



North Carolina State Flower:  
*Flowering Dogwood*

University of North Carolina School of the Arts

# The HR Hub

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## Developing The State Budget



Since the legislative session began in January, the Governor, the NC Senate and NC House have been working in parallel to develop the State budget for 2009-2011. On Tuesday, Governor Perdue presented her 2009-2011 biennial State budget to the NC Legislature. This was the first major step of a multiple step process that will play out over the next several months. The Governor's budget provides guidance to the NC Senate and NC House as they continue to work on their budget proposals. This year, the Senate will take the next major step when it introduces the Senate budget in the next few weeks. The House will follow the Senate and introduce its budget later in the spring. At this point the Senate and House will conference to work out the differences between their budgets and develop one mutually agreed upon budget to present to the Governor. (These negotiations are never easy.) The Governor must either sign the budget or reject it and send it back for further work. It sounds pretty straight-forward but in reality there will be many twists and turns along the way. Given the difficult times we are facing and the many unknowns that must be dealt with, this year's budget process may be more complex than ever.

*Article continued on page 2*

## Developing The State Budget *continued...*

From the beginning and at every step of the process along the way, UNC and the UNCSA provides information to our elected representatives regarding the needs of the University System. Given the state's fiscal situation, the Board of Governors and President Bowles refined their request to focus on four items, enrollment growth funding, funding to support need-based financial aid, making any cuts non-recurring, and limiting cuts to less than 5% for the University System. The Governor's budget provides the requested funding for enrollment growth and financial aid, however the budget proposes recurring cuts to the university totaling 5.5%. The available options for dealing with a recurring cut of this size are much different than a non-recurring cut and it means when the economy turns around we will have to fight again to recover these losses. The single biggest risk, between now and the completion of the budget, is that the economy continues to weaken rapidly causing the anticipated state budget deficit to grow larger. This will force legislators to either find ways to increase revenues or increase cuts. Let's all hope the Governor's assumptions hold up.



Going forward, UNC and the UNCSA will work with the NC Legislature to try to make the cuts non-recurring and decrease their size. In addition, Chancellor Mauceri, George Burnette and others will continue to work with UNC General Administration to seek their assistance with reducing cuts to the UNCSA.

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## Payroll Transformation Project

Members of the UNCSA payroll conversion team continue to meet on a weekly basis and are focusing on the development of work flows for HR, Position Control, and Payroll. General Administration is in the final process of selecting the pilot payroll school and anticipates the pilot school will be live with Banner payroll in October, 2009. The remaining central payroll schools will be migrated to the Banner payroll in small groups on a quarterly basis. It is anticipated that UNCSA's payroll transformation will occur in the April, 2010 group. We will continue to update you as information becomes available.



## Winter Holiday Survey

The State Personnel Act provides that the State Personnel Commission shall establish a holiday schedule that shall not exceed 11 paid holidays per year except in those years in which Christmas Day falls on a Tuesday, Wednesday, or Thursday, the schedule shall not provide for more than 12 paid holidays.

Institutions of higher education and agencies requiring a seven-day, twenty-four hour operation may adopt alternative holiday schedules in keeping with operational needs, provided the employees are given the same number of holidays as approved by the State Personnel Commission. Such special holiday schedules must be filed with the Office of State Personnel.

Historically, UNCSA has moved Good Friday, Memorial Day, and Veterans Day to the Winter Holiday in order to bridge the gap between Christmas and the New Year. We would like your input regarding how to manage the holiday schedule in coming years. Please copy and paste the link below into your browser. The link will take you to a short, confidential survey where you can identify your preference for which days should be included in the 2009 and 2010 Winter holiday schedules as well as provide general comments on this policy.

***The survey will be open until  
April 24, 2009 and should take  
no more than five minutes to complete.***

**Please take a moment to complete the survey.**



[http://www.surveymonkey.com/s.aspx?sm=m2d6bnJm0fMEdL7g22R4Dg\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=m2d6bnJm0fMEdL7g22R4Dg_3d_3d)

## EEOI Training Opportunities

The Equal Employment Opportunity Institute (EEOI), a division of OSP, helps managers and supervisors understand important employment discrimination laws and how they impact day-to-day managerial decisions. Case studies and other activities are used to learn how to apply the laws' principles to create fair, equitable, and inclusive work environments. The skills taught in EEOI enable state government managers and supervisors to address complex diversity issues in a legally compliant manner.

If you are a manager or supervisor and have not taken this course there are some openings in upcoming EEOI classes. If someone needs to attend, please register at the following link and notify Beth Cox, EEO Officer, that you have registered.

