



HR Spotlight

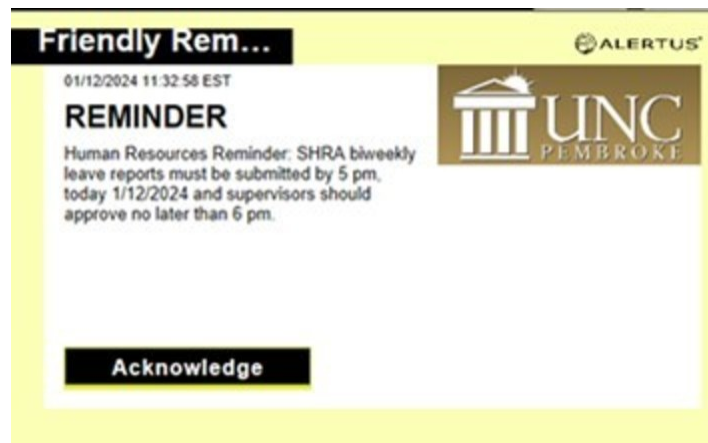
Paula Peterson-Campbell

As an HR specialist with the Benefits team, I support the Office of Human Resources with the processing of employee personnel actions as well as time and leave actions. I bring 16 years of human resources experience to this role.

With the new year upon us, it's a great time to log into **BraveWeb** and review your employment and job-related information, including leave balances, on your **Employee Dashboard**. As you begin your review and planning, here are a few items of information that will assist you.

- The leave roll process should be completed by mid-February. This means that if you had a vacation balance over 240 hours (prorated based on your appointment type) on December 31, 2023, the excess hours will be transferred to your sick leave balance.
- You will start the new year with 24 hours of community service leave (prorated based on your appointment type) and eight hours of personal observance leave to exhaust in 2024.
- The **Full Leave Balance Information** link provides access to your detailed leave information, where you can view your current leave balances and find detailed leave information for prior years.
- The **Pay Information** link provides access to your pay stubs, direct deposit information and deductions history. *Review your notice of deposit each month for accuracy!*
- The **Benefits link** provides access to view your current benefits summary, current enrollment and beneficiaries and/or dependents. *Review your benefit deductions to confirm the benefits you selected during open enrollment for 2024 are reflected correctly.*

It is important to be aware of your leave report submission and approval deadlines. To assist you with this task, the Office of Human Resources has posted the 2024 leave report calendars on the OHR website at <https://www.uncp.edu/facultystaff/human-resources/banner-hr>. The OHR processing deadlines for each monthly payroll period are provided on the **2024 Monthly Payroll Calendar**. Additionally, this month OHR implemented a pop-up notification on your office telephone and computer to remind you of upcoming leave report deadlines.



Need Assistance?

Leave report tutorials are available on the OHR website at <https://www.uncp.edu/facultystaff/human-resources/banner-hr>. These tutorials are great and an 8-10-minute reminder on how to complete or approve leave reports. If you have any questions or for additional assistance, feel free to call or email me at 910.521.6767 or paula.campbell@uncp.edu.



2024 Benefit Reminders

State Health Plan

Any benefit election you made during Open Enrollment for the State Health Plan takes effect on January 1, 2024. **Remember to review your most recent pay deposit to**

ensure that the plan you elected corresponds with the deductions. Deductions for health care are withheld one month in advance of the coverage effective date (December deductions pay for January coverage).

- The State Health Plan will **only** issue new ID cards to those participants who made a change to their medical coverage for the 2024 plan year.

View your State Health Plan benefit on e-Benefits via BraveWeb using your UNCP Credentials.

Coming soon! The State Health Plan Third-Party Administrator will switch to Aetna effective January 1, 2025.

NCFlex and University Benefits

- Any benefit elections you made during Open Enrollment for NCFlex and the University benefits programs take effect on January 1, 2024.
- **Remember to review your pay deposit** (January 31) to ensure that the benefits you elected correspond with the deductions.

View your NCFlex and University Benefits on Empyrean via BraveWeb using your UNCP credentials.

Retirement Programs

2024 Contribution Limits

- The limit on contributions to a 403(b)/401(k) plan for 2024 is \$23,000. If you are over the age of 50, or will turn 50 by December 31, 2024, you are eligible for an additional \$7,500 catch-up contribution.
- The limit on contributions to a 457(b) plan for 2024 is also \$23,000. If you are over the age of 50, or will turn 50 by December 31, 2024, you are eligible for an additional \$7,500 catch-up contribution.
- Employee contributions to a 403(b) and 401(k) plan are combined together when determining your maximum contribution; however, employees can maximize saving opportunities by contributing to a 457(b) plan. Amounts contributed to a 457(b) plan are not combined with your 403(b) and/or 401(k) contributions when determining your maximum contribution limit.



Enhancements to Your UNC System Retirement Program – Coming Soon!

- Last September, we announced the University selected TIAA as our single retirement program recordkeeper for the UNC Retirement Plans – ORP, 403(b) Plan and the 457(b) Plan. With this change, you will soon have a more simplified experience to help you meet your individual retirement goals and needs.
 - You’ll receive more information at your home address in the coming weeks explaining the changes, steps you can take and key dates. Please review the information carefully.
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2024 UNC System Employee Engagement Survey

ModernThink will partner with the UNC System and launch the fourth cycle of the employee engagement survey tentatively scheduled on or about March 25, 2024!



