HUMAN RESOURCES

Steve Regan
Assistant Dean for Human Resources

Main Office: 205 Rosenau Hall

The SPH Human Resources team provides HR counsel and guidance and leads HR initiatives on behalf of the School. The team advises personnel on HR policies, procedures and systems including:

- Appointments, Promotions, and Tenure

- Recruitment and Hiring

- Performance Management

- Employee Relations

- EHRA NF and SHRA classifications

- TIM Administration

Human Resources Office

SPH HUMAN RESOURCES

Linda Mitchell
HR Team Lead

Annette Raines
HR Team Lead

Karen Capps
HR Consultant
HPM

Janet Scearce
HR Consultant
NUTR

Sharon Sullivan
HR Consultant
EPID

Melissa Halstead
HR Consultant
ESE

Thanh-Nha Nguyen
HR Specialist/
International
Scholar Liaison

Vera Bennett
HR Consultant
BIOS

Abbey McLennan
HR Consultant
HB/MCH/PHLP/
NCIPH/CAU

SUMMARY OF UNC FACULTY HANDBOOK

The UNC-Chapel Hill Faculty Handbook has four main sections:

- **Administration and Governance** covers the administrative structure of the university and faculty governance.

- **Policies and Procedures** contains selected links to information about EPA faculty personnel policies, including benefits, appointments, promotions, and tenure guidelines, and dispute resolution procedures.

- **Instruction, Research and Public Service** features resources of that support undergraduate and graduate instruction, research, and service and engagement.

- **Benefits, Work-Life and Other Resources** contains additional information about faculty employment benefits, campus and community resources, and entertainment.

UNC Faculty Handbook
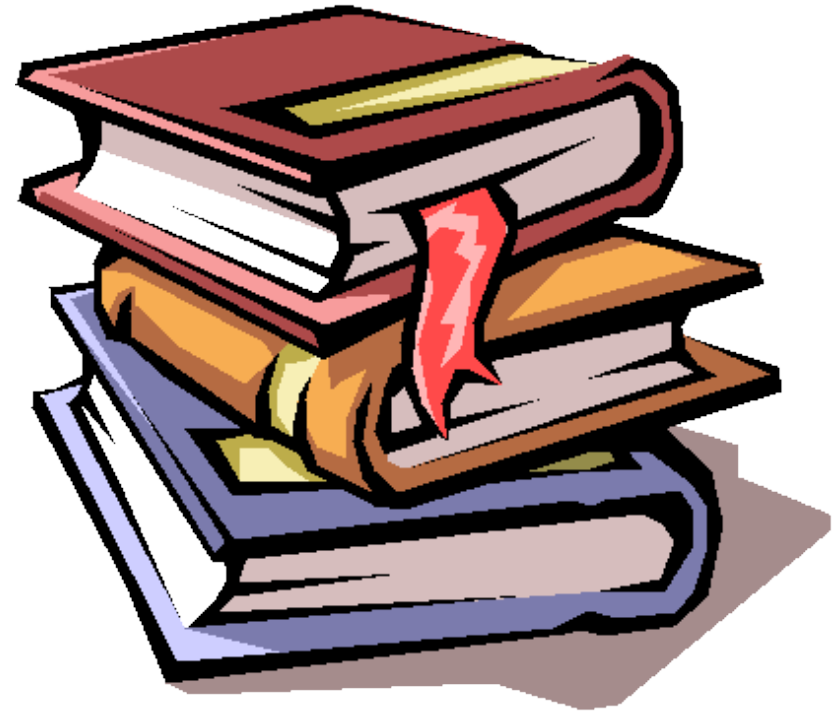
PAYROLL SCHEDULE

- **SHRA Employees** – Bi-weekly; typically every other Friday with the exception of holidays. [Biweekly Pay Schedule](#)

  (**Non-exempt** - eligible for overtime/comp time)

  (**Exempt** - not eligible for overtime/comp time)

- **EHRA Employees** – Monthly; at the end of each month [Monthly Pay Schedule](#)

SCHEDULED HOLIDAYS

- **The University Holiday Schedule** is published by the Office of Human Resources and available on the OHR Web site:

  http://hr.unc.edu/benefits/leave and-holidays/

- State provides **twelve paid holidays** each calendar year.

- Beginning in 2016, the university will be closed the week after Christmas. Four days will be coded as holidays and on the 5th day, employees will need to code vacation or comptime.

HOLIDAY
New Year's Day
Martin Luther King Jr.'s Birthday
Spring Holiday
Memorial Day
Independence Day
Labor Day
Thanksgiving
Winter Holiday
New Year's Eve

ACCRUED LEAVE – EHRA EMPLOYEES

- Permanent full-time employees **(working forty hours per week)** earn 24 vacation days and 12 sick leave days.

- Employees who work **fewer than forty hours per week** earn leave on a prorated basis.

