

**HR Spotlight**

Message from Nicole Snipes  
Human Resources Consultant – Benefits Manager

**Improve your financial literacy NOW!**

You know how important it is to plan for your retirement, but where do you begin? Learning more about specific financial needs in retirement is a good place to start and can help you make more informative decisions.

All UNC Pembroke employees contributing to the UNC System Optional Retirement Plan (ORP) or the Teachers' and State Employees' Retirement System (TSERS), have access to independent financial advisers through **CAPTRUST** to assist with retirement planning and investment decisions. This service is provided **free of charge** by the UNC System as a benefit to you.

**CAPTRUST** is one of the largest registered investment advisers in the U.S., offering a broad range of services for institutional clients, including higher-education retirement plans, and has been providing such advice on the UNC System's retirement plans since 2014.

These advisors provide neutral, unsolicited advice and can help you by:

- Providing detailed information about the investment options offered under the UNC System retirement program and help you choose the right options for you
- Providing a **Retirement Blueprint** to assist with planning for retirement
- Providing financial resources such as helpful financial articles and videos; access to various financial calculators, as well as virtual one-on-one consultations

CAPTRUST Financial Advisors will be conducting virtual consultations May 9 through May 13. [Click here to schedule an appointment](#)

**TIAA live webinars:** [Click here to register](#)

- May 12 at 12 p.m. - Estate planning considerations
- May 12 at 3 p.m. - Discover the power of financial well-being
- May 24 at 12 p.m. - Opening doors to the future - Save in a 529 college savings plan

**Fidelity educational webinars for all employees of the UNC System:**

- May 11 at noon (12 p.m.) - Get Started and Save for the Future: Learn the benefits of your workplace savings plan, how to enroll and small steps you can take to save more. [Click here to register](#)
- June 9 at 12 p.m. - Turn Your Savings into Retirement Income: Learn the benefits of a retirement income plan. [Click here to register](#)

Don't be caught off guard! Financial literacy empowers you to make good financial decisions. The more informed you are, the greater your chances of obtaining financial success. Retirement planning should be a matter of attention for employees at any age, so don't delay - plan today. You will receive periodic emails from CAPTRUST, please do not delete, these are not spam. Reach out to **CAPTRUST** (800.216.0645 or [www.captrustadvice.com](http://www.captrustadvice.com)) to take advantage of this free resource.

**THE PIER**

The PIER is a quarterly retirement engagement newsletter for all employees of the UNC System, designed to empower you with "Planning, Investment, Engagement, and Retirement" information, resources and tools to help you with your financial well-being, both present and future. Check out **The PIER** retirement engagement website by [clicking here](#).

**Retirement Plan Reminders**

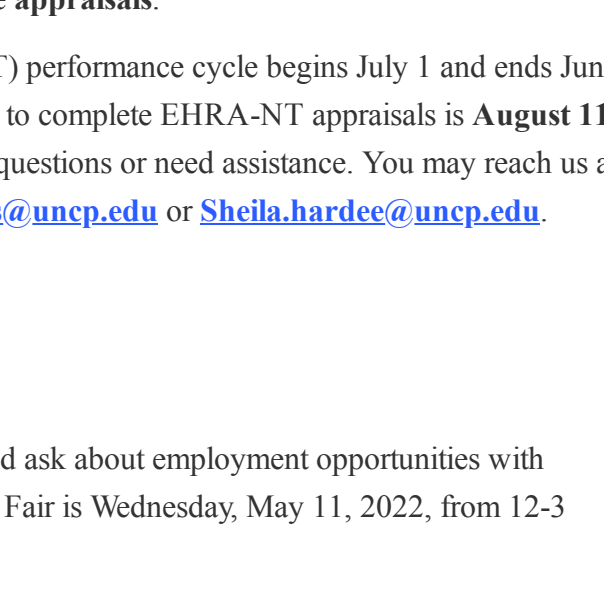
**TSERS** (Teachers' and State Employees' Retirement System) participants can view their **MARS** (Member Annual Retirement Statement), update their beneficiary information and calculate custom retirement estimates in their **ORBIT** (Online Retirement Benefits through Integrated Technology) self-service.

**ORP** (Optional Retirement Plan) participants can view their investment progress and update beneficiary information by logging into the carrier website at **TIAA** (formerly **TIAA-CREF**) or **Fidelity**.

Contact me at campus ext. 4443 or [nicole.snipes@uncp.edu](mailto:nicole.snipes@uncp.edu) and schedule a personal appointment or invite me to your next departmental meeting.

**Deadline May 20!**

Performance management is a tool designed to assist supervisors and managers both monitor and evaluate employees' work. The intention is to create a work environment in which employees can perform to the best of their abilities, producing their highest-quality work in the most efficient and effective manner. The SHRA performance cycle begins April 1 and ends March 30 of each year. This year supervisors have until **May 20 to complete SHRA employee appraisals**.



