



in TOUCH

UNC EMPLOYEE FORUM NEWS | READ US ONLINE: FORUM.UNC.EDU | JULY 2014

Finance, HR, payroll to launch in ConnectCarolina

By Jacquelyn Copeland
Forum Delegate

The ConnectCarolina go-live date for Finance and HR/Payroll is Oct. 1, fully integrating student, human resource, payroll and finance systems.

The journey to this go-live date required the combined efforts of multiple offices and the creation of various campus working groups.

These groups have shared in-depth knowledge and experience with the project team while keeping their schools and divisions aware of key developments on the project and how they will impact operations.

To prepare for the go-live, ITS Senior Director of Human Resources and Finance Applications Don Hepp reports that there have been rehearsals intended to very closely mimic what will happen in October. The team is using these rehearsals to streamline processes as well as modify databases so they result in more efficient reporting.

"We have experience with this, we've practiced multiple times and have given ourselves ample time to cutover the systems,"

Hepp says. "We understand that there will be challenges and we have contingency plans in place for those. I'm confident that we'll be successful. We're in a very good place."

Betsi Snipes, director of Payroll Services, reassures staff that payroll will be accurate, to-the-penny, and that paychecks will be delivered on time during the transition.

At a June 18 town hall meeting, Associate Vice Chancellor for Human Resources Matt Brody announced that with the move away from the simple FRS structure to more complex chartfields in ConnectCarolina staff should expect changes to account numbers. Brody noted that department numbers will change from four to six digits. The implementation will enhance reporting capabilities, while bringing about some business process changes.

"Be patient with yourselves as you learn all of this stuff, be patient with your colleagues," Brody said. "It may take more time in the beginning to get business done."

Brian Smith, director of Treasury and Risk Management Services Finance Division, said our legacy systems evolved over a span of 40 years to meet business needs. The new

system is "a constant work in progress, and what you see on day one will evolve over time."

Fran Dykstra, assistant vice chancellor of Enterprise Applications, explained that the cutover process includes several thousand steps to make the conversion to the new system.

There will be a window of time considered a blackout, when transactions cannot take place in the legacy or new system.

The University's last bi-weekly and monthly payroll in the legacy system will occur on Sept. 16 and 19 respectively. Sept. 17 is the final day that HR transactions can be entered in the legacy system.

Purchasing through the ePro vendor catalog will cease Sept. 26. It is important to consider payroll and hiring actions during these time periods to work around these dates. Instructions will be sent to departments about how to handle transactions for the next fiscal and academic year.

Updates on the implementation can also be found online, in the ConnectCarolina

10 things to do before go-live

1. Sign up for the newsletter to learn about ConnectCarolina maintenance outages, updates, and changes.
2. Obtain one or more supported web browsers (IE 9 or greater, Firefox 26-29, Chrome 28 or greater).
3. Install and test VPN if you need to access ConnectCarolina outside the office.
4. Setup the UNC-Secure network if you need to access the system through wireless networking.
5. Know the website connectcarolina.unc.edu. You will access almost every function through this single portal.
6. Read the FAQs to see if others are asking the same questions you have about the project.
7. Read the resource documents available for any areas in which you work.
8. Attend training as required.
9. Print your professional development training history if you have taken a class more than once.
10. Have a question? Ask the ConnectCarolina team!

You can learn more about the cutover, sign up for go-live, training, view past webinars, submit feedback about ConnectCarolina, and sign up for the newsletter by visiting the ConnectCarolina User Information website at ccinfo.unc.edu.

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Scavenger hunt coming Aug. 15: Follow us for a chance to win prizes!

Follow us on Twitter @EmployeeForum and like us on Facebook at www.facebook.com/uncchapelhillemployeeforum for a chance to win Employee Forum swag on Aug. 15. We will post clues on our social media accounts for where to find vouchers around campus that staff can redeem for Forum goodies.

