

Business Manager Update

October 30, 2014



Agenda

- **Welcome**
- **Human Resources Benefits Update**
 - Affordable Care Act Impacts
 - Same-Sex Married Couples
- **Foreign National Employee Onboarding**
- **Kronos Pilot Update**
- **Business Manager Certificate Program Update**
- **Annual Inventory Reminders**



Business Manager Update

October 30, 2014

11:00 AM – 12:00 PM, SAC Salon A

AGENDA

- I. Welcome (*Alicia B. – 5 min*)
- II. Human Resources Benefits Update (*Eric L. – 15-20 min*)
 - a. Affordable Care Act & its impact on staffing/hiring decisions (effective January 1)
 - b. Same-Sex Married Couples
- III. Enhanced Onboarding Process for Foreign National Employees (*Tracy W. – 10-15 min*)
 - a. A cohesive process designed to ensure proper employment eligibility and tax status prior to enrollment in the HR/Payroll system.
 - b. New HR Website <http://hr.uncc.edu/recruitment-and-hiring/international-employment>
 - c. Orientation still conducted through ISSO. <http://isso.uncc.edu/>
 - d. Tax Office & HR staff still available to assist with paperwork prior to start date.
- IV. Kronos Pilot Update (*Heather M. – 5-10 min*)
 - a. Overview
 - b. Successes
 - c. Challenges
- V. Business Manager Certificate Program Update (*Laura W. – 5 min*)
 - a. Overview/Benefits; FY15 Participants; DRAFT Schedule
<http://finance.uncc.edu/sites/finance.uncc.edu/files/media/BMC2015scheduleDRAFT.pdf>
- VI. Annual Inventory Reminders & Wrap-Up (*Alicia B. – 5 min*)
 - a. Process
 - i. Conducted from October to April
 - ii. Fixed Assets notifies department liaison via email
 - iii. Given 6 weeks to complete
 - iv. Inventory Control coordinates & physically verifies department's assets
 1. Custodian responsible for making all assets available
 2. Inventory Control returns updated list to Fixed Assets
 - v. Fixed Assets sends updated list for your Department Head to sign and return to us within 10 business days.
 - b. "Best Practices"
 - i. Notify Fixed Assets of any changes in status of department assets as they occur
 - ii. Check your assets listed before Inventory Control comes to verify them
 - iii. Track laptops at departmental level

Human Resources Benefits Update

Eric Lanier

*Benefits Director
Human Resources
Ext. 7-0649*

Human Resources Benefits Update

Affordable Care Act

- **Effective January 1, 2015** all non-permanent staff and faculty who work full-time (30+ hours) will be eligible for medical insurance

This includes

- Temporary Staff
- Adjunct Faculty
- Student Workers (excluding Federal Work Study)

We have identified 70 employees who will be offered the SHP Non-Permanent Medical Plan

Human Resources Benefits Update

Non-Permanent Health Plan Administered by MedCost

Benefit Design	Individual Coverage	Family Coverage
Deductible	\$5,000	\$10,000
Out of Pocket Max	\$6,450	\$12,900
Coinsurance	50%	
Preventive Medical	100%	
Preventive Rx	100%	

Human Resources Benefits Update

Non-Permanent Health Plan

Tier	Employee	Employer	Total
Employee Only	92.38	117.62	210.00
EE + Children	262.16	117.62	379.78
EE+Spouse	468.94	117.62	586.56
EE + Family	562.94	117.62	680.56

Human Resources Benefits Update

Affordable Care Act

- **Re-hired retirees who work full-time in temporary positions**
 - Will no longer be eligible for the retiree medical insurance
 - Will be offered the non-permanent plan
 - Retiree can refuse coverage, but they will not be allowed to participate on the retiree medical plan
 - Does not affect Phased Retirees

