

The HR Hub

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UNC Optional Retirement Program (ORP) Changes

The UNC Optional Retirement Program (ORP) Investment Advisory Committee, assisted by a national benefits consulting firm, has conducted its 2008-09 annual review of the ORP and made several recommendations that have been approved by the President of the University.

UNC System Voluntary 403(b) Retirement Plan

The UNC System Voluntary 403(b) Retirement Program Tier 2 Core Investment Fund Options have recently been reviewed by the Optional Retirement Program (ORP) Investment Advisory Committee, assisted by a national benefits consulting firm. The Committee made recommendations to TIAA-CREF's Tier 2 fund options that have been approved by the President of the University.

For those participating in the ORP or 403(b) Plan, information will be sent to your homes.

For immediate information, please contact Keyona McNeill in Human Resources.

Look for more information to be posted on the Benefits section of our HR website.

Unclaimed Property NC Cash



Do you know about Unclaimed Property?

According to the North Carolina Department of State Treasurer,

“You may be richer than you think!”

To find out if this is in fact the case, please visit

<http://www.nctreasurer.com/dsthome/AdminServices/UnclaimedProperty/Search.htm>

and add your name into a search engine. The results will indicate whether or not you may be

“one of the North Carolinians who are owed money from the \$700 million fund!”

What is unclaimed property?

Unclaimed property consists of bank accounts, wages, utility deposits, insurance policy proceeds, stocks, bonds, and contents of safe deposit boxes that typically have been abandoned for one to five years. Funds become unclaimed because the company loses track of the consumer, due to an incorrect address or other missing information. By law, these funds are escheated, or turned over, to the Department of State Treasurer for safekeeping. As new funds are added, the NC Cash website is updated, which means that your name could be listed right now. According to the State Constitution, the interest earnings on the fund go to needy and worthy North Carolina public university and community college students.



Unclaimed Property NC Cash.com *continued...*



How can you find your own NC Cash?

Reclaiming your money is very simple. First, enter your name in the search boxes above to see if money is owed to you. If there is a match, carefully read, fill out and sign a claim form. If the amount is greater than \$50, you must have your signature notarized. Then send all forms and all required documentation to the Unclaimed Property Address at the bottom of the form. If you need assistance, please call 919-508-1000 and select option 1. After the claim form and the necessary documentation have been received, your claim will be processed as quickly as possible. The Department of State Treasurer also provides a staffed booth at conferences, fairs and meetings where you can search for unclaimed property right at the booth. Please click [here](#) to see when NC Cash will be in your neighborhood.

NC Cash Opens Doors for North Carolina

The amount in the program has nearly tripled from \$255 million to almost \$700 million in the past eight years. With one million properties in the database and eight million North Carolinians, there is a one in eight chance that a North Carolina citizen has a claim. In the past year, over \$28 million in unclaimed property has been returned.



NC Cash Invests in the Future?

The interest earned on the fund goes to the State Educational Assistance Authority (SEAA) to pay for grants, loans and scholarships for North Carolina college students attending public universities and community colleges. In 2008, the unclaimed property program assisted over 70,000 students. For more information on the available scholarships or how to apply, please visit the College Foundation of North Carolina, a free service to students to help plan, apply and pay for college.



Free Admission to Chocolate Exhibit

The North Carolina Museum of Natural Sciences in Raleigh is offering free admission for all state employees to its current special exhibit, "Chocolate," from May 31 through June 6, 2009.

"Chocolate" explores the plant, the products and the culture of chocolate through the lenses of science and history. You'll begin in the rainforest with the unique cacao tree whose seeds started it all. Visit the ancient Maya civilization of Central America and discover what chocolate meant nearly 1,500 years ago. Then travel forward in time and witness chocolate's introduction into the upper classes of European society and its transformation into a mass-produced world commodity. "Chocolate" will engage your senses and reveal facets of this sumptuous sweet that you've never thought about before. The exhibit runs through September 7, 2009.



State employees must show their state ID badge to receive the discount; family members are subject to standard ticket prices: \$7 for Adults, \$5 for Seniors (age 65+) and Students (with ID), \$4 for Children (age 5-11).

R U Saving Us Money?

Last week we asked you to share with us stories of people who are helping the university's bottom line. We appreciate your responses and are thrilled about the actions being taken.

The CAO's office is:

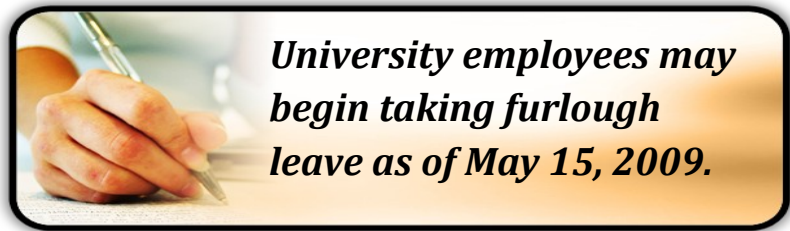
- Setting up an electronic filing system to minimize printing of unnecessary documents. They use their printer's scanning mechanism to transmit copies of documents to the originator who can then decide if printing that document is necessary.
- They are recycling paper by printing on both sides, approving of pertinent documents by signing electronically, and recycling folders by relabeling them or turning them inside out.



