Agenda

• Welcome

• Human Resources Benefits Update
  o Affordable Care Act Impacts
  o 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

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

<table>
<thead>
<tr>
<th>Benefit Design</th>
<th>Individual Coverage</th>
<th>Family Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deductible</td>
<td>$5,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Out of Pocket Max</td>
<td>$6,450</td>
<td>$12,900</td>
</tr>
<tr>
<td>Coinsurance</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Preventive Medical</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Preventive Rx</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
## Human Resources Benefits Update

### Non-Permanent Health Plan

<table>
<thead>
<tr>
<th>Tier</th>
<th>Employee</th>
<th>Employer</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>92.38</td>
<td>117.62</td>
<td>210.00</td>
</tr>
<tr>
<td>EE + Children</td>
<td>262.16</td>
<td>117.62</td>
<td>379.78</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>468.94</td>
<td>117.62</td>
<td>586.56</td>
</tr>
<tr>
<td>EE + Family</td>
<td>562.94</td>
<td>117.62</td>
<td>680.56</td>
</tr>
</tbody>
</table>
Human Resources Benefits Update

Affordable Care Act

• **Re-hired retirees who work full-time in temporary positions**
  • Will no longer be eligible for the retire 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](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

- **Time Elapsed:** Day 1
- **New Hire Packet for Foreign National (Prior to Start Date)**
- **ISSO Employment eligibility**
  - Complete I-9 Online Form Section 1
  - On-Campus Employment Eligibility for Foreign Nationals

- **Tax Office Tax status assessment**
  - Foreign Nat Information Form
  - W-4 Form

- **Human Resources (HR)**
  - Complete I-9 Online Form Section 2
  - Verify all necessary forms are completed, then establish employee

- **New Hire Packet for Foreign National (Completed)**

- **Banner HR**
- **Foreign National Checklist (Completed)**
- **Records File**

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**UNC CHARLOTTE**
Foreign National Employee Onboarding

Additional Resources

• **ISSO** [http://isson.uncc.edu/](http://isson.uncc.edu/)
  • Orientation Sessions
  • Contacts:
    • Madelyn Baer – Ext. 7-7744

  • 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](http://finance.uncc.edu/controllers-office/reporting-fixed-assets)
  • Karen Worthy – Ext. 7-5754
• **Inventory Control** [http://finance.uncc.edu/materials-management](http://finance.uncc.edu/materials-management)
  • John Cashion – Ext. 7-0374
THANK YOU!!