Agenda

• Welcome

• ITS News
  o Google Apps Training
  o Wireless changes
  o Dropbox - Coming Spring 2016
  o Windows 10/Office 2016

• Human Resources Update
  o SHRA Hiring Proposal
  o SHRA Salary Adjustments

• Internal Audit Consulting & Advising Services

• 49erMart Updates & Enhancements

• Kronos Timekeeping Project Update

• Questions
Google Apps Training

• Workshops
• Open Swims
• Departmental Trainings

Exchange Going Away 12/22

• Remove old account from Phone and Outlook
• If still using Outlook Web App - call Service Desk
New access points coming soon!

Changes to Wireless Networks in Jan.

- Niner Wifi - Guest (open)
- Niner Wifi - Secure (going away)
- Eduroam - use `username@uncc.edu`

Planning for 3 devices per student
Windows 10/Office 2016
Dropbox

Spring
• Easy cloud based access
• All devices
• Replace H drives
• Faculty, staff
• File storage
• “S” and “J” later
Engaging with ITS

- Twitter - @uncc_its
- System Status
- FAQs
- News and Announcements
- Projects
- Service Desk available nights and weekends
Human Resources Update

SHRA Hiring Proposal
Consent for Criminal Background Check

Tracy Worthey
Director of Staff Employment
Ext. 7-0670
## Consent Sent Electronically

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>When will HR send the invite</th>
<th>What happens next</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHRA</td>
<td>Once the Hiring Proposal is submitted to HR through NinerTalent</td>
<td>Once the applicant completes the request and the report has been reviewed, HR Employment will follow-up with a decision.</td>
</tr>
<tr>
<td>Temporary Staff</td>
<td>Once the PD-17 is received in HR for approval</td>
<td>Once the applicant completes the request and the report has been reviewed, HR Employment will follow-up with a decision.</td>
</tr>
<tr>
<td>Student (when required)</td>
<td>When an email request is submitted to the Student Employment coordinator to initiate a request (EPAF/appointment form should have been completed and sent to Student Employment in conjunction with background request)</td>
<td>Once the applicant completes the request and the report has been reviewed, Student Employment will follow-up to confirm a start date.</td>
</tr>
<tr>
<td>EHRA Staff</td>
<td>Once Hiring Proposal is received by the EHRA Staff HR Manager or by email to <a href="mailto:eparecruitment@uncc.edu">eparecruitment@uncc.edu</a></td>
<td>Once the applicant completes the request and the report has been reviewed, EHRA Employment will follow-up with a decision.</td>
</tr>
<tr>
<td>Faculty (permanent, temporary)</td>
<td>Once the initiator changes the final candidate to 'Recommend for Hire', the initiator sends an email to <a href="mailto:faculty-recruit@uncc.edu">faculty-recruit@uncc.edu</a></td>
<td>Once the applicant completes the request and the report has been reviewed, Academic Affairs will follow-up with a decision.</td>
</tr>
</tbody>
</table>
**Hiring Proposal in NinerTalent**

### Hiring Proposal Documents

You are required to upload all interview questions that were asked of the candidates, this includes phone, panel, and in person interviews. All candidates should have been asked the same questions.

If you gave the candidates a work sample, you need to upload a copy of the sample. If it was a physical work sample, upload a description of the task.

All final candidates are subject to a criminal background check. An email invite will be sent to the final candidate for their consent to conduct the background check.

