

HR Spotlight

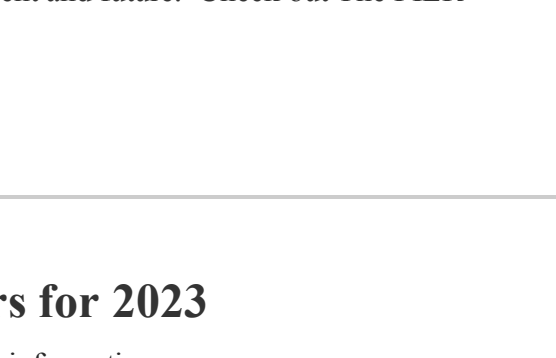
Rhonda Locklear

As the HR Manager, I lead the Employment and Classification & Compensation team. I bring 20+ years of staffing, recruitment and employment experience to this role. I have a passion for helping others and providing excellent customer service. The Employment and Classification & Compensation team ensures hiring officials have the support and guidance needed for successful recruitment, selection, and hiring a quality workforce. Our goal is to partner with you to make the best decisions for both current and future university employees. We are here to help you navigate the employment search, complete the hiring process, determine classification structure, understand compensation plans and much more. We appreciate your partnership as we strive to recruit and employ the most qualified candidates, retain the best employees and add value to our university. Contact me to schedule Employment, Classification & Compensation departmental training.

Join BraveNation!

Share the careers link with all your networks and recruit candidates to join BraveNation! [Careers at UNCP](#).

There's power in knowing where you stand. We're here to help.



Did you know that one of your plan benefits is industry-leading expert investment advice from CAPTRUST Financial Advisors? Retirement Counselors are available to answer investment-related questions and to help you track your savings progress with the Retirement Blueprint®. This is a free benefit. Schedule your 30-minute phone appointment today!

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Call a Retirement Counselor at 800.967.9948, or visit www.captrustadvice.com today for more information, including helpful content and calculators.

[Click here to schedule a CAPTRUST Appointment Now!](#) Don't wait, it will be too late!

Financial Planning Webinars

Visit TIAA.org/webinars to register or watch past presentations on demand.

Visit the [Fidelity Webcast Hub](#) to view and listen to practical conversations to help you live well financially.

The PIER ~ Planning | Investment | Engagement | Retirement

The PIER is a quarterly UNC System retirement engagement newsletter 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](#).

Important Benefit Reminders for 2023

Be sure to review this timely benefit news and information.

