

Board of Trustees
November 16, 2012

11:00 am – 1:00 pm
Alumni-Foundation Event Center

Human Resources Committee



North Carolina Agricultural and Technical State University

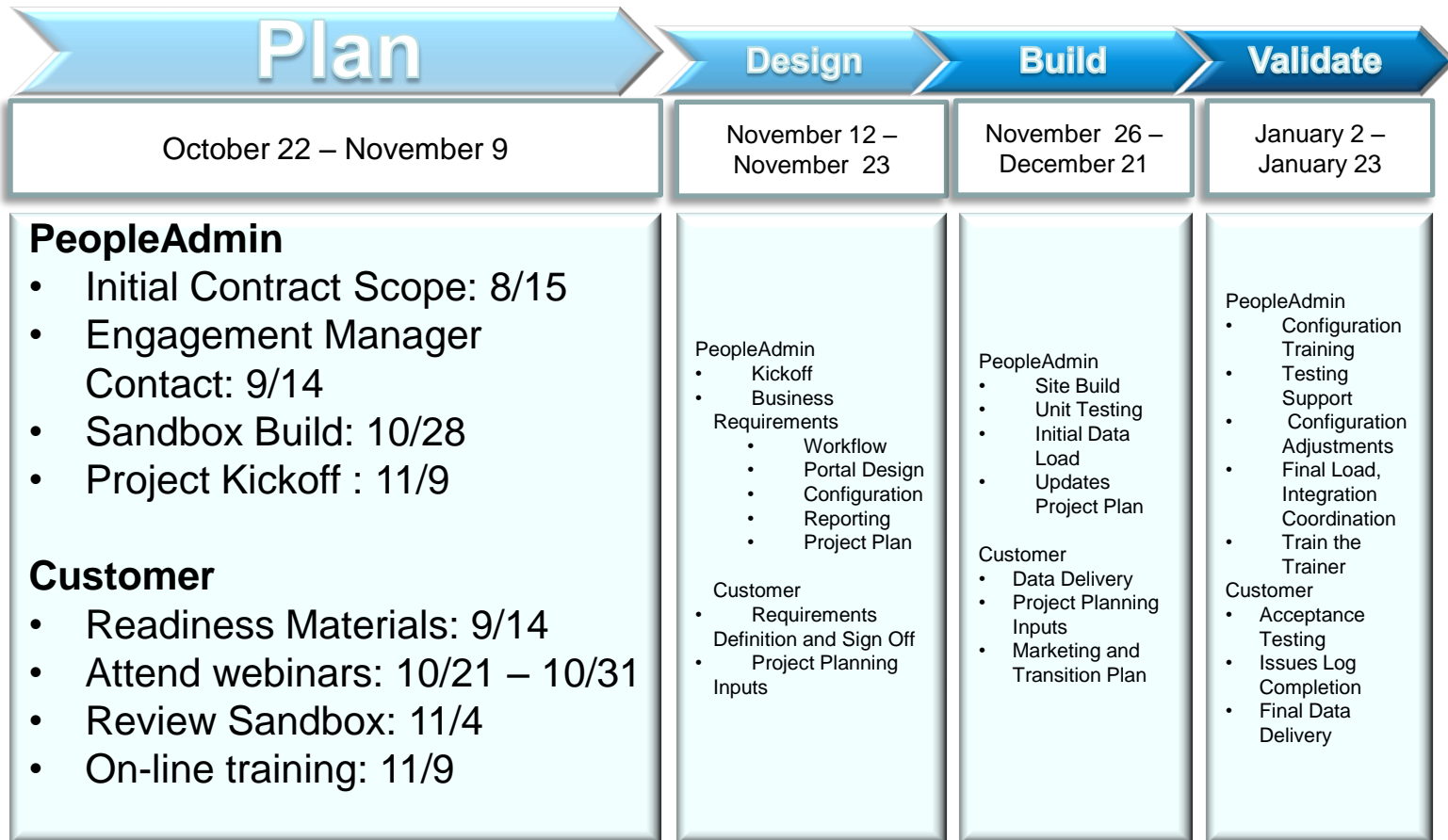
PeopleAdmin Implementation Update



North Carolina Agricultural and Technical State University

