BY THE GOVERNOR OF THE STATE OF NORTH CAROLINA

### A PROCLAMATION

WHEREAS, throughout the month of February, Black History Month will be observed in our State and Nation as a tangible way of encouraging all citizens to learn about and appreciate the contributions of African Americans and their impact on our past, present, and future; and

WHEREAS, arriving in bondage, but persevering toward freedom, African Americans helped build North Carolina and craft its unique character; and

WHEREAS, African American legends such as writer Maya Angelou, freedom fighter Harriet Jacobs, educator Dr. Charlotte Hawkins Brown, scholar John Hope Franklin, sports hero Michael Jordan, artist Romare Bearden, and musicians John Coltrane and Thelonious Monk went from being citizens of North Carolina to citizens of the world; and

WHEREAS, North Carolina's African American history is celebrated and studied at State Historic sites such as Historic Edenton, Charlotte Hawkins Brown Museum, Somerset Place, Historic Stagville, Reed Gold Mine, Tryon Palace Historic Sites & Gardens, Roanoke Island Festival Park, and the N.C. Transportation Museum; and

WHEREAS, Black History Month pays tribute to and recognizes the numerous outstanding accomplishments, past and present, that African Americans make to our state, nation, and the world;

NOW, THEREFORE, I, BEVERLY EAVES PERDUE, Governor of the State of North Carolina, do hereby proclaim February 2009, as "**BLACK HISTORY MONTH**" in North Carolina and call upon the citizens of this State to observe and commemorate Black History Month as we celebrate the vibrant cultural life of the state of North Carolina.



BEVERLY EAVES PERDUE

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of North Carolina at the Capitol in Raleigh this twenty-seventh day of January in the year of our Lord two thousand and nine, and of the Independence of the United States of America the two hundred and thirty third.

## Payroll Transformation Project

Of the sixteen university campuses, nine (including UNCSA), use the Central Payroll services provided by the Office of State Controller (OSC) to process payroll. OSC, at the direction of the NC General Assembly, is in the process of implementing a new business infrastructure for the State. This includes replacing the current payroll processing system and the Personnel Management Information System (PMIS). The State's new BEACON system went live in 2008. After evaluation of the system, a determination was made that the nine campuses currently on Central Payroll would not migrate to the State's new system, and that an alternative payroll processing method would be sought. UNC General Administration formed an HR and Payroll Advisory Committee, with campus representatives from Western Carolina, NCSU, UNC Asheville, and East Carolina. This advisory team has performed an analysis of the payroll situation and presented the business case to the UNC Finance Improvement and Transformation Executive Steering Committee with the expectation that a decision will be reached in early 2009 which will set the future direction for payroll processing. In preparation for this transformation, UNCSA has formed a Payroll Conversion Team whose members include Eddy Cavanaugh, Lori Easter, Debra Gunter, Walter Harris, Sue Miller, Denise Phillips, Susan Porter, and Debbie Spence. The UNCSA Executive Committee for Payroll Conversion consists of Beth Cox, Carin Ioannou, and Lisa Smith. The UNCSA team will be responsible for implementation the payroll migration for UNCSA. Weekly meetings are planned for the conversion team, and as the project develops you will be updated on a regular basis on matters related to this migration.

---

## Who's New

TaWanna Archia has officially joined UNCSA as the Executive Assistant to the Chief Academic Officer. TaWanna received her Bachelor's degree from High Point University and brings more than 5 years of experience to the position. TaWanna will be responsible for managing the Chief Academic Officer's calendar, scheduling appointments and meetings, arranging travel, assisting with correspondence, coordinating projects and events, and assuming many of the daily responsibilities in the office. TaWanna will also support the Director of Institutional Research. Welcome, TaWanna!



**OFFICE OF HUMAN RESOURCES**

BETH COX  
 DIRECTOR OF HUMAN RESOURCES  
 EMAIL: COXB@UNCSA.EDU  
 770-3317 PHONE  
 770-1462 OFFICE FAX

TYKA CALLOWAY  
 EXECUTIVE ASSISTANT  
 EMAIL: CALLOWAYT@UNCSA.EDU  
 770-1428 PHONE

GINGER SALMONS  
 RECORDS MANAGEMENT  
 EMAIL: SALMONSG@UNCSA.EDU  
 770-1377 PHONE

KEYONA MCNEILL  
 BENEFITS REPRESENTATIVE  
 EMAIL: MCNEILLK@UNCSA.EDU  
 770-1451 PHONE

ASHLEY SANDERS  
 HR GENERALIST  
 EMAIL: SANDERSA@UNCSA.EDU  
 770-1481 PHONE

SUSAN PORTER  
 BUSINESS SYSTEMS ANALYST  
 EMAIL: PORTERS@UNCSA.EDU  
 770-3318 PHONE



Call 1-800-QUIT-NOW to set up a "Quit Plan" & get FREE support.

# February 2009

HR Hub 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 	3	4	5 Permanent Timesheets Due	6 HR Staff Mtg 2-4pm Office Closed	7
8	9	10	11	12	13 MID MONTH PAY DAY Mid-Month Timesheets Due	14 
15	16 	17	18	19	20 HR Staff Mtg 2-4pm Office Closed	21
22	23	24	25	26	27 MONTHLY PAY DAY	28

## Just Ask!

*If a person leaves employment at UNCSA, what happens to vacation time, sick time, compensatory time, and bonus time? Are there options?*

Upon separation, SPA and EPA-NT employees may be compensated up to 240 hours of vacation time, 100% of bonus leave, and compensatory time if applicable. Sick leave balances will not be paid out, rather, for employees that participate in the Teachers and State Employees Retirement System sick leave balances will be held for a period of 5 years should the employee become eligible for retirement or return to State service.

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.*