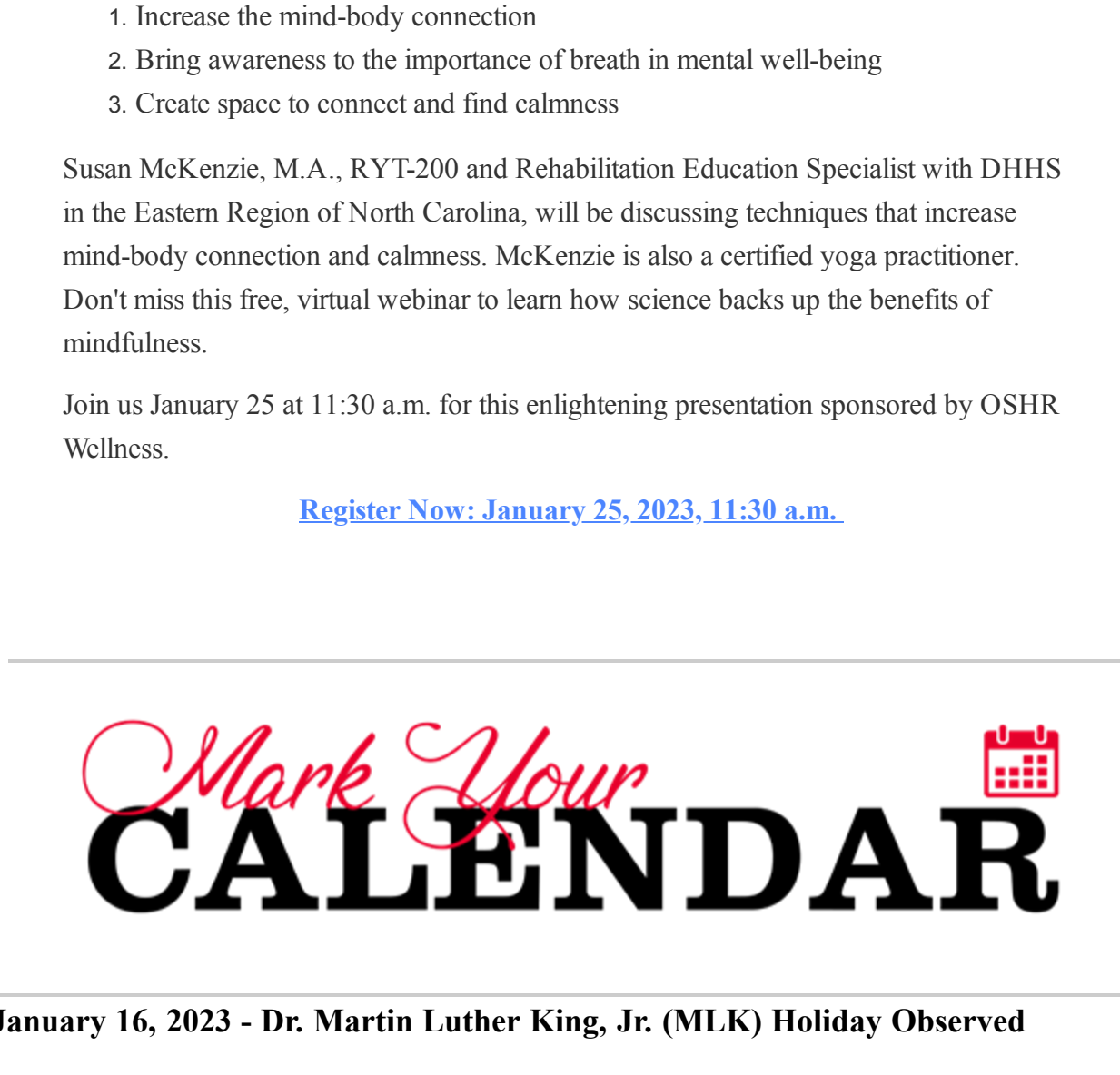
State Health Plan Open Enrollment Elections

- Any benefit election you made during Open Enrollment for the State Health Plan takes effect on January 1, 2023. **Remember to review your December paycheck** to ensure that the plan you elected is reflected with the corresponding deductions. Deductions for health care are withheld one month in advance of the coverage effective date (December deductions pay for January coverage).

- New State Health Plan ID cards were mailed to members in December.

NCFlex and University Open Enrollment Elections

- Any benefit elections you made during Open Enrollment for NCFlex and the university benefit programs take effect January 1, 2023. **Remember to review your January paycheck** to ensure that the programs you elected are reflected with the corresponding deductions.



NCFlex ID Cards

Flexible Spending Accounts (FSA)

A convenience card is mailed to first-time users (for those that have both Health Care FSA and Dependent Daycare FSA, only one card is issued) and only re-issued if reported lost or stolen, or once it expires after three years (your "Valid Thru" date is listed on the card). For security, please note these cards arrive in plain envelopes with minimal markings.

Additional cards can be requested by logging onto ncflex.padmin.com or by calling 866.916.3475. Note that a claims kit will be emailed to all participants (mailed to those without a valid email address on file with P&A) and can also be found in the FSA section of www.ncflex.org.

Dental

Cards with a unique ID will be issued to new employees who enroll and will only be re-issued to existing participants if you transfer to a new job or make changes to their plan. If cards have not been received or additional cards are needed, employees can contact MetLife at 855.676.9441.

Generic cards (without a unique ID) can be printed after logging onto mybenefits.medlife.com (the company name is NCFlex). A generic card can also be found in the dental section of ncflex.org. Cards are only required the first time you visit your dentist or if you change dentists.

Vision

Cards are only mailed to new participants. Additional cards can be accessed by logging onto www.eyemedvision.com/NCflex, logging into the EyeMed app, or by calling 866.248.1939. ID cards are not required to visit a provider.