The EHRA-Non Teaching (EHRA-NT) performance cycle begins July 1 and ends June 30 of each year. This year the deadline to complete EHRA-NT appraisals is **August 11**. Please reach out to us if you have any questions or need assistance. You may reach us at 910.521.6279 or via [Nicolette.campos@uncp.edu](mailto:Nicolette.campos@uncp.edu) or [Sheila.hardee@uncp.edu](mailto:Sheila.hardee@uncp.edu).

**Career Fair**

Have you ever had a colleague or friend ask about employment opportunities with UNCP? If yes, please share the Career Fair is Wednesday, May 11, 2022, from 12-3 p.m., UC Annex.

Join UNC Pembroke for our **CAREER FAIR**  
WEDNESDAY, MAY 11  
12-3 P.M.  
UNIVERSITY CENTER ANNEX  
The Office of Human Resources, Undergraduate Admissions and the Alumni Association will be available to discuss opportunities at UNCP.  
**YOUR FUTURE IS WAITING**

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This publication is available in alternative formats upon request. Please contact the Accessibility Resource Center, Chandler Administrative Building, Room 110, or call 910.521.6495.

Would you like to **continue your education**, but not sure how you'll pay for it and don't want student debt?

Receive a degree for less with UNCP's **Tuition and Fees Waiver**.

Whether for career progression or personal use, if you are a **full-time, permanent employee** at UNCP, you are eligible to apply for up to **three course waivers** per academic year.

**NEW!** **Sworn law enforcement officers** are eligible to apply for an **unlimited number** of course waivers.

Waivers can be used at all **17 UNC System universities**.

Prior to applying for the tuition and fees waiver for a course, the employee must apply to the university and be accepted by the Admissions Office of the institution offering the course of study. It is the employee's responsibility to meet admission requirements for enrolling or re-enrolling in the institution.

The waiver form must be approved by the immediate supervisor/manager and the appropriate department head/vice chancellor prior to submitting it to the Office of Human Resources for approval and processing.

Visit [uncp.edu/tuitionwaiver](http://uncp.edu/tuitionwaiver) for more information.

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**Upcoming Dates/Reminders**

**Leave Reports**

SHRA BI-WEEKLY leave reports must be submitted by employees via BraveWeb no later than noon, Monday, May 23, 2022, and Monday, June 6, 2022, and Monday, June 20, 2022.

Exempt leave reports must be submitted no later than Tuesday, May 31, 2022, by 5 p.m. and Thursday, June 30, 2022, by 5 p.m.

**State Health Plan Webinars: Click the links below to register.**

- [WEBINAR: Understanding Your Medical Plan Options When You Become Medicare-Eligible](#) Wednesday, May 11, 2022, 7-9 p.m.
- [WEBINAR: Understanding Your Medical Plan Options When You Become Medicare-Eligible](#) Tuesday, May 24, 2022, 2-4 p.m.
- [WEBINAR: Understanding Your Medical Plan Options When You Become Medicare-Eligible](#) Thursday, June 9, 2022, 10 a.m.-noon
- [WEBINAR: Understanding Your Medical Plan Options When You Become Medicare-Eligible](#) Tuesday, June 21, 2022, 2-4 p.m.

**Updating Your Mailing Address**

Please be sure to keep your address up to date on BraveWeb, NCFlex vendors and the State Health Plan rely on these addresses to contact those of you who participate in their plans, when needed about claims, updates, replacement cards and more. Not sure how to update your address? Reach out to your HR department.

**June Faculty & Staff Town Hall**

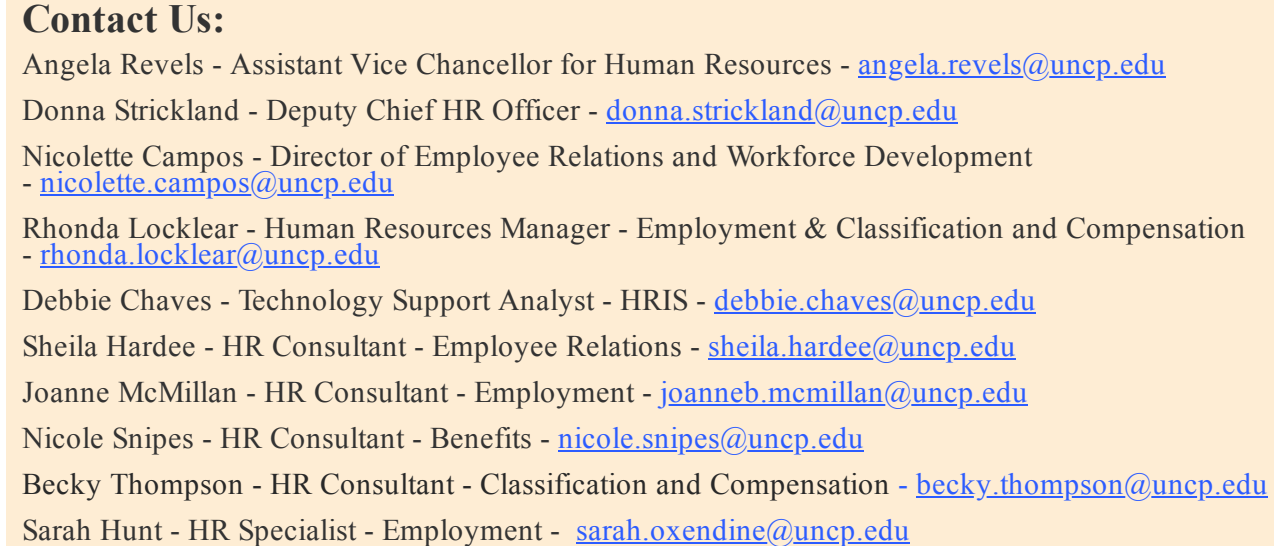
June 24, 2022 - stay tuned for more information

