



The HR Hub

Volume 13

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Ask HR

Adverse Weather/Emergency Closings & Timesheets:



Thank you campus community for your continued commitment in submitting complete and accurate timesheets by the 5th of each month!

As you know, due to the inclement weather we experienced on March 2nd and until noon March 3rd, UNCSA was closed. Timesheets should reflect those hours based on the following examples:

SPA Subject Non-Essential Employees:

March 2nd, 8.00 hours should be entered in the Coded Taken Column, NO CODE is to be entered into the Code Column.

March 3rd, 4.00 hours should be entered in the Coded Taken Column, NO CODE is to be entered into the Code Column. The number of hours worked on March 3rd are to be entered into the Hours Worked Column.



Emergency/Essential Employees:

Per the **SPA Manuel, Adverse Weather and Emergency Closing Policy:**

“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.”

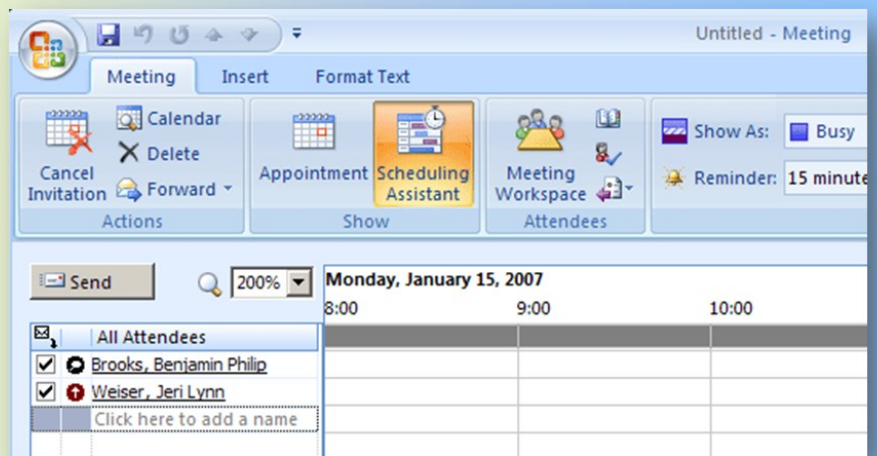
Outlook Functionality—Scheduling Assistant

Ever receive an email from a colleague who is attempting to schedule a meeting involving several individuals? You're asked whether or not a series of dates and times works for everyone, and everyone then must respond. The organizer of the meeting must then weed through all of the responses to identify a time that works for everyone's schedule and then send an official meeting invitation. Sound familiar?

Next time you attempt to schedule a meeting, try using the Scheduling Assistant.

Here's How It Works:

1. Go to your calendar function
2. Click on your desired date and time on your own calendar to create an appointment
3. Add the names of those that need to attend the meeting using the Invite Attendees option on the toolbar at the top of your Outlook screen
4. On the toolbar you'll also see the options "Scheduling Assistant"
5. Click on Scheduling Assistant



Outlook will then provide you with calendar information for everyone you've invited. You'll be able to determine if they're free at that time or if they're busy. To the right, you'll see a summary, by hour on the day in question, of how many of the invited attendees are available.

Please note that only if someone has already "shared" your calendar access with you will you be able to see the details of their calendar appointments. If you've not been granted access, you'll only see if they're "free" or "busy".

Also, if someone maintains their calendar outside of Outlook, they'll always look like they're "free". Please be mindful of this of this one little caveat.

Life Planning

The Office of State Personnel has developed a **Life Planning Program** intended to help employees take personal responsibility for understanding their benefits and to more effectively secure their future and the future of their families. The program emphasizes the fact that effective planning is critical to developing control over the controllable areas of our lives. With adequate resources in place, you will have more options available to choose from when situations arise. Your resources are referred to as "*bank accounts*", and the five key accounts identified in the program are: Social, Personal, Financial, Housing & Health.



There are sections on each of the five accounts that contain self assessments, worksheets, videos, and informative links on a variety of topics. You can view the introductory video or a text only version of the program and start the life planning process by visiting:

http://www.osp.state.nc.us/lifeplan_web/index.htm.

After viewing the introductory video, why not complete the personal effectiveness checklist and develop an action plan worksheet that will guide you throughout the program!

Shout Out!