You can also find contact information for the above-referenced vendors by logging into e-benefits through BraveWeb and clicking on the quick links provided.

Review Your Beneficiary Designations

[TSERS](#) (Teachers' and State Employees' Retirement System) participants can update their beneficiary information in their [ORBIT](#) self-service.

[ORP](#) (Optional Retirement Plan) participants can update beneficiary information by logging into the carrier website at [TIAA](#) or [Fidelity](#).

If you participate in the State's 401(k) or 457 Deferred Compensation supplemental retirement plans, you can update your beneficiary information by logging into your account at <https://ncplans.redrepro.com/>.

If you participate in the UNC System 403(b) or 457(b) supplemental retirement plans, you can update your beneficiary information by logging into the carrier website at [TIAA](#) or [Fidelity](#).

If you are enrolled in the UNC Life Insurance, AD&D (Core and/or Voluntary), Cancer and/or Critical Illness plans, you will need to log in to the Empearn benefits portal, via BraveWeb, to designate or update your beneficiary(ies).

2023 & Me: A Guide to Mind, Movement and Mental Health

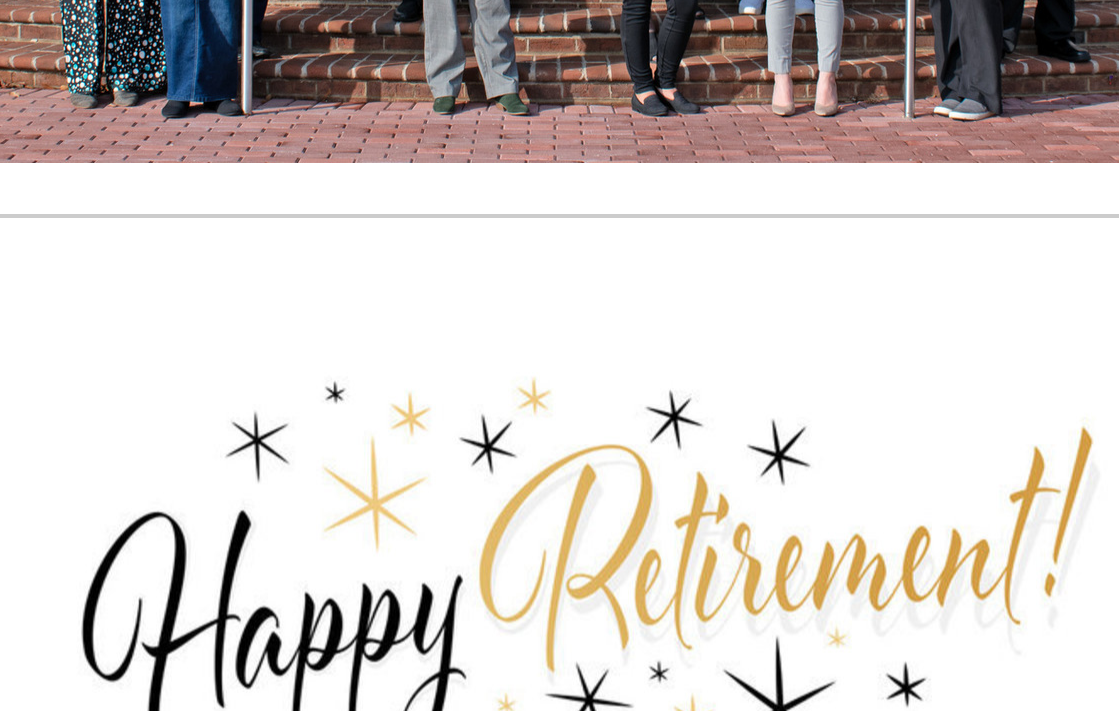
While the beginning of a new year may or may not be marked with significance for you, our mental health and how we choose to prioritize it is ALWAYS significant. January's webinar will focus on science-based activities to teach you how to:

1. Increase the mind-body connection
2. Bring awareness to the importance of breath in mental well-being
3. Create space to connect and find calmness

Susan McKenzie, M.A., RYT-200 and Rehabilitation Education Specialist with DHHS in the Eastern Region of North Carolina, will be discussing techniques that increase mind-body connection and calmness. McKenzie is also a certified yoga practitioner. Don't miss this free, virtual webinar to learn how science backs up the benefits of mindfulness.