New salary structure released for EPA non-faculty employees

By Kathryn Turner
Public Relations and
Communications
Committee Chair

Effective July 1, EPA non-faculty instructional, research, and public service positions are subject to a new salary range structure similar to the one recently applied to Senior Academic and Administrative Office Tier II positions.

In a memorandum to deans and department chairs dated June 16, Vice Chancellor for Workforce Strategy, Equity and Engagement Felicia Washington announced that the new struc-

ture has been developed in order to "ensure that compensation for EPA non-faculty employees appropriately aligns with federal compliance obligations regarding pay equity and provides the essential framework to justify individual compensation decisions to various governing bodies, including the Board of Governors."

EPA non-faculty staff who are affected by the change will receive a letter informing them of their new salary range. Washington is careful to point out that the "new salary struc-

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Forum delegates discuss ideas for the coming year.



PHOTOS COURTESY OF EVERETT DELONEY

Forum re-elects Streeter, plans activities for year

By Tammy Cox
Forum Treasurer

The Employee Forum convened on Wednesday, June 4 in the Upendo Lounge to make plans for the upcoming year.

Forum delegates, both new and old, teamed up to discuss bylaw changes, a resolution concerning sexual misconduct, and to elect officers. Charles Streeter was elected chair, Tammy Cox was elected treasurer, and Matthew McKirahan will continue to serve as parliamentarian.

Michael Highland of the Carolina Covenant Scholars Program was elected to serve as vice chair and Angela Combs of the Department of Radiology will serve as secretary for the

upcoming year.

The Forum welcomed UNC Staff Assembly Chair Susan Colby. The assembly is a collection of all staff representatives across the state and takes collective concerns to President Tom Ross and General Administration.

She discussed leadership approaches and led the group in an exercise to evaluate campus processes that are being handled well and those we can focus on improving. Since the Forum serves in an advisory capacity to the chancellor, Susan suggested that we share our recommendations for improvement with Chancellor Folt.

The delegates also heard presentations by Associate Vice Chancellor for HR Matt Brody regarding the status of pay increases and Frayda Bluestein from the UNC School of

Government spoke about open meetings law. Brody said that the status of pay increases is still pending inclusion and approval by the state legislature. He thanked the Forum for the resolution regarding the need for consistent pay raises for staff.

Forum delegates were asked to serve on at least one committee. Delegates selected their preferred committee, designated a committee chair and established initial plans for the year.

The committees and their chairs are:

Carolina Blood Drive Committee (Todd Hux); Carolina Campus Community Garden Committee (Arlene Medder); Communications and Public Relations Committee (Katie Turner); Education and Career Development Committee (Andy

Eaker); Membership and Assignments Committee (Angela Combs); Personnel Issues Committee (Yvonne Dunlap); Compensation and Benefits Subcommittee (Christine Greenberg and Kelli Raker); Legislative Action Subcommittee (Kirk Montgomery); Staff Relations, Policies and Practices Subcommittee (Rocky Riviella and Everett Deloney); Recognition and Awards Committee.

UNC staff members are welcome to join any of the above committees with supervisor approval. If you are interested in joining, contact the committee chair or the Forum office. In addition to these, the executive committee consists of the Forum officers, the chair of each committee, and the divisional leaders.



PHOTO COURTESY OF JACKIE COPELAND

Kay W. Hovious winners Dan Barmmer, Katie Turner and Matthew McKirahan.

Barmmer, McKirahan, Turner honored as Hovious winners

By Jackie Overton
Forum Past Chair

Tireless crusader is an apt description for Kay Winjberg Hovious.

Hovious and others spent years advocating for better working conditions for University employees in the 1980s and 1990s. Finally, in 1992, Chancellor Paul Hardin established the Employee Forum. Kay Hovious would serve as the first chair.

In 2013, the Forum created the Kay Winjberg Hovious Outstanding Delegate Award. This year's recipients are Dan Barmmer, Matthew McKirahan, and Katie Turner.