Shout Out! is an initiative sponsored by the Office of State Personnel. The goal of Shout Out! is to spread the good news about state employees and to let our state's leaders know the great things state employees are doing at work and in their communities. Shout Out! is a timely way to say, "Hey, look what a great thing this state employee accomplished," in hopes that the image of state employees will be a positive one.

Here's How Shout Out! Works

- Notify Tyka Calloway in HR of an employee who deserves a Shout Out!
 - Tyka will gather the information, complete the Shout Out! form and send it to OSP.
 - OSP will take a look at it, and determine if it qualifies. If it does, they will contact HR
 - OSP will spread the word to legislators and others on our Shout Out! Notice, and
 - OSP will include the Shout Out! on the Recipients page of their website.



What Information Does OSP Need for the Shout Out?

1. Name
2. Working Title
3. Division and Department
4. Address – We would like to have the recipient's home address to use on the Shout Out! so that those who receive it can write the recipient a note if they wish to do so. Because home addresses are not public information, we will have to have a signed statement from the Shout Out! recipient that it is okay to release their home address to OSP and others for the purposes of Shout Out!. OSP will retain this information.
5. Give us details on what the Shout Out! is for



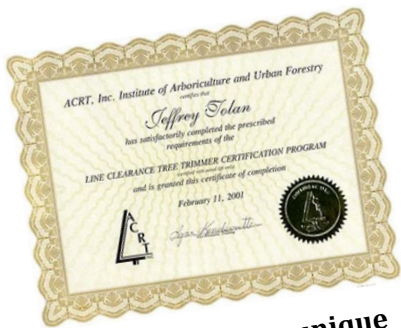
The Shout Out! information form will be live on our website soon!

Shout Out!

What Kinds of Things Qualify for a Shout Out!?

- Events/activities that qualify for Shout Out! are noteworthy accomplishments, heroic acts, successes and achievements.
- In general, they are a step-above some of the more personal items of interest that might be publicized in our newsletter.
- Did someone just receive a master’s or doctorate degree? Did someone receive an honor from a civic group? Did an employee spend a week volunteering in our country or another? That’s what we want you to tell Shout Out!

Examples of Shout Out! Events/Accomplishments



Civic awards or unique volunteer accomplishments



Educational accomplishments (not certificates for attending a class or workshop)

Election to professional association office



Heroic acts



NCThinks awards



Significant accomplishments in the workplace

Governor’s Awards for Excellence

Health Care and Dependent Care Spending Accounts

Using your NCFlex Convenience Card just got easier! As of July 2009, for certain convenience card transactions your documentation will no longer be needed.

You Do Not have to submit documentation for:

- Copays (office visits, prescription drugs, etc.) – Copay amounts for the State Health Plan and NCFlex benefits are loaded into the system for medical, pharmacy and NCFlex vision plans. We match copay dollar amounts with the transaction amount swiped on the convenience card.
- Eligible dental expenses – If you use your NCFlex Convenience Card to pay for eligible dental expenses under the NCFlex Dental Plan (administered by United Concordia), these expenses will be automatically approved provided the amount of the transaction is equal to the balance due once the claim has been processed by United Concordia.
- Items purchased at stores with IIAS technology – Please refer to the information below for additional details.

You DO have to submit documentation for:

- Other eligible expenses, not considered copays;
- Items purchased at stores without IIAS technology; and
- Dependent day care expenses.

IIAS (Information Inventory Approval System)

Starting July 1, 2009, new IRS rules allow you to use your NCFlex Convenience Card at participating pharmacies, discount stores and supermarkets that can identify FSA-eligible items at checkout. You will be able to purchase the FSA-eligible items on your Card, and will be asked for a different form of payment for non-eligible items. In most cases, no receipts will be needed to verify the eligibility of FSA-eligible purchases at participating stores! To take advantage of this feature, be sure to check if your store participates before you order prescriptions or shop for over-the-counter (OTC) medications.

Health Care and Dependent Care Spending Accounts

Important point to remember: As a result of an IRS rule, beginning July 1, 2009 you cannot use your Card at pharmacies, discount stores, department stores, and supermarkets that do not participate, even if you have used your Card at these stores prior to July 1, 2009. Your transaction may be declined. You can continue to use your Card at health care providers, such as hospitals, doctors, dentists, etc.