Join us January 25 at 11:30 a.m. for this enlightening presentation sponsored by OSHR Wellness.

[Register Now: January 25, 2023, 11:30 a.m.](#)



January 16, 2023 - Dr. Martin Luther King, Jr. (MLK) Holiday Observed

Dr. Martin Luther King, Jr. (MLK) Week 2023

January 14 - January 21, 2023
The Office of Student Inclusion and Diversity and the MLK Week Committee at UNC Pembroke recently announced events for MLK Week. [Click here for the Schedule of Events.](#)

Avoid pay deposit delay: Submit bi-weekly and monthly leave timely

Bi-weekly leave reports must be submitted by 12 noon, Monday, January 30. Monthly leave reports must be submitted by 5 p.m., Tuesday, January 31.

New Employee Onboarding

Tuesday, January 17 - Wednesday, January 18; Monday, February 6 - Tuesday, February 7.

Special Adjustment Period February 1 - February 17, 2023

Due to the recent consolidation of our existing NCFlex and UNC Life Insurance and (Accidental Death & Dismemberment) plans into a single UNC System plan, a Special Adjustment Period will take place February 1 - February 17. Employees will be able to take action during the Special Adjustment Period if they would like to make changes to their UNC Life & AD&D coverage.

Conflict of Interest (COI) - February 2023

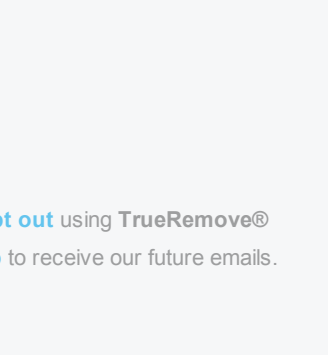
All EHRA (teaching and non-teaching) employees are required to complete an annual Conflict of Interest (COI) disclosure. UNCP has moved to a new platform, Cayuse. You can access the platform via: <https://uncp.app.cayuse.com/>. A campus message will be distributed outlining steps for accessing and completing your disclosure. For questions, contact Dr. Nicolette Campos at 910.775.4341 or Sheila Hardee at 910.521.6587. For all other disclosure or research questions, please contact the Office of Sponsored Research at osrp@uncp.edu.

Performance Management

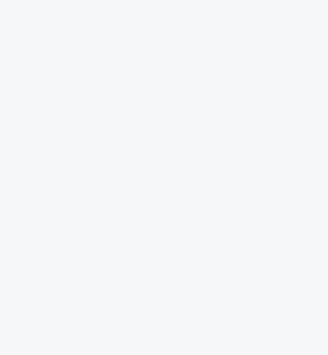
SHRA: mid-year reviews (past due)
EHRA-NF: 6-month check-in (due now)



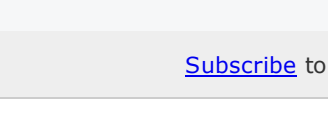
Staff Council Announces Employee of the Month August, October and November, 2022



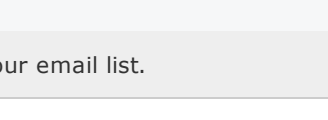
Nicolette Campos
Director of Employee Relations and Workforce Development
EHRA Non-Faculty Employee of the Month



Kelley Koch
HR Specialist
SHRA Employee of the Month



Kelvin Jacobs
General Council
EHRA Non-Faculty Employee of the Month



Alesia Cummings
Executive Assistant
SHRA Employee of the Month

Ashley Hunt
Transfer Transition Advocate
EHRA Non-Faculty Employee of the Month

Jennifer Carter
Administrative Support Associate
SHRA Employee of the Month

Team of the Quarter

- Kathi Bland - Busar
RaMonda Crosby - Student Accounts Manager
Stephanie Hunt Smiling - Student Accounts Operations Manager
Chasity Barton - Student Accounts Analyst
Trudy Anderson - Student Accounts Representative
Roselee Hunt - Student Accounts Representative
Karen Miller - Student Accounts Representative
Loretta Broadwell - Student Accounts Representative