New Employees

November 27th, January 2nd and January 16th

Academic Affairs

Nikolay Patrov - Assistant Professor - Philosophy and Religion

Bryan McLeod - Assistant Professor - Economics, Marketing, Entrepreneurship and Analytics

Srilekha Dodda - Lecturer - Mathematics and Computer Science

Tracy Mulvaney - Dean - School of Education

Enrollment Management

Beverly Woods - Administrative Support Associate - Office of Admissions

Shayla Locklear- Administrative Support Specialist - Office of Admissions

Jordan Majette - Assistant Director of Admissions - Office of Admissions

Jasmine Jacobs - Assistant Director of Admissions - Office of Admissions

Tonya Mitchell - Student Services Specialist - Office of Financial Aid

Lorie Pierce - Student Services Specialist - Office of Financial Aid

Finance & Administration

Andrea Deese - Building Environmental Services Technician - Facilities Operations & Maintenance

Carol Bullard - Building Environmental Services Technician - Facilities Operations & Maintenance

Lexus Locklear - Building Environmental Services Technician - Facilities Operations & Maintenance

Traci Locklear- Building Environmental Services Technician - Facilities Operations & Maintenance

Jeremiah Chavis - Building Environmental Services Technician - Facilities Operations & Maintenance

Clenny Jones - Building Environmental Services Technician - Facilities Operations & Maintenance

Nicholas Strong - Building Environmental Services Technician - Facilities Operations & Maintenance

Kevin Cummings - Building Environmental Services Technician - Facilities Operations & Maintenance

Sabrina Chavis - Building Environmental Services Technician - Facilities Operations & Maintenance

Melanie Dial - Assistant Director Financial Planning for Auxiliary Services - Office of Financial Planning and Analysis

Cecil Locklear - Technology Support Technician - DoIT

Kimberly Stafford - Controller - Office of the Controller

Student Affairs

Tamala Lewis - Associate Director of Experiential Learning - Career Services

Kristina Khamidullina - Administrative Support Associate - Student Conduct



RETIREES

Mary Parker - 9 Years

Facilities Operations & Maintenance

Abdul Ghaffar - 20 Years

Campus Engagement & Leadership

Mickey Hunt - 20 Years

Police & Public Safety

Irina Falls - 23 Years

Inclusive Education Department

Derrick Locklear - 30 Years

Police & Public Safety

Felicia Scott - 39 Years

Department of Chemistry & Physics





Dr. Kelly Ficklin receives Outstanding Allyship Award

UNC Pembroke Associate Professor Dr. Kelly Ficklin is the 2023 Outstanding Allyship Award recipient.

Read More:

<https://www.uncp.edu/news/dr-kelly-ficklin-receives-outstanding-allyship-award>



Online Employment System

Welcome to the Online Employment System (OES) for UNC Pembroke. Using this system, you can search and apply for EHRA Faculty, EHRA Non-Faculty, SHRA Staff, and Temporary positions. You may attach cover letters, resumes/curriculum vitae, as well as other requested documents to your online application and save your application. You may apply for multiple postings and track the status of the positions that you have applied for online.

Online Employment System Login:



Senior Leadership

[Apply Now!](#)



Applicant Site Login

[View Available Opportunities!](#)



Hiring Manager Site Login

[Log in Here!](#)

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GPAC

Givens Performing Arts Center

Start the spring semester off right by joining us for the following shows:

- Smokey and Me - January 19
- Sofia Philharmonic Orchestra - January 31
- STOMP - February 5
- The String Queens - February 28

For more information and ticket prices, please [Click Here](#).

(REMIX): DOMESTIC MATERIALITY

Place:
A.D. Gallery
Department of Art
Locklear Hall
University of North Carolina
at Pembroke
Pembroke, NC 28372

Exhibition Dates:
January 8 - February 23, 2024

Reception:
Friday, January 12, 2024
from 12 - 2 p.m.
with Artist Talks and Q&A



Artists:
Carson Whitmore
Dominique Muñoz
John Felix Arnold
Rebecca Pempek
Matthew Troyer
Mark Anthony Brown Jr.
Molly English
Vera Weinfield

Curated by:
Jessica Dupuis &
Martin Wannam



THE A.D.
GALLERY



THE UNIVERSITY
OF NORTH CAROLINA
AT CHAPEL HILL



COLLEGE OF ARTS AND SCIENCES
Art and Art History

For more information about the gallery and exhibition, visit
<https://www.uncp.edu/departments/art/ad-gallery>

For more information about the gallery and exhibition, [Click Here](#).



New Employee Onboarding

Monday, February 5 and Tuesday, February 6

Monday, February 19 and Tuesday, February 20

Monday, March 4 and Tuesday, March 5

Bi-weekly Leave Reports Due by 12 Noon

- Monday, January 29
- Monday, February 12
- Monday, February 26
- Monday, March 11

- Monday, March 25

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

- Wednesday, January 31
 - Thursday, February 29
 - Thursday, March 28
-



Eat Smart, Move More, Weigh Less!

(Members Enrolled in the 70/30, 80/20 PPO Plans & HDHP)

Eat Smart, Move More, Weigh Less is a 15-week online weight management program that uses strategies proven to work for weight loss and maintenance. Classes are held online with a live registered dietitian nutritionist (RDN) instructor and are accessible on a computer or mobile device.

State Health Plan and Blue Cross NC members are eligible to participate at no cost with the voucher code GNC2024. For more information and to register for an upcoming class, please visit esmmweighless.com.

Start your healthy journey and sign up for a class today!

[Turkey Skillet Recipe](#)

[Shaking Portobello Mushrooms](#)

[A Med-Inspired Vegetarian Wrap](#)

[Healthy Snacks](#)

[Healthy Lunches for Winter](#)

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](#)



Contact Us:

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