Flexible Furlough Leave & Timesheet Reporting

From the Office of the Governor, letter issued by Edwin M. Speas, Jr., General Counsel, May 15, 2009

Please record furlough leave accordingly:



SPA Subject employees -

Using your regular monthly timesheet, please enter the number of hours taken as furlough in the Coded Taken column on the applicable day. For accurate records and audit purposes, please hand-write the letter "F" or "furlough" in the Code column.

University of North Carolina School of the Arts SPA Subject Employee Time Record

Name										Department	
Social Security #										Month/Year	
										July, 2009	
	Day of Month	Hours Worked	Vac Hours	Sick Hours	OC/CB Worked	Coded Taken	Code	Weekly Total	Weekly ST > 40	Weekly OT	
Mon	29-Jun										
Tues	30-Jun										
Wed	1-Jul										
Thur	2-Jul					8	F				
Fri	3-Jul										
Sat	4-Jul										
Sun	5-Jul										
WEEK 1 TOTAL		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
Mon	6-Jul										
Tues	7-Jul										
Wed	8-Jul										
Thur	9-Jul										
Fri	10-Jul										
Sat	11-Jul										
Sun	12-Jul										
WEEK 2 TOTAL		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
Mon	13-Jul										
Tues	14-Jul										
Wed	15-Jul										
Thur	16-Jul										
Fri	17-Jul										
Sat	18-Jul										
Sun	19-Jul										
WEEK 3 TOTAL		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	

Hours Worked must be recorded to the Tenth of the Hour

Minutes	Code
0-3	0.00
4-9	0.10
10-15	0.25
16-21	0.30
22-27	0.40
28-33	0.50
34-39	0.60
40-45	0.75
46-51	0.80
52-57	0.90
58-60	1.00

OT = Hours worked over 40 in one work week. To be recorded as actual number of hours worked.

ST = Hours worked over 40 in a work week comprised of hours worked and hours that are coded H, J, M, T/M, CS.

Codes for Coded Hours

SPA Exempt employees -

Using your regular monthly timesheet, please enter the number of hours taken as furlough in the Coded Hours column on the applicable day. For accurate records and audit purposes, please write the letter "F" or "furlough" in the Code column.

EPA SAAO I, EPA SAAO II and Instructional Research employees -

Using your regular monthly timesheet, please record the number of furlough hours taken in the Employee Use column on the applicable day with the letter "F" or "furlough."





*ScottCares
Foundation*

**CENTER
FOR
DESIGN
INNOVATION**

*Celebrate with CDI as the ScottCares Foundation
honors Dr. Carol Strohecker!*

The Center for Design Innovation and the ScottCares Foundation is pleased to invite you to a special celebration honoring **Dr. Carol Strohecker** as the ScottCares Foundation's 2009 Humanitarian in Technology. Join us **Saturday, June 6th at 6 p.m.** at the Hawthorne Inn & Conference Center. *Attire semi-formal.*

*Tickets: \$40/person; \$300/table of 8.
Kindly RSVP by May 29 at rsvp@scottcaresnc.org.
Purchase your tickets online at www.scottcaresnc.org.
Call (336) 766-4111 for more information.*

Thank you!

Scott Abdul-Salaam
ScottCares Foundation, President

"Embrace the Arts, while Teaching and Promoting Computer literacy & Technology"



Budget Webpage FAQ's

The answers to your Frequently Asked Questions are posted each Friday on the UNCSA Budget Webpage. Weekly, your responses are cataloged by date to make it easy to find the updates. As the situation changes, previously posted FAQs will be updated to reflect the current reality.

We hope you will find the responses informative and useful. We look forward to the day when the economy has strengthened and the current difficulties have passed. Until then, we must continue to communicate and work together to protect what is most important while reinventing our future.

The FAQs can be found at <http://www.uncsa.edu/announcement/budget.htm>, along with other information we hope you will find helpful.



Adobe Digital Signature



While almost everyone currently uses a digital signature to sign documents (which helps expedite the approval process), there are some that are still either unfamiliar with the use of a digital signature or are just unwilling to make that leap in to the digital world.

A digital ID is required to sign a digital signature field in a PDF document. A digital ID contains your digital signature as well as information you've provided to identify yourself. If you don't already have a digital ID, you can create one yourself.

Creating a self-signed digital ID...

Choose **Advanced > Security Settings**

Select **Digital IDs** on the left

Click **Add ID** on the right

Follow the instruction in the **Add Digital ID** dialog box

Then, in order to sign a document, do the following:

- Make sure you have finished making changes to the document.
- If the document includes a digital signature field, use the Hand tool to click it, or on the tasks tool bar, choose *Sign > Sign this document*.
- If the document has not been signed, you may be asked to certify the document or continue signing. To sign, choose *Continue Signing*, and follow the instructions in the dialog box.

“Once you've signed the document, save it to the folder/file of your choosing and send it on to the next person. It's really too easy not to give it a try...”

PDF Credential Verification

Did you recently complete your degree? UNCSA is required to report education data for all Faculty, EPA-NT, and certain classifications of SPA employees as part of the Personnel Data File submitted to UNC General Administration each year. If you have completed your degree since joining UNCSA, but have not updated your employee records, please stop by HR and complete a credential verification form. This is faxed to the registrar of the college or university attended and your employee file is updated upon receipt of the verification. Thank you for your assistance!



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



HR Hub 2009

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

HR Staff Meetings: Our office will be closed during these times.

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.

Names of those making the inquiries will remain confidential.

