AWARE Volume 2, Issue 4

UNC PEMBROKE OFFICE OF HUMAN RESOURCES

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

– Maya Angelou

HR Spotlight

Message from Kasey Jones

Human Resources Specialist

Hello BraveNation!

My role as HR Specialist primarily includes the areas of Student, Temporary and Adjunct Employment and support for Electronic Personnel Action Forms (EPAF). The Office of Human Resources (OHR) is currently in the process of finalizing EPAF for Student and Temporary Employment. All student and temporary contracts will now be submitted via EPAF through BraveWeb. This will replace all paper contracts submitted to the OHR for processing, except for the Work Study and Hawk Assistant contracts. The submission process for the Work Study and Hawk Assistant contracts will remain the same. Within the EPAF system, once a contract has been submitted for processing, you can track the approval flow and determine when the contract has been approved and applied. EPAF will help ensure a more efficient and accurate contract process.

EPAF Training

An email regarding training has been provided to the divisional executive assistants and should be distributed with each department. To request EPAF training contact me directly at 910.521.6764 or **kasey.jones@uncp.edu** as soon as possible. You will need to complete the training and you can be included to the EPAF system for use prior to the start of the fall semester.

I look forward to working with you all!

Have you recently received your Degree or earned a Certification?

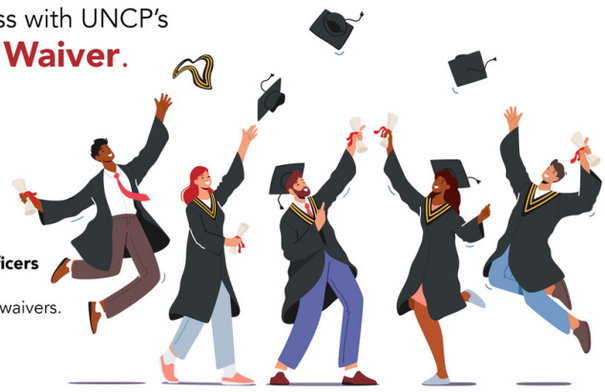
If you have recently received your bachelor's, master's or doctoral degree, please notify the Office of Human Resources know to update your educational credentials.

Contact Kelley Koch at **kelley.koch@uncp.edu** or 910.775.4046 for more information.

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** for more information.

This publication is available in alternative formats upon request. Please contact the Accessibility Resource Center, Oxendine Administrative Building, Room 110, or call 910.521.6695.

UNC PEMBROKE

Division of Information Technology

The Division of Information Technology offers professional development opportunities that explore diverse technologies to enhance instructional activities and daily operations. These rich media offerings are typically produced in short segments under 10 minutes so that the user can view specific tasks or topics. Braves Tech Tips are geared toward students. Tech Tuesday offerings are longer, more thorough sessions that may cover a variety of topics and typically last 30 minutes.

View video recordings for your desired platform and topic.

[Click Here](#) to see all of the training opportunities DoIT has to offer!

IR staff Aaron Pathripala will offer an online training session on how to access and use UNCP dashboards to get information related to enrollment, such as:

- Track Daily Application/Admissions/Enrollment for new students
- Enrollment trend and analysis
- Retention rates, persistent rates, graduation rates and attrition rates
- Time-to-degree
- Others

Webex link:
https://uncp.webex.com/webappng/sites/uncp/dashboard/pmr/aaron.pathripala

Dasboard link:
https://www.uncp.edu/resources/institutional-research/university-dashboards

Time: 1-2 p.m., July 25, 2023

IR staff Terry Kim will offer an online training session on how to use the major functions in Excel to gather information related to enrollment, such as:

- Career Level
- Classification
- Major/department/college
- Concentration
- Gender, Race/Ethnicity

Webex link:
https://uncp.webex.com/webappng/sites/uncp/dashboard/pmr/kwangho.kim

Time: 11 a.m.-12 p.m., July 25, 2023

Equal Employment Opportunity & Diversity Fundamentals (EEODF)

In accordance with the North Carolina general statute 126.16.1, all managers and supervisors are mandated to attend EEODF training coordinated through The North Carolina Office of State Human Resources (NC OSHR) within one year of their appointment. This training addresses EEO law compliance and issues of workplace diversity in state government and focuses on developing awareness and building skills to be used on the job to assist managers and supervisors in understanding important employment discrimination laws that impact day-to-day managerial decisions. Case studies and other activities are used to learn how to apply the laws' principles to create fair, equitable, and inclusive work environments. The skills taught in EEODF enable university managers and supervisors to address complex diversity issues in a legally compliant manner.

