

The HR Hub

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State Health Plan Verification of Coverage

State Health Plan members ordering an ID card online can now print a one-page verification of coverage to share with health care providers or pharmacists prior to receiving their ID cards. To access this new feature, members will need to register or have their User ID and Password to log in to My Member Services, where they should select the "Request a New Card" link in the "Your Plan" section.

This feature will:

Help members quickly provide pertinent benefit information to their providers or pharmacists as they wait for their new ID cards to arrive, or if their ID cards are lost or stolen.

Help customer service staff handle calls from members who need to "provide something now" for same-day services from providers and pharmacists.

Click here : <http://www.bcbsnc.com/memberservices/>

Revisit Your Resolutions

Each year thousands of North Carolinians resolve to eat smarter, move more and achieve a healthy weight. Some vow to walk five days a week, others to eat fewer snacks or drink less soda and more water. Regardless of the resolution you made in January, chances are you've forgotten all about it. And you aren't the only one.

Half of all people who make New Years Resolutions keep them past three months. While reasons vary, the truth of the matter is – change is hard. But, with some tips and determination you can pick your resolutions up, dust them off, try again and be successful! Take a little time to revisit your resolutions or make new mid-year resolutions. Re-commit yourself to living a healthier lifestyle.

When revisiting your resolutions, or when making new ones, it is important to keep in mind the foundation for SMART resolutions. They should be:

SMART
SPECIFIC MEASURABLE ACHIEVABLE REALISTIC TIMELY

Revisit
Your
Resolutions



On a blank sheet of paper, write out three to five goals you would like to accomplish by the end of the year. Then rank them in order of how important they are to you. When you evaluate your goals you may find that losing 10 pounds is not as important to you as walking each evening after dinner. This gives you a chance to figure out what is most important to you.

Review your goals. Are they realistic? Are you ready and able to make changes in your life to achieve them? Are they really achievable? How will you measure your progress?



Revisit Your Resolutions *cont...*

Now that you've reviewed your goals and considered whether or not they are doable you'll need to narrow down your list. If there are any goals that are too lofty at this time go ahead and cross them off the list.

Next, rewrite the remaining goals. Be specific. Write the details onto your paper. For example instead of, 'walk after dinner more often' add details such as, 'walk after dinner four nights each week'. The more specific your goals, the easier it is to keep track of your progress.

Once you have specific goals, set a plan. Change happens over time, so write out steps about how you will accomplish your goals. Think about your schedule and identify family and friends you can lean on for support. Also, think about excuses you may tell yourself down the road. Come up with a counter-argument to your excuses.

Next, create a chart or sign with your goals and put it somewhere you will see often - on the bathroom mirror, over your desk, carry it in your wallet. Just make sure to look at it frequently. Keeping your goals and actions steps visible helps remind you where you're going and how far you've already come.



"Stay focused when faced with setbacks."

"Guilt and shame can undermine the best intentions. While change can be difficult, remember that a setback or two is not a reason to throw all of your goals out the window."

Remember to stick with it each day and if you fall behind, pick up where you left off and keep going.

Performance Evaluations

“Thank you Managers and Staff for your participation and completion of annual performance evaluations!”

Once evaluations are submitted to Human Resources, data is entered into PMIS for required reporting to the Office of State Personnel. By combining our efforts, all reporting was processed and submitted by the OSP deadline. Thank you!



Did you know:

Performance management has a bad reputation. To most people, performance management is the appraisal they have to sign every year, a paperwork nuisance that is required by state law. The HR department hounds supervisors to complete the forms, but getting appraisals done never seems to serve any apparent meaningful purpose.

That's the reputation---however, performance management is much more than an annual paperwork exercise. Performance management is a fundamental tool used by supervisors in all organizations in order to:

Get the work done & Develop people



Did you know:

Productivity increases by an average of 57% when performance expectations are clearly set, yet only 19% of US employees say they have clear expectation in their jobs?

Yes, the primary purpose of performance management is to get the work accomplished, however, performance management cannot achieve this over the long run unless it also furthers employee growth and development. Customer requirements change. Technology advances. Job demands increase over time. Employees must continually learn in order to keep up. People have a natural need to grow.

For more information on Performance Management visit: www.osp.state.nc.us/ExternalHome/ OSP Portal, Performance Solutions.

Timesheet Reminder

Because July 4th actually falls on Saturday, the State will recognize Friday, June 3rd as a holiday!

SPA Subject and SPA Exempt employees - please enter an **H** in the **Code column** on your SPA Time-sheet and the **8.00** hours in the **Coded Taken column** for accurate recording.

University of North Carolina School of the Arts SPA Subject Employee Time Record										
Name						Department				
Social Security # 999-99-						Month/Year July, 2009				
Day of Month	Hours Worked	Vac Hours	Sick Hours	OC/CB Hours	Coded Taken	Code	Weekly Total	Weekly ST > 40	Weekly OT	
Mon	29-Jun									
Tues	30-Jun									
Wed	1-Jul									
Thur	2-Jul									
Fri	3-Jul				8.00	H				
Sat	4-Jul									
Sun	5-Jul									
WEEK 1 TOTAL		0.00	0.00	0.00	0.00	8.00			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	
Mon	20-Jul									
Tues	21-Jul									
Wed	22-Jul									
Thur	23-Jul									
Fri	24-Jul									

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	
J	Jury Duty
M	Military Leave
T/M	Tutor/Mentor
CS	Community Service
AW-T	Adverse Weather leave taken

Codes to Use
Select a code from the dropdown box or the list to the right.



JULY 2009



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

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

HR Hub 2009

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 UNCSA Closed HOLIDAY	4  Independence Day
5 Permanent Timesheets Due	6	7	8	9	10 HR Staff Meeting (2 - 4pm)	11
12	13	14	15 MID MONTH PAY DAY	16 Staff Council (11am) Eisenberg	17	18 Mid-Month Timesheets Due
19	20	21	22	23	24 HR Staff Meeting (2 - 4pm)	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@uncsa.edu.

Names of those making the inquiries will remain confidential.

