



# The HR Hub

*Looking for better ways to save your money?*

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## Adverse Weather

*(from Monday through 12 Noon today)*

UNCSA was closed on Monday March 2<sup>nd</sup> and Tuesday March 3<sup>rd</sup> until noon. In compliance with the Office of State Personnel's Adverse Weather and Emergency

Closings Policy, UNCSA employees will not be required to code adverse weather leave taken or charge leave balances for the time missed on March 2<sup>nd</sup> and March 3<sup>rd</sup>.

Employees will not be required to make up time missed due to the University being closed.

### How should I code this on my timesheet?

Employees in positions that are SPA subject should indicate the number of hours missed in the "Code Taken" column and leave the "Code" column BLANK. SPA and EPA exempt employees do not need to indicate anything on their timesheet.

Emergency employees required to work during the emergency shall be granted paid time off on an hour for hour basis for all hours worked. This time must be used within 12 months of its being awarded. Agencies shall make every effort to give employees the opportunity to take this time off. It should be used after compensatory time off, but must be used before vacation or sick leave.



## Allowable Prescription Refill Dates

The State Health Plan for Teachers and State Employees will be following new guidelines for prescription refills beginning on March 2, 2009. The new prescription refill guidelines are being implemented to comply with pharmacy “best practice” standards and regulatory requirements. Most members will not notice a change when they order a prescription refill.

The updated prescription refill guidelines will be used to review member prescription history to calculate when a medication is eligible for refill. In order to determine when a prescription can be refilled, the following criteria will now be used:

- At least 75 percent of the medication must be used, based on the quantity of the previously filled prescription. (This guideline is currently in place.)
- An excess amount of the medication must not have been accumulated over the past 180 days. (This guideline has been changed from reviewing the past 30 days to reviewing the amount of medication accumulated for the past 180 days.)

***Note: The prescription refill review will occur whether the refill is ordered at a participating retail pharmacy or via Medco By Mail.***

The State Health Plan’s current refill guidelines only looks back 30 days from the date a refill is requested to determine if it can be filled. Currently, once 75 percent of the medication on hand is used, the prescription can be refilled. With the *new* prescription refill guidelines, the review period, also called the “look-back” period, is changing from 30 days to 180 days. A member can still receive a refill when 75 percent of the medication on hand is used. However, if the patient regularly refilled prescriptions a little early each month, those early fill quantities will now be considered when determining whether it is eligible for refill. The new guideline states that no more than a 30-day supply of medication can remain on hand for a refill to be approved.



### TURN DOWN THE TEMPERATURE

*Turn down the temperature in your house in the winter, and raise it during the summer. Also reduce the temperature of your hot water heater.*

## Allowable Prescription Refill Dates *continued...*

These new refill guidelines are designed to minimize the excessive use, waste and stockpiling of prescription medications.

Please remember that if you regularly order a medication when only 75 percent of the quantity has been used, you will accumulate an excess supply and the refill date may be adjusted. To avoid having a refill delayed, please follow these guidelines:



- For a 30-day retail prescription, order a refill when you have no more than a 7-day supply remaining. (For a 30-day mail order prescription, you may order the refill a few days earlier, to ensure you receive the refill before the medication on hand is used.)
- For a 90-day retail or mail order prescription, request the refill when you have no more than a 14-day supply remaining.

If a prescription reflects a change in dosage, it is treated like a new prescription and the look back period starts over from zero. However, if a new prescription is identical to the previous one, the system will continue to look back 180 days to determine if the refill can be approved.

If you order a refill at a participating retail pharmacy too soon, you will be asked to wait until the allowable refill date. If you order the refill through **Medco By Mail**, the pharmacy may hold the refill until the allowable date.

Exceptions to this new refill policy can be made under certain circumstances. For example, if you are going on vacation, you may request a vacation supply by contacting **Medco 1-800-336-5933**.

Please remember that Medco's network of participating retail pharmacies extends nationwide, and **Medco By Mail** can ship anywhere in the United States. To begin using call 1-800-336-5933.



### PREPARE MEALS AT HOME

*Instead of eating breakfast on the way to work, try eating breakfast at home instead. Also, make your own lunch at home and bring it with you to work. It is amazing how much money you will save by preparing your own meals.*

## Money Saving Tips



### DO ONLINE PRICE COMPARISON

*Check prices online before making any large purchases. Online prices are very competitive, and by checking prices online first, you will know if buying at your local store makes sense or not.*



### KEEP A BUDGET

*A great way to help save money is to create a budget, and then stick to it. Even by just tracking where the money is going, you will be more aware of your spending habits, and eliminate unnecessary spending.*



### SWAP TOYS

*If you have kids, instead of buying lots of expensive toys, consider buying less toys, and then swapping toys with friends and family. Kids often lose interest with their toys, but have a greater interest in new toys. By swapping, you can increase the frequency of new toys without spending any additional money.*



### PAY OFF CREDIT CARD DEBT

*Credit card debt has one of the highest rates of interest you can pay. Don't just pay the minimum monthly charge, but try to pay your credit card in full.*

## The Bottom Line

To begin forming a healthy relationship with money you'll need to learn your spending habits, know your limits and respect them. Create a budget for each member of your family and hold them accountable for sticking to it. Children learn very early on to mimic the behaviors of those in their circle. By teaching them to respect the value of money and the discipline it takes to use it wisely, you arm them with the tools they will need to create their own personal wealth. Remember, there will never be a shortage of places willing to take the money you spend. Choose wisely and secure the financial future you hope for.