Don't forget to nominate a co-worker for Employee of the Month for January 2023 and for the Employee of the Year 2022!
[Employee of the Month - January 2023](#)
[Employee of the Year - 2022](#)

Welcome Aboard

New Employees October, November and January

Academic Affairs

- Aminda Thompson - Research Specialist - Biology
- Travis Moffitt - Arts Production Specialist - Music
- Catherine Coyne - Administrative Support Specialist - Office of the Registrar
- Joshua Oxendine - Student Services Specialist - Financial Aid
- Kyna Lobers - Student Services Specialist - Financial Aid
- Kerry Flores - Medical & Health Program Consultant - Healthy Start Grant
- Tara Hunt - Academic Advisor - Dean School of Business
- Sean Hitchman - Assistant Professor of Ecology - Biology Department

Advancement

- David Hibbard - Public Communication Specialist - Advancement
- Branan Dennard - Associate Director of Development - Advancement

Chancellor's Office

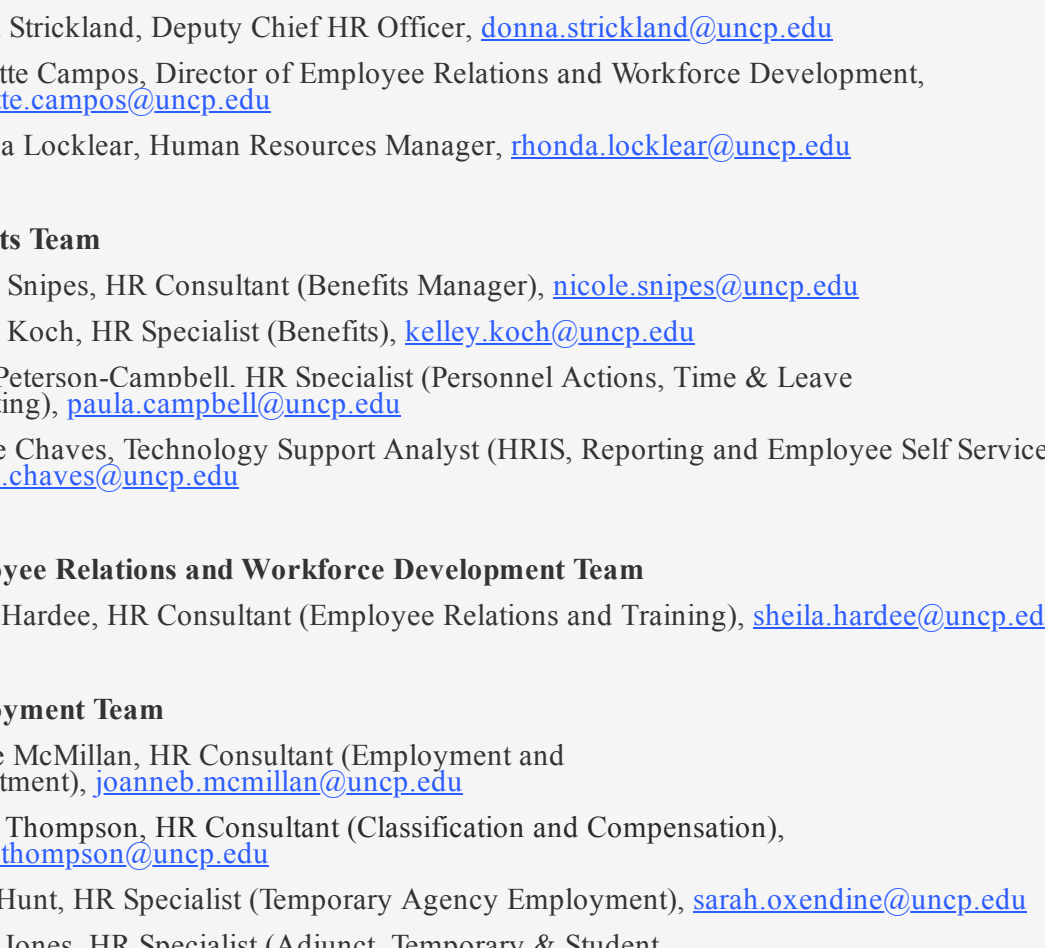
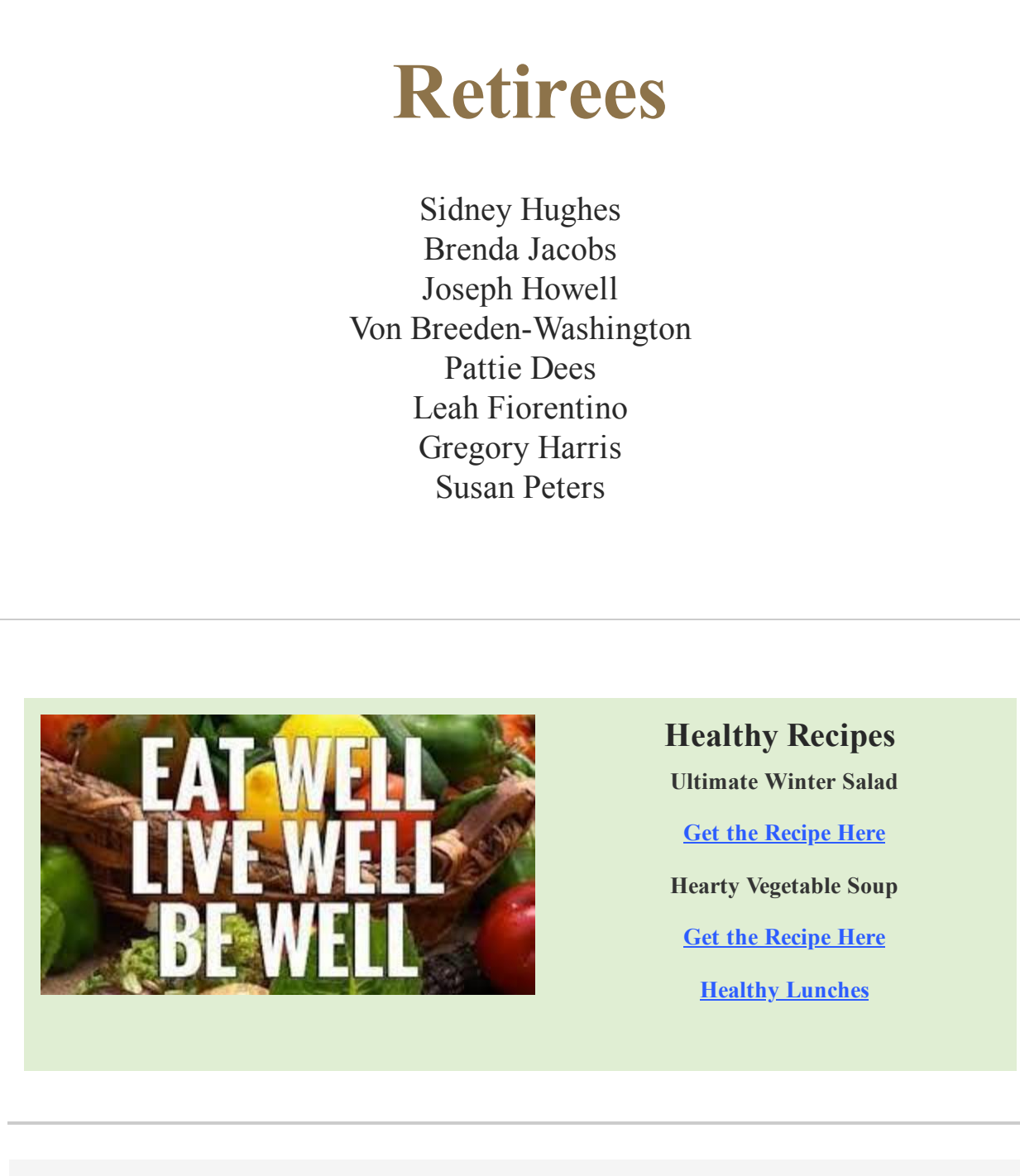
- James Rudd - Student Success Advocate - American Indian Resource Center
- Anna Rivers - Administrative Support Specialist - Title IX and Clercy Compliance
- Jennifer McCarrel - Chief Communications and Marketing Officer - University Communications and Marketing
- Mark Hall - Head Coach Football - Kinesiology
- Colin Coleman-Neely - Assistant Football Coach - Athletics
- Brian Frierson - Assistant Football Coach - Athletics
- Amer Oxendine - Support Services Associate - Givens Performing Arts Center