Dan Barmmer is a prospect research analyst in the Central Development office. He has served on the Forum off and on for about 12 years. Most recently, he served as the Forum's vice chair for three years. He was involved with the Personnel Issues, the Legislative Affairs and

the Compensation and Benefits committees. Dan, or "The Colonel" as he is known, drafted many Forum resolutions and worked with the Bylaws Subcommittee to revise and update the bylaws.

Matthew McKirahan is a marketing and communications specialist in the School of Government. Matt joined the Forum in 2011 and serves as parliamentarian. He works with School of Government Professor Fleming Bell to bring Parliamentary Procedures classes to staff. He has also served as the chair of the Education and Career Development committee.

Katie Turner is the executive assistant in the Office of Faculty Governance. She has chaired the Communications Committee for two years. This committee produces the InTouch newsletter, maintains the Forum webpage and sends updates to social media outlets like Facebook and Twitter. Katie served as the contact with UNC Law Clinic students to revise and update the bylaws.

Forum celebrates the 2014 Peer Recognition Award winners



PHOTO COURTESY OF JACKIE COPELAND

by **Michael Highland**
Forum Vice Chair

The Forum congratulates the following winners of the 2014 Peer Recognition Awards. The recipients were honored at a ceremony on May 29 in Hyde Hall.

BACK OFFICE ACTIVITY AWARD — Honors staff members who work behind the scenes:
Richard Lotstein, Thurston Arthritis Research Center; Gwen van Ark, Frank Porter Graham Child Development Institute; Sylvia Waldeck, New Student Parent Programs

BIG BUDDY AWARD — Honors staff members who have taken the time to mentor a fellow employee:
Keith Harris, University Controller; Holly Rudicil, Carolina Population Center; Richard Steele, Student Affairs

CALL OF DUTY AWARD — Honors staff members who go well above and beyond the expectations of their job:
Darius Dixon, Housekeeping Services; Barbara Jones, Center for Health Promotion and Disease Prevention; Phoebe Judge, WUNC; Scott Mangum, Medicine Administration; Rebecca Walters, Allied Health Services

CONGENIALITY AWARD — Honors staff members who improve office morale and is a pleasure to be around:
James Abraham, Laboratory Animal Medicine; Trisha Bienvenu, Center for Faculty Excellence

CUSTOMER SERVICE AWARD — Honors staff members who serve the University on the front lines:
Robin Blanton, Learning Center; Jamison Cameron, Laboratory Animal Med; Ralph Webb Gardner, Carolina Pop Center; Margie Scott, Office of Diversity and Multicultural Affairs

MILESTONE AWARD — Honors a staff member who has worked on the campus for more than 20 years:
Sharon Moore, Kenan-Flagler Business School

ROOKIE AWARD — Honors staff members who have worked on campus more than three months but less than one year:
Chad Jones, Center for Faculty Excellence; Chris Wangelin, Information and Technology Services

SELF-IMPROVEMENT AWARD — Honors a staff member who has accomplished a personal, academic or professional goal:
Brian Spengler, Laboratory Animal Med

UN Sung HEEL AWARD — Honors a staff member who serves the community and makes a positive impact:
Allison Reavis, School of Education

Forum news in brief

Forum changes bylaws

The Employee Forum completed its required review of the current bylaws, pursuant to Section X, during the June retreat of the full body.

The approval of changes concludes a year-long review to ensure the bylaws reflect the Forum's current practices. Notably, the approved changes comply with the N.C. open meetings law (Chapter 143, Article 33C) as it pertains to the election of officers and committee meetings. The chairperson also gained a vote in the case of a tie and officer elections, and the parliamentarian received full voting rights only in full-body votes. The lifting of parliamentarian voting restrictions does not change its impartial, nonvoting role on the executive committee. A full list of changes will be reflected on the Forum website.

Special thanks to UNC-Chapel Hill School of Law students Amy McCrea and Kaitlin Powers with the Community Development Law Clinic for their assistance during the review process. I would also like to thank the entire bylaws committee, notably Dan Barmmer, Katie Turner, and Michael Highland, for their efforts in ensuring the committee met its June retreat deadline.

