

University of North Carolina
School of the Arts

The HR Hub

Issue 9
September 5, 2008

From the HR Director

Beth Cox

IMPORTANT ANNOUNCEMENT!

Human Resources will be out for a retreat on **Monday, September 8, 2008**. Our phones will be answered by Rebecca Johnson, a student from Design & Production who has been in our office since early August. Rebecca will be able to reach us in the case of an emergency. Thank you for your support.

And now, continuing with our series on Stress Management.....

Stress Management Strategy #3:

Accept The Things You Can't Change

Some sources of stress are unavoidable. You can't prevent or change stressors such as the death of a loved one, a serious illness, or a national recession. In such cases, the best way to cope with stress is to accept things as they are. Acceptance may be difficult, but in the long run, it's easier than railing against a situation you can't change.

- ◆ **Don't try to control the uncontrollable.** Many things in life are beyond our control— particularly the behavior of other people. Rather than stressing out over them, focus on the things you can control such as the way you choose to react to problems.
- ◆ **Look for the upside.** As the saying goes, "What doesn't kill us makes us stronger." When facing major challenges, try to look at them as opportunities for personal growth. If your own poor choices contributed to a stressful situation, reflect on them and learn from your mistakes.
- ◆ **Share your feelings.** Talk to a trusted friend or make an appointment with a therapist. Expressing what you're going through can be very cathartic, even if there's nothing you can do to alter the stressful situation.
- ◆ **Learn to forgive.** Accept the fact that we live in an imperfect world and that people make mistakes. Let go of anger and resentments. Free yourself from negative energy by forgiving and moving on.



Announcements & Reminders

WHO'S NEW?

Since we have so many new employees, we will distribute a special edition of the HR HUB 'Who's New' next week, highlighting all our new staff and faculty members! Be sure to watch for it!



September Payroll Actions. Please submit any action for inclusion in the September check no later than Monday, September 8th.

Colonial Life Representative on Campus. On Wednesday, September 24th, *Bill Marsh*, our representative from **Colonial Life** will be in the Dining Room Annex from 10 am to 2 pm. He will be available to meet with employees to discuss the insurance products that are available to our employees, or to answer any questions you have about your current coverage. You may just walk-in during this time, however, if you would like to make an appointment with him during that time, please contact him a 724-9275 or contact Mary Ellen Haynes in HR (770-1451).

AFLAC Representative on Campus. On Wednesday, October 1st, *Laurie Dray*, our representative from **AFLAC** will be in the Dining Room Annex from 10 am to 2 pm. She will be available to meet with employees to discuss the insurance products that are available to our employees, or to answer any questions you have about your current coverage. You may just walk-in during this time, however, if you would like to make an appointment with her during that time, please contact her at 940-6100, or contact Mary Ellen Haynes in HR (770-1451).

2008 EAW Photos. Check out the photographs from UNCSCA's 2008 *Employee Appreciation Week*! Go to the Human Resources webpage, on the left side menu, click on Employee Appreciation Week. On the next page, under "EAW 2008 Photos", click on the various events to see the photographs!

NC State Football—State Employee Days. NC State Football is offering all State of North Carolina employees the ability to purchase discounted tickets for 3 of their upcoming home games at Carter-Finley Stadium: NCS vs. William & Mary on September 6th, NCS vs. Boston College on October 4th (Homecoming), and NCS vs. Miami on November 29th. For more information, go to: <http://www.gopack.com/pdf4/135185.pdf>

Classification & Compensation

Susan Porter

Competency Assessments for the latest Career-Banded positions are due in HR by September 15th. Training sessions were held on July 9th. In addition to the notifications emailed to supervisors and managers the week of July 19th we have included this important date in the two previous editions of the HR Hub. We want to be sure you have the tools necessary to complete a competency assessment for each employee career-banded in June, 2008. This must be completed by the September deadline in order to comply with OSP's requirement. Failure to do so will make the employee ineligible for consideration of the 2008 Salary Adjustment Fund. If you are a supervisor or manager of SPA employees and you were unable to attend one of the sessions, or if you need assistance with this process, please email me (porters@ncarts.edu) for details of this important state requirement!