Attendees must complete a series of online modules prior to attending the training session. It is important to ensure you have at least two (2) weeks to complete the modules, prior to enrolling in the class. Modules cannot be completed the day before the training. You may access NC OSHR's online learning management center via **https://ncgov.csod.com/client/ncgov/default.aspx**. NOTE: All online modules and the assessment must be completed **before** you have the option to register for an available classroom session. You will not be admitted to a classroom location without completing all learning objects.

UNCP's Office of Human Resources will provide multiple opportunities to participate and register in a one- day EEODF training session from 8:30 a.m.-4:30 p.m. offered on the following dates:

- Monday, August 21, 2023
- Tuesday, August 29, 2023
- Tuesday, October 24, 2023
- Tuesday, December 12, 2023

Each session will be held at the Office of Regional Initiatives, 115 Livermore Drive, Pembroke, and is limited to 25 participants.

If you are a UNCP manager or supervisor and have not yet completed the EEODF training, please take the time to review this information and give yourself at least two (2) weeks to complete the required modules. If you have difficulty creating an account in the OSHR portal, please contact Sheila Hardee at 910.521.6587 or via **Sheila.hardee@uncp.edu**.

Equal Employment Opportunity and Diversity Fundamentals (EEODF) Training.

If you have completed this training at another institution or agency, please forward your certification to the Office of Human Resources at your earliest convenience.

We appreciate your support and assistance with complying with this NC OSHR mandate.

Things to Do

54th Lumbee Homecoming - June 30-July 8, 2023 - **Click Here** for more information

Strike at the Wind! - July 21-22 at 7:30 at GPAC. Tickets are $10 each. **Click Here** for ticket information.

Julian T. Pierce 10th Annual Memorial Art Dinner - August 5 at 6 p.m. in the Jones Auxiliary Gym. **Click Here** for ticket information.

State Employees Credit Union Members - Enjoy discounted tickets at the following theme parks this summer! **SECU_ThemeParkFlier.pdf**. **Click Here** to access your member portal.

NC Blackberry Festival - Downtown Lenoir, NC - July 14-15 - **Click Here** for more information

North Carolina Peach Festival - Candor, NC - July 14 at 7 p.m. - **Click Here** for more information

NC I Love Food & Sweets Festival - Wilmington, NC - July 15-16 - **Click Here** for more information

Blues Festival 2023 - Southern Pines, NC - July 15 - 12:30-11:30 p.m. - **Click Here** for more information

Gears and Guitar Music Festival - Winston-Salem, NC - August 4-6 - **Click Here** for more infomation

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The Givens Performing Arts Center

The Givens Performing Arts Center (GPAC) announces the 2023-2024 Professional Artist Series, featuring show-stopping entertainment for the whole family. **Click Here** to read more about the 2023-2024 season.

All employees with valid UNCP ID may purchase two subscriptions at the faculty/staff rate. Subscriptions may be purchased by payroll deduction. **Click Here** for the Faculty/Staff Payroll Deduction form.

Please visit uncp.edu/ERC for more information.

EHRA-Non Teaching Performance Appraisal Cycle

UNC Pembroke's commitment and practice is to provide timely performance feedback, *at least* annually, to each employee classified as "Exempt from the State Human Resources Act" (EHRA) non-teaching to help ensure effective work efforts and to focus on the continued successful achievement of the university's mission, values and goals. All supervisors, managers, and leaders **are required** to complete annual performance appraisals for EHRA non-teaching employees for the appraisal period of **July 1, 2022 through June 30, 2023.**

All appraisals are to be completed online via: **https://jobs.uncp.edu/hr/login**

Note: All employees should click the link (in blue font) above the two login boxes.

For system navigation instructions and for assistance with the evaluation cycle, please refer to our video tutorials at the link below:

uncp.edu/facultystaff/human-resources/talent-management-and-development (located below the SkillSoft information).

Please submit final evaluations **no later than Friday, August 11, 2023.**

Your initial work plans **(step 1) for the 2023-2024** evaluation cycle will also be due in the online system by July 31, 2023, with supervisor approval (step 2) and employee acknowledgment (step 3) due by **August 11, 2023.** Completing these steps will assist your employees by outlining their roadmap of goals for the new cycle and alleviate challenges with the system at the end of the year.