To see the current bylaws: forum.unc.edu/bylaws. Questions and concerns: employeeforum@unc.edu or (919) 962-3779.

— *Matthew McKirahan*

Eldercare resources

UNC employees who are struggling to balance work and caring for loved ones at home may be eligible to receive assistance through a number of eldercare resources:

The **ComPsych Employee Assistance Program** provides a free referral service for elder resources. Call (877) 314-5841.

The **Seniors' Health Insurance Information Program (SHIIP)** counsels Medicare beneficiaries and caregivers about Medicare, Medicare supplements, Medicare Advantage, Medicare Part D, and long-term care insurance. Call (800) 443-9354 or (919) 807-6900.

The **Helping Heels Provider list** is a list of UNC-Chapel Hill affiliated individuals who are interested in providing care. Check go.unc.edu/e2L3H.

Benefits spotlight: cell phones and electronics

Discounts on electronics and wireless phone service are two of a multitude of employee perks.

The UNC Employee Computer Purchase Plan allows an employee to purchase computers, tablets, accessories and other eligible items from the RAM Shop with a down payment and interest-free payroll deduction loan over six months. An online all-inclusive payroll deduction calculator is available to help you plan.

AT&T offers up to a 17 percent discount. Sprint gives discounts through the Employee Value Program. Verizon Wireless offers a 20 percent discount on monthly service plans. T-Mobile gives a 15 percent discount to individual lines, as well as a package of up to 4 lines with unlimited talk, text, and data on a 4G LTE network for under \$100, no service or activation fees.

The UNC Benefits website is hr.unc.edu/benefits.

— *Rushdee Omar*

inTOUCH

inTouch is a publication of the Employee Forum at UNC-Chapel Hill.

Contributors include Katie Turner (Editor), Matt Banks (EF Staff), Jacquelyn Copeland, Tammy Cox, Everett Deloney, Michael Highland, Matthew McKirahan, Arlene Medder,

Rushdee Omar, and Jackie Overton.

Special thanks to members of the Public Relations and Communications Committee.

Production: The Daily Tar Heel

Garden expands, offers educational experiences

By Arlene Medder
Campus Community
Garden Committee Chair

If you have been by the garden in the last year, you will have noticed some changes.

For one thing, it's bigger. In fact, it's 35 percent bigger. Expansion means more beds, more plants and more produce; plus more changes.

The garden has installed new and stronger deer fencing and some split rail fences to enclose the expanded area and to protect it from groundhogs and other hungry creatures.

The garden had to get approval for the fencing from both the University and the Town of Chapel Hill since the CCCG is located within the Historic District. Muscadine grape vines, blueberries, and Nanking cherries were planted within the newly fenced-in area this spring.

As part of the World War I centennial, Professor Amy Cooke's Environmental Science class planted a couple of liberty beds in late April. Planted in these beds are the vegetables and specific varieties that would have been grown by home gardeners as part of the food effort in WWI.

Professor Cooke will continue the project with an upcoming class in the fall.

A longterm project has

recently gotten a boost thanks to the work of students in N.C. State University's School of Architecture and Landscape Architecture. The garden was offered multiple designs for a solar greenhouse. UNC's Renewable Energy Special Projects Committee heard about the project and voted unanimously to allocate \$15,000 to pay for it. The stipulation is the greenhouse must include some renewable energy generation system.

The next step is to select a design and materials and get necessary approvals from the University and the Town. N.C. State students taking a design studio class will help build the greenhouse.

Earlier this year, the Employee Forum gave \$1,000 to the garden as well to help pay for a new garden storage shed.

Back in March, Claire Lorch, the garden's manager, along with Professor Alice Ammerman, an instructor, and a student presented the CCCG to the Faculty Council for the first time. As evidenced by the number of instructors who have made the garden part of the class experience, some members of the faculty are already well acquainted with the garden. However, the goal of the presentation was to encourage more faculty to appreciate the

unique educational opportunities available at the garden. The same group repeated the presentation at the annual retreat of the Employee Forum on June 4. Claire Lorch also gave a brief update on the garden to the University Affairs Committee of the Board of Trustees as part of their spring meeting.