Banner HR. The Human Resources component of Banner is a sophisticated system that integrates with the other Banner modules. With Banner HR we now have an automated system that will enhance our position control functions, employee database, classification and compensation administration, benefits administration, leave accrual, and reporting capabilities. I am very excited to announce that we are going "live" with Banner HR next week! Our employee and position data is in the final stages of migration to production. Please be patient with us as we complete the critical step of validating the data migration, and a huge "thank you" to all who

Accruals & Timesheet News

Ginger Salmons

**Thank you for your commitment
in turning in the required monthly Timesheets!**

From time to time, these records can be quite confusing in the completion process. If a Training Session for your Department or an individual meeting would be of assistance, please contact me and I will be happy to accommodate you!



Benefits News

Mary Ellen Haynes

Important Information About our NCFlex Benefits

Program. NCFlex annual enrollment is just around the corner (September 29th – November 3rd). This year's enrollment will be much different than prior years, as our enrollment process is moving on-line!!

We wanted to let you know in advance because there will be no paper enrollment forms. Enrollment guides will be distributed across campus later this month, and the site to make any changes to benefits will be opened on September 29th. For people who do not use a computer, there will be a toll free number to call to enroll over the phone. Changes made during this annual enrollment period will be effective January 1, 2009 and will continue through December 31, 2009.

This year, we have scheduled **8 information sessions** on campus during annual enrollment. These sessions will be held in the RJR Screening room where we will have computers set up to allow you to enroll during the session. Information sessions will not only be a time to ask questions you may have about the programs, but also a time to seek help with any site issues you may have. A schedule of the dates and times for the sessions will be provided in the coming weeks.

Please remember **MOST** NCFlex benefits will carry forward in 2009, unless you make a change. The exception is the flexible spending accounts, which **REQUIRE** annual re-enrollment.

In addition to the new method of enrollment, other changes for the 2009 plan year include:

- ◆ New! Critical Illness Insurance
- ◆ A new plan option under the Cancer Insurance
- ◆ Reduced rates and a new option under the Vision Plan
- ◆ A new vendor and reduced rates under the AD&D Insurance
- ◆ Reduced rates under the Group Term Life Insurance
- ◆ Using the NCFlex Convenience Card (for your Flexible Spending Account) will make things easier than ever with less documentation required!

As soon as the 2009 Plan Guidebooks arrive, we will distribute them to all departments.

If you have any questions or concerns at this time, please feel free to contact me.



Benefits News, cont'd.

Mary Ellen Haynes

Academic Assistance Program. Since many employees are pursuing higher education to advance themselves and their careers, it is that time of year when we receive many applications for academic assistance. If you are not familiar with this wonderful program that is offered to state employees, please read the policy on the Human Resources Benefits webpage at: <http://www.osp.state.nc.us/manuals/manual99/educasst.pdf>.

In an effort to educate everyone on the procedures to follow when utilizing the Academic Assistance Program, here are the major steps that must be followed:

- ◆ First, familiarize yourself with the policy, reviewing all terms and conditions.
- ◆ Next, speak with your supervisor about your academic plans. This program requires that your request for reimbursement be for courses that are deemed beneficial to both UNCSEA and you, the employee. Completion of the courses should have a direct benefit to the organization, and should be documented in your development plan with your work plan.
- ◆ Once you have received approval from your supervisor, download the application from the Human Resources Benefits webpage at: <http://www.osp.state.nc.us/forms/AcademicAssistForm.pdf>
- ◆ Complete **Section I** of the form including the following information:
 - * Course title, institution and location, class schedule, and whether the course is for academic credit, audit or certification/licensing.
 - * A description of the course and how it meets the criteria under the approved courses section of the policy.
 - * The amount of the academic cost reimbursement, specifying tuition and/or fees and any course/lab fees requested.
 - * A specification of requested time off from work for academic leave including travel time.
 - * If time off from work is requested, a statement demonstrating unavailability of the course except during work hours.
- ◆ Sign and date the form, and have your supervisor and department head sign the form in **Section II**. They must also include the Budget Code from which the reimbursement will be dispersed.
- ◆ Send the form, along with any supporting documentation to me in Human Resources.
- ◆ The form will be reviewed to ensure all required information is included and that it meets the requirements for reimbursement.
- ◆ The form will be forwarded to Beth Cox for signature under “Staff Development/Personnel Approval”.
- ◆ A copy of the signed form will be returned to you.
- ◆ Upon completion of the course and when you receive your grade, complete and sign **Section III** of the form and return to me along with your final grade.
- ◆ If everything is in accordance with the policy, we will process for payment from Accounts Payable.