Human Resources Benefits Update

Same-Sex Married Couples

- **October 10, 2014 – NC’s Same-Sex Marriage Ban was Overturned**
 - Ruling is considered a Qualifying Life Event
- **2014 Benefits**
 - Eligible employee married in NC or another state that recognizes same-sex marriage prior to October 13, 2014 have 30 days (until November 11, 2014) to enroll spouse for benefits coverage
 - Spouse coverage effective November 1, 2014
 - Employees married to same-sex partners after October 13 are subject to normal life status change rules.
- **2015 Benefits**
 - Enrollment Deadline:
 - October 31, 2014; or
 - 30 days from date of marriage, if married after October 13, 2014
 - <https://uncc.hrintouch.com>
- **A marriage certificate is required.**

Foreign National Employee Onboarding

Tracy Worthey

Director of Staff Employment

Human Resources

Ext. 7-0670

Foreign National Employee Onboarding

Enhancements

- **HR Website** <http://hr.uncc.edu/recruitment-and-hiring/international-employment>
- **New Hire Packets**
 - Forms & Instructions
 - Distribute Prior to Start Date
- **Foreign National Employee Checklist**
 - Sequential Process
 - Department Sign-off Required
 - International Student Scholar Office (ISSO)
 - Tax Office
 - Human Resources