A second Weed Dating event took place this spring. The attendees enjoyed the experience and had fun talking to each other while weeding one of the garden's beds.

Another first, the garden was included in the Chapel Hill Spring Garden Tour on May 3 and 4. Almost 200 people enjoyed the opportunity to see the garden and become acquainted with its purpose.

The beehive workshop on June 1 was well-attended, with the volunteer beekeeper instructing 40 participants about these amazing insects. The hives have done so well this summer that honey will be added to the produce distributions for the first time.

Volunteering during work hours in the garden counts as Community Service Leave with supervisor approval. The garden's website is uncgarden.web.unc.edu and you can contact Claire Lorch at clorch@email.unc.edu to be added to the biweekly email.

Forum Book Club announces new selections

by Kathryn Turner
Public Relations and Communications Committee Chair

We are pleased to announce new book selections through April 2015! Mark your calendars and look for registration links on the UNC Event Registration website (<https://apps.research.unc.edu/events/>) closer to the meeting dates. All book club meetings are scheduled to take place at Bulls Head Book Shop at noon. Books can be purchased at a 20 percent discount at the Bulls Head Book Shop on campus.

July

Friday, July 25, 2014 — **Lean In: Women, Work and the Will to Lead** by Sheryl Sandberg. Register: tinyurl.com/l33krj

August

Friday, Aug. 29, 2014 — **Nickel and Dimed: On (Not) Getting by in America** by Barbara Ehrenreich. Register: tinyurl.com/lwk9vwy

September

Friday, Sept. 26, 2014 — **The Round House** by Louise Erdrich. Register: tinyurl.com/mknzsl

October

Friday, Oct. 24, 2014 — **The Heart of a Woman** by Maya Angelou

November

Wednesday, Nov. 26 — **The Ocean at the End of the Lane** by Neil Gaiman

December-January (no meeting in December)

Friday, Jan. 30, 2015 — **The Goldfinch** by Donna Tartt

February

Friday, Feb. 20, 2015 — **Tales of the City** by Armistead Maupin

March

Friday, March 27, 2015 — **Behind the Beautiful Forevers: Life, Death and Hope in a Mumbai Undercity** by Katherine Boo

April

Thursday, April 30, 2015 — **Middlesex** by Jeffrey Eugenides

To join the book club listserv to stay informed about new book selections and meeting dates, please contact katie_turner@unc.edu. Happy reading!

Salaries from page 1

ture will not result in any immediate compensation changes for any employee."

Rather, the salary structure should guide future decisions about salary raises if there are resources available for adjustments.

Under the new compensation structure, EPA non-faculty (IRPS) positions are grouped into 15 job families ranging from positions in academic administration and

university programs to social and health sciences research.

Each job family is further broken down into job levels depending on the position's duties and scope of responsibility.

Nine factors determine which job level a position is classified at: size of work unit, span of authority, scope of responsibility, supervisory responsibility, comparison to similar positions, scope of research, policy/program development, research/academic impact, and fiscal or

administrative oversight.

Each job level is assigned salary range with a minimum salary, maximum salary, and reference rate.

The reference rate is an estimate of the midpoint of the salary range between the minimum and maximum salaries.

Employees hired after July 1 cannot fall under the minimum salary and may not exceed the maximum salary guideline. Exceptions may be made for those positions that fulfill a criti-

cal university business need or are classified in one of the research-oriented job families.

Department managers and the Office of Human Resources may determine salary amounts based on a number of factors, including available resources, employee performance, and employee retention.

If you have questions about the policy, contact your department's assigned HR officer. To read the full policy, go to go.unc.edu/Ae56P

Deadline from page 1

newsletter (weekly starting in late August), on Twitter, and Facebook.

Change Management Lead for ConnectCarolina Anita Collins emphasized the importance of attending training sessions to ensure access to system in a timely manner. Affected employees have a training and implementation partner (TIP) who will ensure staff are enrolled in the appropriate classes based on access needs.