Thank you in advance for your immediate attention and if you have any questions or concerns, please contact Dr. Nicolette Campos at ext. 4341 or Sheila Hardee at ext. 6587.

Remember to File Your Wellness Benefits

Starting January 1, 2023, participants of the

NCFlex **Accident** and **Critical Illness** Plans (administered by Voya) became eligible for a wellness benefit. This benefit is payable once per year, per covered person for completing an eligible health screening test. The deadline to file a wellness claim through Voya is six months after the screening or at the end of the plan year, whichever is later.

If you participate in *both* plans, you can receive a wellness benefit from each for the same screening! **Learn more about eligible screenings and how to file a claim here.**

The NCFlex **Cancer** Plan (administered by Allstate) also has a **wellness benefit**, payable once per year, per covered person. Allstate's wellness benefit does not have a filing deadline. Non-University employees can access their Allstate account under "Quick Links" in the **eBenefits platform**. Anyone can access their account by visiting **www.allstatebenefits.com/mybenefits**.

Some screenings may overlap all three plans (Critical Illness, Accident and Cancer), meaning you could potentially have a wellness benefit from all three plans if enrolled.

Reach out to **ncflex@nc.gov** with any questions.

Get Ready to Walk with Ease

Mark your calendars! Registration for the Walk with Ease program begins on Monday, July 10, 2023. Offered in partnership with Healthy Aging NC, this program provides tools and techniques to build and maintain a successful walking program and is a great warm up for our upcoming fall **Miles for Wellness** challenge. Open to all North Carolina state employees, the first 500 people to register will receive a free guidebook to help them on their walking journey.

Register for Walk with Ease on July 10

Learn More About Healthy Aging NC Programs

Sensible Savings Session Webinars

NCFlex, in partnership with the State Retirement System, State Employees Credit Union and Empower Retirement (State 401(k)/457), is offering a series of free financial and retirement planning webinars for State of North Carolina employees.

Learn how to make the most of your finances and resources during one of our Sensible Savings Sessions. Topics Include:

- NCFlex Benefits
- Financial Wellness with NCSECU
- TSERS State Retirement Planning
- State NC 401(k) and 457 Retirement Plans with Empower (formally Prudential)

The sessions are being offered on two different dates, please use the links below to register or you can visit the **Sensible Savings Sessions page**.

July 13, 9 a.m.-12:30 p.m.

July 27, 1-4:30 p.m.

Retirement is about more than just savings. **Click here** to check out CAPTRUST's brief video with tips on things to keep in mind as you approach your retirement planning.

CAPTRUST

No matter our career path, we all want to plan for the future to get the most out of our retirement. **Click here** for strategies that can help.

Many individuals today are concerned about inflation and its impact on their ability to reach their goals. **Click here** for things you can do to reduce the sting.

Click on this image to get the answers to these questions and more.

I'm thinking I may be ready to retire soon. Where do I start?

Can I contribute more than 6% to my mandatory retirement plan (TSERS or ORP)?

I was reviewing my ORP account and noticed my account doesn't reflect that I am vested. I have been with the UNC System more than 5 years. Is something wrong?

Staff Senate Announces Employees of the Month, April and May and Team of the Quarter, 1st Quarter 2023

Christine Bell
The Graduate School

Penny Oxendine
James B. Chavis Student Center

Derrick Locklear — Police and Public Safety

Christine Jones — Operations & Maintenance

UNC PEMBROKE STAFF SENATE

2023 Team of the Quarter

1st Quarter

Dr. Irene Pittman Aiken

Christine Bell

Janetta Cheek

Gary Locklear

Shenna Christian

Diana Jade Stapleton

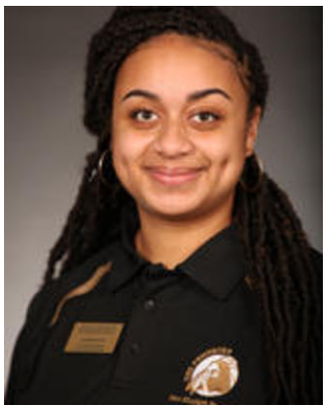
Staff Senate Endowed Scholarship Announces the 23/24 Winners!

Mya Liles - Mary Livermore Library

Roselee Hunt - Student Accounts

Jasmine Toles - TRIO Programs

CONGRATULATIONS!