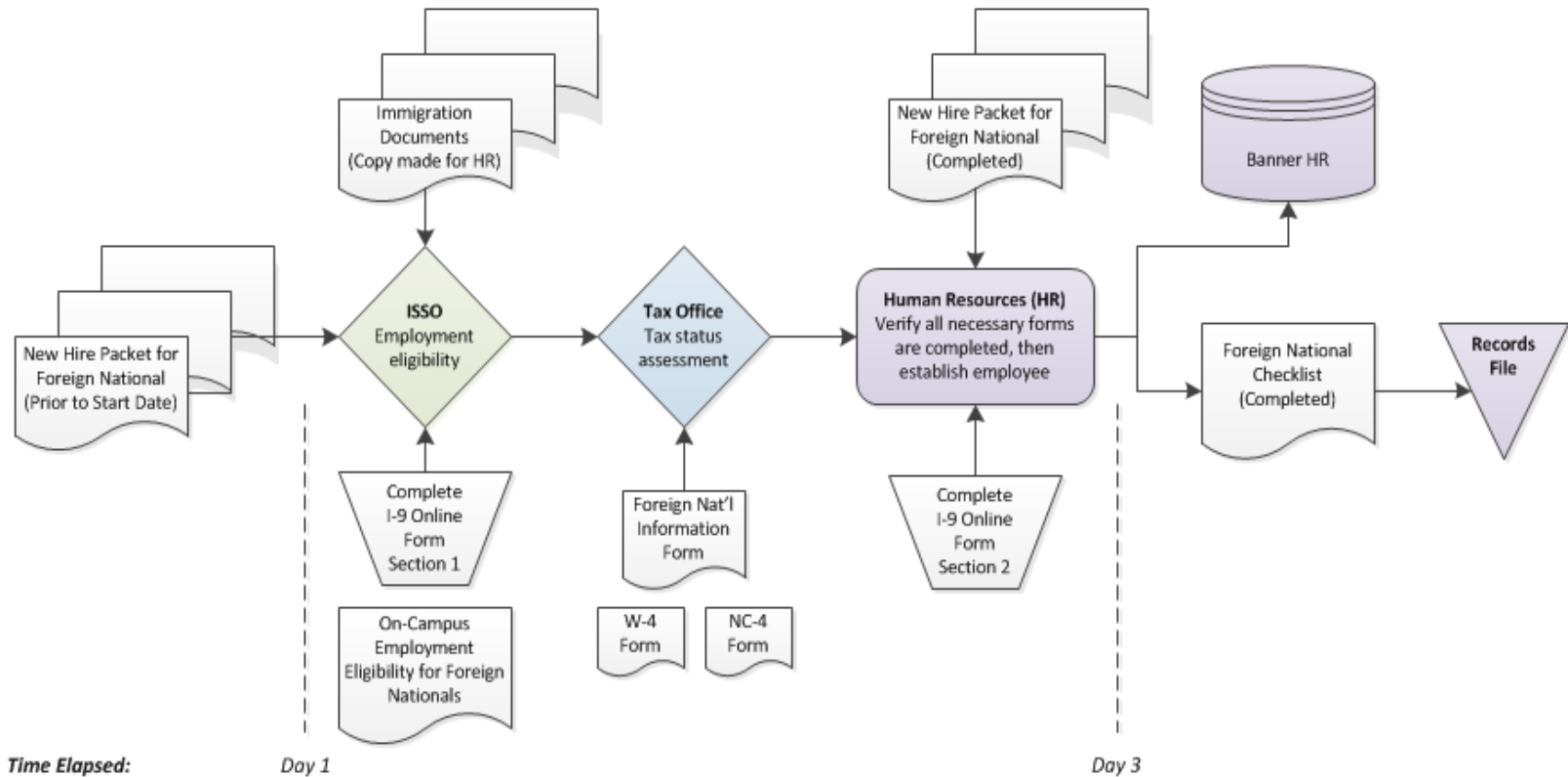
Purpose

- Establish a cohesive process designed to ensure proper employment eligibility and tax status prior to enrollment in the HR/Payroll system.

Foreign National Employee Onboarding

Process Overview

Foreign National Onboarding Process



Foreign National Employee Onboarding

Additional Resources

- **ISSO** <http://isso.uncc.edu/>
 - Orientation Sessions
 - Contacts:
 - Madelyn Baer – Ext. 7-7744
- **Tax Office** <http://finance.uncc.edu/controllers-office/tax-office>
 - Contacts:
 - Megan Hauser – Ext. 7-5819
 - Rebecca Urquhart – Ext. 7-5742

Kronos Pilot Update

Heather McLendon

Director of Financial Systems Support

Financial Services

Ext. 7-5816

Kronos Pilot Update

- **Overview**
- **Successes**
- **Challenges**

Business Manager Certification Program Update

Laura Williams

*Compliance Manager – Controller's Office
Financial Services
Ext. 7-5002*

BMC Program Updates

FY 15 Participants

April Spruill
Barbara Dorazil
Beth Rucker
Brenda Shue
Carolyn Irving
Cheryl Almond
Cyndi Hovis
Cynthia Gray
David Landrum
Doralyn Bradley
Gloria Denise Bradley-Fluellen
Jessica Barton
Juandra Burris
Judy Vitallo
Karyn Romary
Kim Davis

Laini Pound
Laura Craig
Lori Fennimore
Lydia Lawson
Margaret Williams
Mary Welsh
Patricia Artis
Patricia Bridges
Samantha Mello
Sandra Soriano
Shawnie Kent
Sheri Rice
Tammy Hartsell
Teresa Butler
Tracee Jackson

Annual Inventory Reminders

Alicia Bartosch

Business Process Analyst– Controller's Office

Financial Services

Ext. 7-0950

Annual Inventory Reminders

Process

- Inventory is conducted from October to April
- **Fixed Assets** will notify department liaison, via email, requesting inventory list
- Must complete within 6 weeks
- **Inventory Control** will coordinate to physically verify department's assets
- Custodian is responsible for making all assets available to Inventory Control
- After physical inventory, Inventory Control returns updated list to Fixed Assets
- Fixed Assets will send the updated list for your Department Head to sign and **return to us within 10 business days.**

"Best Practices"

- Notify Fixed Assets of any changes in status of department assets as they occur (e.g., stolen, lost, location change, missing/defaced tag, transfers, surplus, or traded-in)
- Check your assets listed before Inventory Control comes to verify them
- Track laptops at departmental level

Resources

- **Fixed Assets** <http://finance.uncc.edu/controllers-office/reporting-fixed-assets>
 - Karen Worthy – Ext. 7-5754
- **Inventory Control** <http://finance.uncc.edu/materials-management>
 - John Cashion – Ext. 7-0374

THANK YOU!!

