

The HR Hub

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Updated Forms

Human Resources has updated its forms. The following are a few of the major changes you'll notice:

- Social Security field has been removed from all forms
- New employment category for "grandfathered" faculty on the EPA 105
- Updated language on the 302 form (*the employment acceptance for temporary employment*). Employees will now need to select yes/no on question 12.
- New signature routing on several of the forms

If you're initiating any type of employment request, please refrain from recycling an old form that you might have saved on your desktop. Since forms are periodically updated, it's always best to go online to the original document to ensure you're using the most updated version. The newly updated forms can be found on the HR website via the link below:

<http://www.uncsa.edu/humanresources/>

Please call HR with any questions.

770-1428

ARE YOU READY?





The Professional Development Committee of Staff Council invites ALL employees to attend this Lunch and Learn session.

Wednesday, July 29th, 2009 (12pm - 1pm)

Location: Eisenberg

Topics:

-  Local Hazard Awareness
-  Emergency Preparedness

Instructor: Michelle Brock

Emergency Management Coordinator

Winston-Salem/Forsyth County Emergency Management



There is NO cost to attend!!!



**Winston-Salem/Forsyth County
EMERGENCY MANAGEMENT**

Who's New

Brock Snyder is our new Guidance Counselor. Brock has a Masters in Education, with a focus on Counselor Education and Student Development. He comes to us from Mt. Tabor High School where he was the school's guidance counselor since 2006. Prior to that, Brock worked at the University of North Carolina at Wilmington and at North Carolina State University. At UNCSA, Brock's responsibilities will include, but certainly aren't limited to, academic admissions, academic counseling, academic course scheduling, college and career planning, management and coordination of students-with-disabilities services in collaboration with the UNCSA Director of Disability Services, and standardized testing supervision.



Minimum Wage Increase

This is a reminder that the Federal Minimum Wage increased as of July 24, 2009 from \$6.55 to \$7.25 an hour. Please identify all temporary employees being paid below the new minimum wage to ensure new hourly rate requirements are met by July 24.

UNCSA Budget Webpage

Please take a moment to view the new information on the UNCSA budget webpage.

UNCSA Budget Webpage: <http://www.uncsa.edu/announcement/budget.htm>

The OSP's RIF webpage is a great resource for your FAQs.

OSP Reduction-In-Force Resources: <http://www.osp.state.nc.us/RIF/index.htm>

Career Development Assessments



The Performance Solutions section of the Office of State Personnel site contains an informative section on Career Development--defining Career Development as a process by which an employee assesses existing skills, knowledge, and abilities and explores job opportunities; establishes career objectives linked to agency goals; and develops realistic career plans. The article states that modern career development models suggest that employees, rather than the employer, should be proactive about personal career development. Within the site there are a variety of assessments you can complete on-line to evaluate your values, interests, skills, personality traits and more.

The information contained in the assessments and other sections of the website is useful for both employees and managers.

Why not visit <http://www.performancesolutions.nc.gov/developmentInitiatives/CareerDevelopment/index.aspx> and take advantage of the tools provided! There are ten brief self-assessment surveys listed under "Resources" that are the first step in the career development process.

Fun In The Sun

The informal picnic gathering for UNCSA employee's held last Wednesday was a success. The weather was beautiful and there was a great turn out. Some played volleyball. Some brought blankets, chairs & lunch. All in all it was a nice way to spend a Wednesday afternoon!



Flexible Furlough: Coding Your Timesheet

The question has been asked: *How will I code the 10 hours away from work on my timesheet?*

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									
Tue	30-Jun									
Wed	1-Jul									
Thu	2-Jul									
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									
Tue	7-Jul									
Wed	8-Jul									
Thu	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									
Tue	14-Jul									
Wed	15-Jul									
Thu	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

Tenth of Hour Chart	
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 Subject Employees

Please enter the number of hours taken as furlough time in the **Code Taken** column on the applicable day. For accuracy and audit purposes, please hand write the letter "F" for "Furlough" in the **Code** column.

SPA Exempt Employees

Please use your regular timesheet. Flexible Furlough time should be documented similar to the instructions for SPA Subject Employees.

EPA SAAO I, EPA SAAO II, Instructional & Research Employees

Please use your regular timesheet. Flexible Furlough time should be documented similar to the instructions for SPA Subject Employees.

July 2009

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

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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 No Staff Council Meeting	17	18 Mid-Month Timesheets Due
19	20	21	22 "Picnic at the Elephants" 12:30PM Hanes Student Commons	23	24 HR Staff Meeting (2 - 4pm)	25
26	27	28	29	30	31 MONTHLY PAY DAY	

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

HR Hub 2009

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.