**Staff Council Announces Employee of the Month**

**March 2022**

EHRA-NF - Matthew Miles - Psychologist/Counselor - CAPS

SHRA - Sandra Cummings - Building Environmental Technician - Facilities Operations



**April 2022**

EHRA-NF - Hillary Locklear - Case Manager - CAPS

SHRA - Teresa Bryant - University Program Specialist - Chancellor's Office



Don't forget to nominate a co-worker for employee of the Month for May 2022. The deadline is **Wednesday, May 25, 2022**.

**Nominate below:**

[Employee of the Month - May](#)

**Excellence in Service**

Click on the link below to see the list of Excellence in Service Awards recipients who celebrated a North Carolina State Service Year in 2021. The annual Excellence in Service Awards Luncheon was held on April 20, 2022. Congratulations to all recipients!

<https://www.uncp.edu/news/uncp-employees-faculty-recognized-years-service>

**New Employees**

**April**

Kenneth Pearce - Facilities Management - Director of Design and Construction  
Jamie Oxendine - School of Education - Administrative Support Associate  
David Hunt - Facilities Operations - Facilities Maintenance Tech. - Building Trades  
Rocky Locklear - Facilities Operations - Facilities Maintenance Tech. - Building Trades  
Christopher Hunt - Undergraduate Admissions - Assistant Director of Admissions

**May**

Evan Jordan - Financial Aid - Student Services Specialist  
Phyllis Locklear - Admissions - Assistant Director of Admissions  
Sarah Minnie - Registrar - Administrative Support Specialist  
David Carter - University Center - Student Services Specialist  
Gabriel Eszterhas - Chancellor's Office - VC of Finance and Administration  
Marsha Pollard - Chancellor's Office - Provost and VC of Academic Affairs  
Lawanda Chavis - University Communications - Administrative Support Associate  
Lorenzo Canales - Facilities Operations - Building Environmental Services Tech  
Shelina Barton - Housing and Residence Life - Building Environmental Services Tech  
Tammy Barton - Housing and Residence Life - Building Environmental Services Tech  
Ashley Hunt - UNCP Partnership for Success - Transfer Transition Advocate

**Happy Retirement**

**May 2022**

Ethna Locklear - Undergraduate Admissions  
Carla Jones - Facilities Operations

**Healthy Recipes**

- Cherry Tomato Pasta with Avocado Sauce - [Get the Recipe Here](#)
- Roasted Potato Veggie Quesadilla - [Get the Recipe Here](#)
- [Get more healthy recipes here](#)

**Contact Us:**

- Angela Revels - Assistant Vice Chancellor for Human Resources - [angela.revels@uncp.edu](mailto:angela.revels@uncp.edu)
- Donna Strickland - Deputy Chief HR Officer - [donna.strickland@uncp.edu](mailto:donna.strickland@uncp.edu)
- Nicolette Campos - Director of Employee Relations and Workforce Development - [nicolette.campos@uncp.edu](mailto:nicolette.campos@uncp.edu)
- Rhonda Locklear - Human Resources Manager - Employment & Classification and Compensation - [rhonda.locklear@uncp.edu](mailto:rhonda.locklear@uncp.edu)
- Debbie Chaves - Technology Support Analyst - HRIS - [debbie.chaves@uncp.edu](mailto:debbie.chaves@uncp.edu)
- Sheila Hardee - HR Consultant - Employee Relations - [sheila.hardee@uncp.edu](mailto:sheila.hardee@uncp.edu)
- Joanne McMillan - HR Consultant - Employment - [joanne.mcmillan@uncp.edu](mailto:joanne.mcmillan@uncp.edu)
- Nicole Snipes - HR Consultant - Benefits - [nicole.snipes@uncp.edu](mailto:nicole.snipes@uncp.edu)
- Becky Thompson - HR Consultant - Classification and Compensation - [becky.thompson@uncp.edu](mailto:becky.thompson@uncp.edu)
- Sarah Hunt - HR Specialist - Employment - [sarah.oxendine@uncp.edu](mailto:sarah.oxendine@uncp.edu)
- Kasey Jones - HR Specialist - Adjunct, Temporary & Student Employment - [kasey.jones@uncp.edu](mailto:kasey.jones@uncp.edu)
- Kelley Koch - HR Specialist - Benefits - [kelley.koch@uncp.edu](mailto:kelley.koch@uncp.edu)
- Paula Peterson-Campbell - HR Specialist - Personnel Actions/Time & Leave - [paula.campbell@uncp.edu](mailto:paula.campbell@uncp.edu)



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