

Business Managers Meeting; 3.18.2014
EPA STAFF Transition (to-date)

Ann Duplessis / Dawn Tench

The transition will involve phases of adjustments—the largest one involving the hiring of Ann Duplessis to manage all EPA Staff hiring as an HR/Business Affairs division staff member.

Minor process adjustments are inevitable for the first six months and up to a year as we all experience different instances of consultations, submitting paperwork and securing department and division approvals, and learning to make on-line requests through People Admin 7.

Process reminders:

1. “Establish Position” – Your materials go direct to HR/Ann in the following instances --
 - a. PERMANENT FT EPA Staff;
 - b. TEMP EPA Staff budget.

2. “Establish Position” as new-- and hiring vacant positions.
Your BD607 goes direct to OAA/Dawn, who will forward it to Ann--
 - a. FT EPA Staff with a BUDGET request requires OAA division approval. Submit your BD607 upfront when establishing a new position and for any revisions when filling a vacant position.

3. “Separations” of FT EPA Staff
 - a. Complete/email the on-line “Notice of Separation” Form and a scan of the resignation letter to HR/Eric Lanier. ‘CC’ that email to Ann Duplessis and Ellen Keidel, see -- <http://hr.uncc.edu/forms/benefits>
 - b. The Separating Employee will receive an email from HR reminding them to go to HR/Eric Lanier for a benefits exit interview.
 - c. Ellen Keidel will complete a PD7 to stop payroll and secure the signature for OAA division approval.