PDF conversion must be completed for the document to be valid when applicable.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Status</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concurrent Employment of Related Persons Plan</td>
<td></td>
<td>Actions+</td>
</tr>
<tr>
<td>Confidentiality Agreement (Student Only)</td>
<td></td>
<td>Actions+</td>
</tr>
<tr>
<td>Reference Letter(s)</td>
<td></td>
<td>Actions+</td>
</tr>
<tr>
<td>Other Documents</td>
<td></td>
<td>Actions+</td>
</tr>
<tr>
<td>Start Up Package Memo</td>
<td></td>
<td>Actions+</td>
</tr>
<tr>
<td>Deferring Opinion Memo</td>
<td></td>
<td>Actions+</td>
</tr>
<tr>
<td>PD-7</td>
<td></td>
<td>Actions+</td>
</tr>
<tr>
<td>Interview Questions (SPA Only)</td>
<td></td>
<td>Actions+</td>
</tr>
<tr>
<td>Work Samples</td>
<td></td>
<td>Actions+</td>
</tr>
<tr>
<td>Tenure Recommendation from DRC and Department Chair (Faculty)</td>
<td></td>
<td>Actions+</td>
</tr>
<tr>
<td>Tenure Recommendation from the Dean (Faculty)</td>
<td></td>
<td>Actions+</td>
</tr>
<tr>
<td>Draft Appointment Agreement for Assoc. Prof or Professor Appts (Faculty)</td>
<td></td>
<td>Actions+</td>
</tr>
<tr>
<td>Waiver of Search Documents (Faculty)</td>
<td></td>
<td>Actions+</td>
</tr>
<tr>
<td>BD3607 (SPA Staff)</td>
<td></td>
<td>Actions+</td>
</tr>
</tbody>
</table>
Human Resources Update

SHRA Salary Adjustments

Ashley Soublet
Classification & Compensation Consultant
Ext. 7-0651
Chancellor’s Announcement – 11/5

“... this will... be a significant year for ensuring that we can continue to recognize and retain the talent we have been so fortunate to have represented in our faculty and staff.” – Chancellor’s University Convocation

Phase 1: Faculty & SHRA salary analysis & coordination

Phase 2: Creation of new positions

Phase 3: Reallocations or career progressions

SHRA

$3.9 Million
$3M - General-Funded*
$.9M - Non-General-Funded

FT-Faculty

$6 Million
$6M - General-Funded

(*includes $200,000 for police officers campus security initiative)
State Human Resources Act (SHRA)

Philosophy: Salary Market Competitiveness

- All SHRA employees are compensated
- All SHRA vacant positions are funded for prospective employees
- Within the respective career band/competency level market range documented as of November 1, 2015.

Funding Strategy

- 75% of our SHRA employees will be paid at or above the midpoint of their specific
- 25% of SHRA employees will be paid at least 90% of the midpoint

Data Analysis Factors:

- Current career band/level designation
- Salary placement relative to the respective market rate
- Turnover rates by job class
- Percentage of salary increases previously approved within the current fiscal year
- Internal pay alignment.

- Non-general funded salaries must be guaranteed by department resources

All salary adjustments will be effective January 1, 2016
Salary Adjustment Questions

**SHRA**
Kieffer Gaddis, Director of Classification and Compensation
7-0654

**EHRA Faculty**
Lori McMahon, Associate Provost for Academic Budget & Personnel
7-5774

**EHRA Non-Faculty**
Jeanne Madorin, Executive Director for EHRA Non-Faculty Administration
7-5805
Internal Audit Consulting and Advising Services
Now available!

Internalaudit.uncc.edu
Tara Pritchett – 7-5694
tpritch3@uncc.edu
What’s New for 49erMart
15.3 Release Updates and Enhancements

Denice Ferguson
49er Mart System Administrator
Ext. 7-5824
Changes in 15.3 Release, Document Searches and Forms Updates

- Email Approval Enhancements - approvers can see all the document information, once they take action to approve the requisition
- Configurable Dashboard Enhancements/Widgets Category
- Document Searches - simply and advance searches
- Requisition view enhancement (submitted)
- Supplier 360
- Forms updates
**Email Approval Enhancements**

<table>
<thead>
<tr>
<th>Folder: Org Catch-All</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requisition: 1460002</strong></td>
</tr>
<tr>
<td>Owner: CivilEng Requester</td>
</tr>
<tr>
<td>Total: 23.75 USD</td>
</tr>
<tr>
<td>Tax1: 0.00 USD</td>
</tr>
<tr>
<td>Tax2: 0.00 USD</td>
</tr>
<tr>
<td>Shipping: 0.00 USD</td>
</tr>
<tr>
<td>Handling: 0.00 USD</td>
</tr>
<tr>
<td>Priority: Normal</td>
</tr>
<tr>
<td>No. of line items: 1</td>
</tr>
<tr>
<td>Suppliers: Fliegels Uniform Co</td>
</tr>
<tr>
<td>Assigned To: Not Assigned</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄 Shipping Address</td>
<td>🔄 Line Items (1)</td>
</tr>
<tr>
<td>🔄 Codes</td>
<td>🔄 Other Approvers (3)</td>
</tr>
</tbody>
</table>

**Actions**

- Approval Code: [Input Field]
- Comment [Input Field]
- Approve
- Assign to myself
Configurable Dashboard Enhancements

Add Widget

Widget Category
- All

Widget Type
- Action Items
  List of user's action items.
- Bookmarks
  List of user's bookmarks.
- Contract Alerts
  Overview of upcoming contract activities.
- Contract Search
  Search utility for contracts
- Document Search
  Search utility for documents with related shortcuts. Saved searches supported.