ADDITIONAL TYPES OF LEAVE

- Adverse Weather
- Civil
- [Community Service](#)
- Educational
- Faculty Parental Leave
- Faculty Serious Illness
- Family & Medical
- Family Illness
- Voluntary Shared
- Military
- Workers' Compensation

Leave and Holidays

TIME INFORMATION MANAGEMENT

- Time Information Management (TIM) is the official time-capture system

- Login URL: ConnectCarolina via the Self-Service tab

- For TIM training and manuals, please visit:
  http://finance.unc.edu/departments/strategic-sourcing-payment/payroll/tim/tim-upgrade/

- Each department has their own TIM Administrator

SHRA TIM APPROVAL PROCESS

Meeting Bi-weekly Payroll Deadlines:

- Employees should approve their timecard at the end of each pay period.
  - Employee approval can occur on the last day worked during the pay period; for many, the last day worked is on a Friday.

- Supervisors should approve timecards **no later** than noon on the Monday after the pay period ends.
  - Supervisor's approval should occur after the employee has approved his/her own timecard.

- TIM Administrator will sign-off on timecards after the supervisor has approved.

Meeting Monthly Payroll Deadlines:

- Employees should approve their timecard at the end of each pay period and print a copy for their supervisor's approval.
  - ➢ Employee approval can occur on the last day worked during the pay period.

- TIM Administrator will sign-off on timecards after the supervisor has approved.

Who should I contact if I need help with…

- **Technical issues accessing TIM?** Contact the HelpDesk
  - ➢ Via Phone: 919-962-HELP
  - ➢ Via Online Ticket Submission: http://help.unc.edu/help/olhr/

- **Editing an approved timecard?** Contact your Supervisor

- **Editing a signed-off timecard?** Contact your TIM Administrator

TIM ADMINISTRATORS BY DEPARTMENT

Biostatistics	**Vera Bennett** – vera_bennett@unc.edu
Central Administrative Unit **Health Behavior** **Maternal and Child Health** **NC Institute of Public Health** **Public Health Leadership Program**	**Abbey McLennan** – amclenna@email.unc.edu
Environmental Sciences & Engineering	**Melissa Halstead** - melissa.halstead@unc.edu
Epidemiology	**Sharon Sullivan** – sharon_sullivan@unc.edu
Health Policy & Management	**Karen Capps** – kcapps@email.unc.edu
Nutrition	**Janet Scearce** – jscearce@email.unc.edu

PERFORMANCE MANAGEMENT COMPETENCY ASSESSMENT FOR SHRA EMPLOYEES

Annual Evaluations

- Performance Plan consists of three parts:
  1. Individual Goal setting (3-5)
  2. Institutional Goals (6)
  3. Development Goals

Probationary Employees

- Quarterly evaluations for 12 months

For Additional Information, visit the PMCA website at http://hr.unc.edu/employee-management-relations/performance-management/

PERFORMANCE MANAGEMENT

Institutional Goals:

- Expertise
- Accountability
- Customer-Oriented
- Team Oriented
- Compliance and integrity
- Supervision (if applicable)

ANNUAL PERFORMANCE REVIEW FOR EHRA NF EMPLOYEES

Annual Evaluations

- Communication Skills
- Collaboration and Teamwork
- Technical/Subject Matter Expertise
- Organization and Task Management
- Supervision
- Leadership

For Additional Information, visit the EHRA NF Annual Performance website at:
http://hr.unc.edu/policies-procedures-systems/epa-non-faculty-employee-policies/review-and-performance-management/epa-non-faculty-annual-performance-evaluation/#Related_forms

KEY HR CONTACTS

- HR Shared Services Consultants
  http://sph.unc.edu/sph-hr/

- Benefits
  http://hr.unc.edu/benefits/benefits-contacts/

- Ombuds Office
  919-843-8204
  www.ombuds.unc.edu

- Employee Assistance Program
  877-314-5841

- EHRA Employee Relations
  Provost Office Contact

- EHRA NF Employee Relations
  Sheilah Hobgood
  919-962-9686

- SHRA Employee Relations
  Chenise Crump
  919-537-3411

SPH EVENTS

Welcome Back – *August/September*
Fall Social – *October/November*
Block Party – *April/May*
End-of-Year Celebration – *May/June*

PLACES TO EAT

On-Campus and Off-Campus Options

http://menus.dining.unc.edu/

http://business.carolinachamber.org/list/ql/restaurants-126

- Parking Permits
  - ➢ Department Parking Coordinator
    http://move.unc.edu/parking/employee-parking/
- Park and Ride Lots and Buses
  - ➢ Visit: http://www.dps.unc.edu/Transit/gettingtowork/CAP/cap.cfm
  - ➢ Lots around Chapel Hill and surrounding areas
  - ➢ Chapel Hill Transit
  - ➢ TTA
  - ➢ Next Bus Locator: http://www.nextbus.com/?a=chapel-hill&tabid=3224&portalid=66&mid=7743#!/chapel-hill/A/tomlkblvd/weinseve_d
- Vanpool
  - ➢ Visit: http://move.unc.edu/rideshare/vanpool/
- Point-to-Point (P2P)
  - ➢ Visit: http://move.unc.edu/p2p/

ORIENTATION EVALUATION / FEEDBACK

We need your feedback to help us continually improve the quality of our services.

Please take a few minutes to complete a *Qualtrics Survey* which was designed to measure your satisfaction with this orientation session as well as give you an opportunity to provide any recommendations for improvement.

You may access the survey via https://unc.az1.qualtrics.com/SE/?SID=SV_ePXrQnjg6IjlZoV

THANK YOU AND WELCOME!