<http://www.osp.state.nc.us/ExternalHome/HRD/Programs/eoi/eoiindex.html>

Date	Location	Openings
March 26-27	Raleigh	13
April 2-3	Raleigh	15
April 23-24	Wilmington	26
May 7-8	Raleigh	24
May 14-15	Morganton	28
May 21 Executive Level II	Raleigh	29
June 4-5	Raleigh	26
June 11-12	Cullowhee	27
June 25-26	Raleigh	29

June 25-26	Raleigh	29
June 11-12	Cullowhee	27

## Annual Enrollment

The dates for Annual Enrollment have not yet been finalized. In order to avoid two enrollments, the State Health Plan will wait to conduct Annual Enrollment until after the State Health Plan's bill is signed into law. An HBR alert announcing Annual Enrollment will be issued. Enrollment kits will be posted on the State Health Plan's Web site and will be mailed to all currently enrolled members shortly after the bill is signed.



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## Important Information About the Cobra Subsidy



The COBRA subsidy is part of the 2009 American Recovery and Reinvestment Act, signed into law on February 17, 2009. It includes a COBRA premium reduction to individuals who lose group health plan coverage due to involuntary termination from their jobs from September 1, 2008, through December 31, 2009. Eligible individuals will pay 35% of the COBRA premium and 65% of the premium will be subsidized by the employer. The employer may then claim the subsidized premium as a tax credit.

The State Health Plan is currently working with BCBSNC to develop a process to comply with the new COBRA subsidy requirements. Additional information will be sent through an HBR Alert and will be posted on the State Health Plan Web site.

To obtain information on the COBRA Continuation Coverage Assistance under the American Recovery and Reinvestment Act, please visit the Department of Labor's Web site at [www.dol.gov/ebsa/cobra.html](http://www.dol.gov/ebsa/cobra.html).

## ***Staff Council Meeting***

**April 16, 2009 at 11:00am**

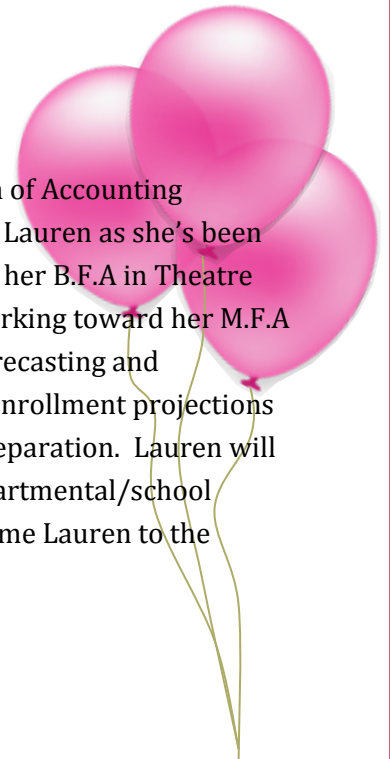
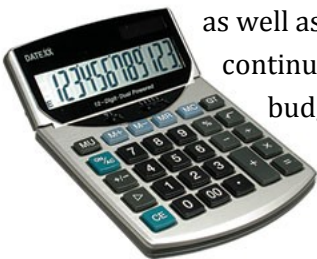
**Eisenberg North, Hanes Student Commons**

- ◆ The meeting on April 16<sup>th</sup> will include a guest speaker, Steve Lawson from SEANC (State Employees Association of North Carolina)
- ◆ Nomination ballots for Districts 6, 7, 8, 9, 10, 14, 15 & 17 are soon to arrive. Please talk to others in your district if you want to be nominated or if you want to know who would like to be nominated.



## **Who's New**

We're pleased to announce that Lauren Partin has accepted the position of Accounting Technician (Budget Analyst). Many of you have already gotten to know Lauren as she's been working in a temporary capacity in Financial Services. Lauren received her B.F.A in Theatre Management from the University of Central Florida, and is currently working toward her M.F.A at UNCSA. Lauren's responsibilities will include budget preparation, forecasting and investigation. She will also be responsible for position control, annual enrollment projections as well as Continuation Budget and Expansion Budget preparation. Lauren will continue to work with UNCSA personnel regarding departmental/school budget management. Please help us officially welcome Lauren to the UNCSA community!



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



# March 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	14
15	16	17	18 Mid-Month Time-sheets Due	19 Staff Council Meeting Eisenberg 11am	20	21
← SPRING BREAK →						
22	23	24 HR Staff Mtg 9-11am Office Closed	25	26	27	28
29	30	31 MONTHLY PAY DAY				

## 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@unca.edu](mailto:AskHR@unca.edu).

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