Please join us  
**Staff Council Meeting**

**March 19, 2009**

*Eisenberg Hall*

*Hanes Student Commons*

**11:00am**

### **Payroll Transformation Project**

Members of the UNCSA payroll conversion team participated in video-conferences with General Administration and the other central payroll schools on February 24-26. With Central Payroll support ending by July 2010, General Administration is creating a shared services center to support payroll processing and other back office processes. This week's meetings focused on the discussion and validation of standardized process flows being developed by GA for position control, human resources and payroll. GA also outlined major steps in the conversion which include: Validating process flows, determining how the Banner system will best support the processes, building and testing processes, selecting the pilot campus for payroll conversion. GA is currently planning to have the pilot payroll campus in place by July 2009, with the remaining implementations staggered on a quarterly basis. Information will continue to be shared as the project progresses.





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BEVERLY EAVES PERDUE  
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LINDA D. COLEMAN  
STATE PERSONNEL DIRECTOR

February 25, 2009

**MEMORANDUM**

**TO:** Agency Heads, University Chancellors  
**FROM:** Linda Coleman  
**RE:** Shout Out!  
Employee Recognition

All too often, when we hear about state employees, we hear something negative. Yet, you and I know that state employees make far more positive contributions to our state than they do negative ones. That's why the Office of State Personnel has created Shout Out!

Shout Out! is a way to spread the good news about state employees. It is a way to let North Carolina's leaders know the great things that North Carolina's state employees are doing at work and in their communities. Shout Out! will not take the place of any other state employee recognition programs. It is simply a timely way to say, "Hey, look what great thing this state employee did." Then maybe the next time one of North Carolina's leaders learns about a "bad apple," they'll also think about the many outstanding state employees who are out there everyday working for our citizens and doing the state's business efficiently and effectively.

We need your help to make Shout Out! a success. In a nutshell, agencies and universities will let OSP know about their employees' accomplishments and OSP will spread the word via Shout Out! (template attached). I have asked Margaret Jordan, manager of our employee recognition programs, to work with human resources and public information officers to get the process started. Please let your staff know that they will be hearing from us.

Thank you for helping us to recognize the many ways state employees contribute to our great state!

LDC/mbj

cc: Agency and University HR Directors



# *Shout Out!*

Spreading the Good News  
about North Carolina's State Employees

**We thought you'd like to know ...**

## **Mary Smith**

Address Line 1

Address Line 2

The Superintendent of William B. Umstead State Park  
in the Division of Parks and Recreation  
in the Dept. of Environment & Natural Resources

Was recently awarded her doctorate degree  
in Environmental Science by Duke University

**Congratulations, Mary!**



## Tips - State Application (PD107)

- √ Make sure you apply before the position closes. Each vacancy announcement will have the announcement opening and closing date. The application has to have reached HR by or on the announcement closing date.
- √ Read the State's training and experience requisites for each position. What are these? On the vacancy announcement, you'll see these labeled as: **Required Minimum Training**. These requisites cannot be modified by the hiring department or hiring supervisor. If your application reflects that you have met those requisites, your application will be forwarded to the hiring supervisor for interview consideration.
- √ When detailing your work history on the application, **DO NOT** use "See Resume".
- √ When asked to "List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:", *be sure to mention specific examples from your previous jobs that relate specifically to the position as it's detailed on the vacancy announcement*. If the vacancy announcement reflects that one of the major duties will be plumbing, for example, be sure to mention, how your work history has previously involved plumbing. If the announcement reflects that you'll be required to know OSHA regulations and fire and safety procedures and regulations, be sure to mention any and all previous experience you've had related to these procedures and regulations.
- √ Don't knowingly falsify your application. References will be checked, as will your education credentials. All degrees must be received from appropriately accredited institutions.
- √ Check your spelling and grammar. First impressions are important!
- √ If possible, type your application. This shows off your computer-related skills. If you don't have access to a computer, neatly write in the required information. If you make a mistake, don't use correction fluid. Start over.
- √ Ensure the application is complete. If a question is asked, answer it...even if that means putting N/A in the answer field.



### AVOID COMPULSIVE PURCHASES

*Don't buy things you really don't need. When shopping, only purchase what you planned on buying. If you find something else you want, hold off on the purchase until the next time. That way, you can have make sure you have the money to cover it and rethink the necessity of the item.*

## OFFICE OF HUMAN RESOURCES

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*Make this the month you take control of your financial future!*

# March 2009



HR Hub 2009

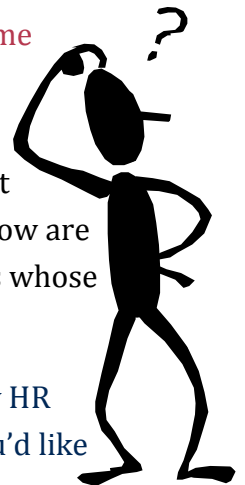
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Permanent Timesheets Due	6 HR Staff Mtg 2-4pm Office Closed	7
8	9	10	11	12	13 MID MONTH PAY DAY	14
15	16	17	18 Mid-Month Timesheets Due	19 Staff Council Meeting Eisenberg 11am	20 HR Staff Mtg 2-4pm Office Closed	21
22	23	24	25	26	27 MONTHLY PAY DAY	28
29	30	31				

## Just Ask!

Q: Given all of the discussion about budget reversions and cuts, why can we recruit for some positions and not others?

A: The Chief Operating Officer and Chief Academic Officer review each request made by a Dean or Director to evaluate the mission critical consequences of not filling a position right now versus the financial impact of filling the position right now. Positions that are filled now are considered extraordinary exceptions to the hiring freeze. Additionally, there are positions whose funding comes from non-state appropriated sources.

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.*