For example: You have been purchasing prescriptions at a pharmacy using your Card during 2008. On July 1, 2009, you go to the store to pick up a prescription. If the store has not made the change required by the IRS to identify FSA eligible items, your Card will be declined at the point of purchase. You can continue using your Card by transferring your prescriptions to a pharmacy which made the change required by the IRS or to a pharmacy in a participating discount store or supermarket.

How do I find out which pharmacies, discount stores and supermarkets are participating?

Visit www.ncflex.org and go to Resources > Forms > FSA > Compliant Stores. If you have any questions, contact Aon at 1-877-371-2926.

Here is how the Card works at participating stores:

1. Bring prescriptions, vision products, OTCs and other purchases to the checkout for the clerk to ring up.
2. Present your Card and swipe it for payment.
3. If the Card swipe transaction is approved (e.g., there are sufficient funds in the account and at least some of the purchases are FSA-eligible), the amount of the FSA-eligible purchases is deducted from the account balance. In most cases, no receipt follow up is required. The clerk will then ask for another form of payment for the non-FSA-eligible items.
4. If the Card swipe transaction is declined, the clerk will ask for another form of payment for the total amount of the purchase.
5. The receipt will identify the FSA-eligible items and may also show a subtotal of the FSA-eligible purchases.

New I-9

As an addendum to last week's announcement about the new I-9, we wanted to let you know that the new I-9 form is available via our web site via the following link:

<http://www.ncarts.edu/humanresources/recruitment.htm>

Please discard any previously printed blank I-9s that may be in desk files.

Effective April 3, 2009, only the updated form can be used.

Who's New

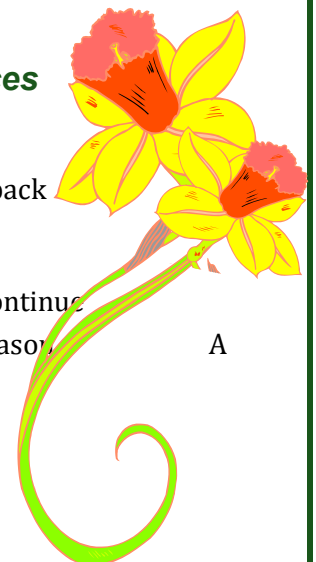
Carla Fenner is the first of our 4 Public Service Telecommunicators to join UNCSA. Carla comes to us from the Winston-Salem Police Department where she spent over 9 years as a Senior Communications Operator. In her position with UNCSA, Carla will be responsible for emergency and non-emergency dispatch and for monitoring the activities of all police field personnel and surveillance monitors. As the Lead Telecommunicator, Carla will also be responsible for telecommunicator training, cross-training other staff and monitoring the communications center work, among other duties. This is a new position at UNCSA and one that will be extremely beneficial to the campus community. If you get the opportunity, please take a moment to welcome Carla to UNCSA.



Gardening Tips from Jamie Moore, Manager of Landscape Services

Q: Now that my daffodils are done blooming, should I deadhead them and/or cut back the stems (all of the green)?

A: We will typically leave the foliage on the daffodils and tulips. This foliage will continue to create and store energy in the bulb that will be needed for the next bloom season. A general rule of thumb is that once the foliage falls to the ground and withers it can then be removed and composted.



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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."

April 2009



HR Hub 2009

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

All School Mtg
April 15th
12:30 - 2:30 (Crawford Hall)

Just Ask!

Q: We keep hearing about furloughs and layoffs for state employees yet UNCSA does not seem to specifically address these issues for our campus community. How will we know if layoffs or furloughs are imminent for employees here, particularly if they must happen by June 30 for this year's budget? Will our supervisors be notified? Will we be given the choice as to if and when we are to be furloughed? Thanks.

A: Given the current reversion and anticipated cuts it is unlikely that UNCSA will be able to avoid layoffs. Layoff decisions are made by the supervisor of an affected position. For SPA positions the action must be approved in advance by the Office of State Personnel and employees must be provided 30 days notice in writing. EPA-NT position actions must be approved by the Chancellor and written notice must be provided. **This topic will be discussed further at the all school meeting on April 15th.**

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. A bill has been introduced in the House, however, there are many more steps before it becomes law. We do not anticipate furloughs this fiscal year.