Finance & Administration

- Adam Robinson - IT Client Support Manager - IT Support Services (DoIT)
- Cyd Burgynw - IT Integration Solutions Professional II - Systems and Data Center Operations (DoIT)
- George Johnson - Public Safety Manager - Police and Public Safety
- Loretta Broadwell - Administrative Support Specialist - Bursar's Office
- Kevin Cousineau - Building Environmental Services Technician - Facilities Operations
- John Carter - Facilities Maintenance Supervisor - Facilities Operations
- Courtney Carter - University Program Specialist - Facilities Operations
- Mark Robinson - Building Environmental Services Technician - Facilities Operations
- Lisa Jo Hammonds - Building Environmental Services Technician - Facilities Operations

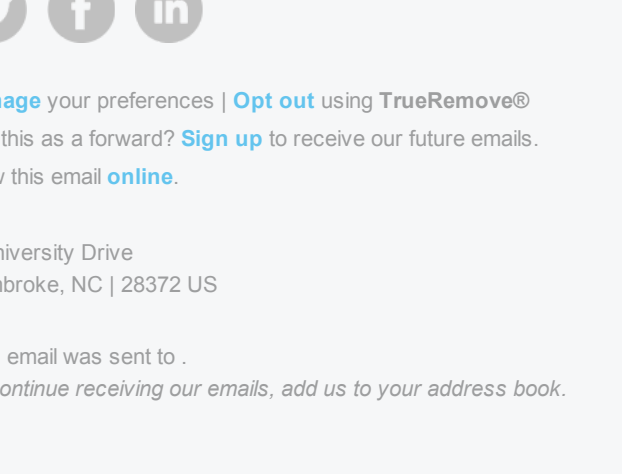
Student Affairs -

- Brittany Locklear - Staff Counselor/Psychologist - Counseling and Psychological Services
- Mariah Hope Merritt - Administrative Support Specialist - Career Services Center
- Dr. Durell Hurst - Director of Housing and Residence Life - Housing and Residence Life



Retirees

- Sidney Hughes
- Brenda Jacobs
- Joseph Howell
- Von Breedon-Washington
- Pattie Dees
- Leah Fiorentino
- Gregory Harris
- Susan Peters



Healthy Recipes

- Ultimate Winter Salad
[Get the Recipe Here](#)
- Hearty Vegetable Soup
[Get the Recipe Here](#)
- Healthy Lunches
[Get the Recipe Here](#)

Contact Us:

OHR Leadership

Angela Revels, Assistant Vice Chancellor for Human Resources, angela.revels@uncp.edu
Donna Strickland, Deputy Chief HR Officer, donna.strickland@uncp.edu
Nicolette Campos, Director of Employee Relations and Workforce Development, nicolette.campos@uncp.edu
Rhonda Locklear, Human Resources Manager, rhonda.locklear@uncp.edu

Benefits Team

Nicole Snipes, HR Consultant (Benefits Manager), nicole.snipes@uncp.edu
Kelley Koch, HR Specialist (Benefits), kelley.koch@uncp.edu
Paula Peterson-Cambell, HR Specialist (Personnel Actions, Time & Leave Reporting), paula.peterson@uncp.edu
Debbie Chaves, Technology Support Analyst (HRIS, Reporting and Employee Self Service), debbie.chaves@uncp.edu

Employee Relations and Workforce Development Team

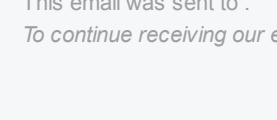
Sheila Hardee, HR Consultant (Employee Relations and Training), sheila.hardee@uncp.edu

Employment Team

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Becky Thompson, HR Consultant (Classification and Compensation), becky.thompson@uncp.edu
Sarah Hunt, HR Specialist (Temporary Agency Employment), sarah.oxendine@uncp.edu
Kasey Jones, HR Specialist (Adjunct, Temporary & Student Employment), kasey.jones@uncp.edu



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