1-5 of 19 Results
Per Page 5
Close
Document Searches in 49er Mart

• Simple Searches for document based on document types, search terms and date ranges.
• In the document type drop down you would select the type of document you are searching for.
Advanced Document Search

- Advance Search offers users the options to enter a very specific, detailed search criteria, creating a narrower result. Document searches can be performed across multiple documents or select a specific document type.
• View Approval Status
• Search for another item
• View order history
• Check the status of an order
• Return to home page
• Create a new draft cart

Requisition Submitted

Next Steps
You can view or print this at: Requisition 1448262, or via the Document Search page
• View Approval Status
• Search for another item
• View order history
• Check the status of an order
• Return to your home page
• Create new draft cart

Requisition Summary

<table>
<thead>
<tr>
<th>Requisition number</th>
<th>1448262 Quick View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition status</td>
<td>Pending</td>
</tr>
<tr>
<td>Cart name</td>
<td>2015-10-26 ofergu21 01</td>
</tr>
<tr>
<td>Requisition date</td>
<td>10/26/2015</td>
</tr>
<tr>
<td>Requisition total</td>
<td>19.00 USD</td>
</tr>
<tr>
<td>Number of line items</td>
<td>2</td>
</tr>
</tbody>
</table>
Supplier 360

- General information about the supplier
- Product and services offered by supplier
- Supplier spend summary
- Contract information, and contract saved searches
- RSS feed and internal notes on the supplier profile
Forms updates in 49erMart

- ATF-After the Fact Form- new purchase category added
- General Services Form- new request type added, and additional text box for short description
- Non-Compliant form- new purchase category added
- Currently working on the change request form- major changes ahead.
Resources

- Monthly Forum, 4th Thursday of each month.
  - 49er Mart
    - https://49ermart.uncc.edu
  - 49er Mart Training in Moodle
    - https://moodle2.uncc.edu
  - 49er Mart FAQs
    - http://finance.uncc.edu/resources/FAQs
- IT Service Desk
  - Phone x75500 | help@uncc.edu | http://helpdesk.uncc.edu
- Denice Ferguson – 49er Mart System Administrator, Financial Systems Support, dfergu21@uncc.edu
Kronos Timekeeping Project Update

Heather McLendon
Director of Financial Systems Support
Ext. 7-5816

Laura Williams
Controller
Ext. 7-5756
**Kronos Workforce Ready**

**What?**

*Electronic/Automated time & leave reporting system*

**Who?***

*Leave-earning employees*

*Students and temporary employees will continue to use Banner Web Time Entry*
Why Kronos?

Efficiency
Eliminate a paper-based process consuming over 40,000 pieces of paper a year

Simplify Record Keeping
Capture compensatory time and leave requests consistent with government regulations

Confidence & Accountability
Consistent interpretation/administration of policies
Improved data integrity and accuracy (clock-in/clock-out)
FLSA Subject (>1,200 Employees)

Protects Employee: ensuring fair and adequate compensation for all time worked

Protects University: ensuring compliance with Department of Labor

Will use an automated lunch deduction!!

Culture Shift: learning new processes; developing new habits

Increased Management Responsibility: missed punches/leave requests; monitor overtime hours
Our Journey

Fall 2014
Pilot Began

Fall 2015
Pilot Complete ~ 950 (~650 FSLA Subject)

Jan -June 2016*
Campus-wide Rollout

*Implementation schedule awaiting final approval... Stay Tuned!!

Areas in upcoming phases will be contacted and provided details regarding scheduled “go-live” dates.
Resources

- Website
  - Kronos Timekeeping Project
- FAQs
  - https://faq.uncc.edu
- Inbox
  - KronosTime@uncc.edu
THANK YOU!!