UNCP's Sandy Jacobs earns national Spirit of Democracy award

Sandy Jacobs, director of Community and Civic Engagement at UNC Pembroke, is being recognized nationally as the 2023 Spirit of Democracy Award recipient for his commitment to improving the community through community service and service learning.

Read more: https://www.uncp.edu/news/uncps-sandy-jacobs-earns-national-spirit-democracy-award

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UNCP professor leads middle school team to

National Science Olympiad

When she's not in the classroom, UNC Pembroke computer science professor Cynthia Zhang is busy inspiring future college students.

Read more: https://www.uncp.edu/news/uncp-professor-leads-middle-school-team-national-science-olympiad

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UNCP's Ed Hunt completes elite Leadership NC program

Ed Hunt, the sustainable agriculture coordinator with the Thomas Entrepreneurship Hub at UNC Pembroke, recently completed Leadership North Carolina (LNC)—the state's premier leadership engagement program.

Read More: https://www.uncp.edu/news/uncps-ed-hunt-completes-elite-leadership-nc-program

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New Employees

May, June and July 2023

Academic Affairs

Tyler Smith - Academic Advisor - Center for Student Success

Keayon Thomas - Academic Advisor - Center for Student Success

Chenoa Chavis - Retention Specialist - Center for Student Success

Halona Hunt - Retention Specialist - Center for Student Success

Sonny Walton - Academic Advisor - Center for Student Success

Brent Locklear - Academic Advisor - Center for Student Success

Megan Smith - Student Success Advocate - Department of Social Work

W. Todd Robertson - Faculty - Kinesiology

Erica Love - Administrative Support Associate - Undergraduate Admissions

Elizabeth Wilkerson - Thomas Center Executive Director - School of Business

Allison Cummings - Administrative Support Associate - School of Business

Chancellor's Office

Dr. Jess Boersma - Chief of Staff and Vice Chancellor of Strategic Initiatives

Raymond Gilbert Jr. - University Program Associate - Global Engagement

Finance & Administration

Marissa Paige Sealey - Accountant I - Controller's Office

Student Affairs

Anthony Hunt - Student Services Specialist - Basic Needs Grant in Student Affairs

Amy Cox - Staff Psychologist/Counselor - Counseling and Psychological Services

Jordan McRae - Residence Life Coordinator - Housing & Residence Life

Briana Harris - Residence Life Coordinator - Housing & Residence Life

2023 Retirement Celebration

UNC Pembroke honored 25 retirees at the Retirement Celebration held on April 11, 2023.

Click Here to see the list of all retirees recognized.

New Employee Onboarding

- Monday, July 17 and Tuesday, July 18
- Monday, August 7 (New Faculty Onboarding)
- Monday, August 21 and Tuesday, August 22
- Tuesday, September 5 and Wednesday, September 6

Bi-weekly Leave Reports Due by 12 Noon

- Monday, July 17
- Monday, July 31
- Monday, August 14
- Monday, August 28
- Monday, September 11th

Monthly Leave Reports Due by 11:59 p.m.

- Monday, July 31
- Thursday, August 31

Braves Kickoff 2023

August 8-10

The theme this year is "We Launch Dreams." Braves Kickoff two-day event with flexibility to select a schedule that meets your department's needs.

Tuesday, August 8 - Divisional and departmental meetings

Wednesday, August 9 - Braves Kickoff Main Event held in the Givens Performing Arts Center

Thursday, August 10 - Divisional and departmental meetings

More information to come!

[Grilled Shrimp with Chili Cocktail Sauce]

[Grilled Chicken Breasts with Spicy Peach Glaze]

[Spring Garden Potato Salad]

[Healthy Snacks]

[Healthy Lunches]

Health & Nutrition

The Tools You Need Today

Stress is an inevitable part of life, but it doesn't have to take over. Taking care of yourself can go a long way in managing stress and preventing burnout. In the resources below, you can explore various self-care techniques to help you relax, recharge and boost your overall well-being. From simple practices like breathing and meditation, to more indulgent activities like stretching, getting a massage, or even taking a vacation, there are a variety of ways to incorporate self-care into your daily routine.

Self-Care for Stress Relief Building Exercise Into a Busy Schedule

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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

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Employee Relations and Workforce Development Team

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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.hunt@uncp.edu

Kasey Jones, HR Specialist (Adjunct, Temporary & Student Employment), kasey.jones@uncp.edu

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