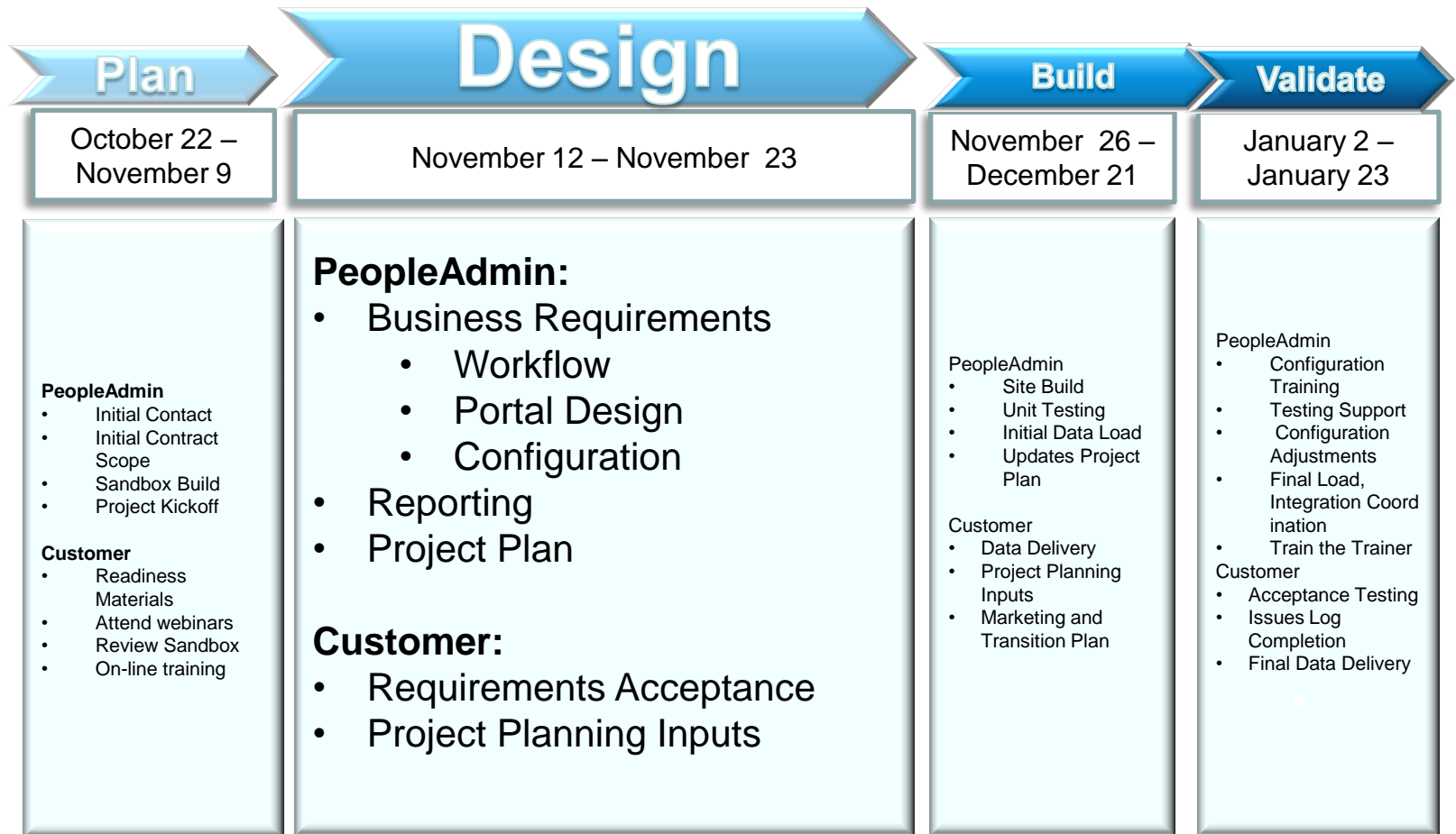


Implementation Plan Methodology Overview



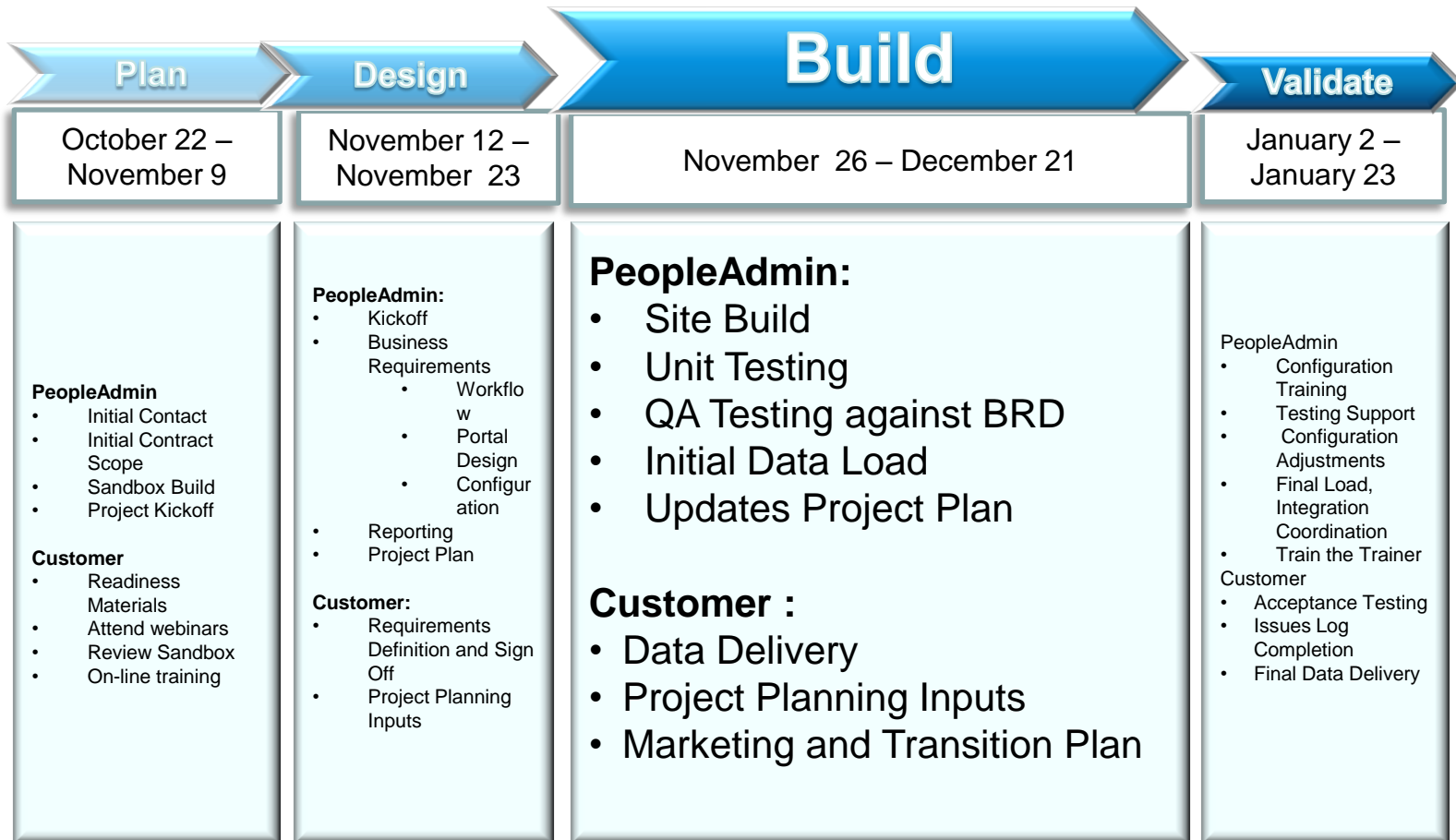


Implementation Plan Methodology Overview



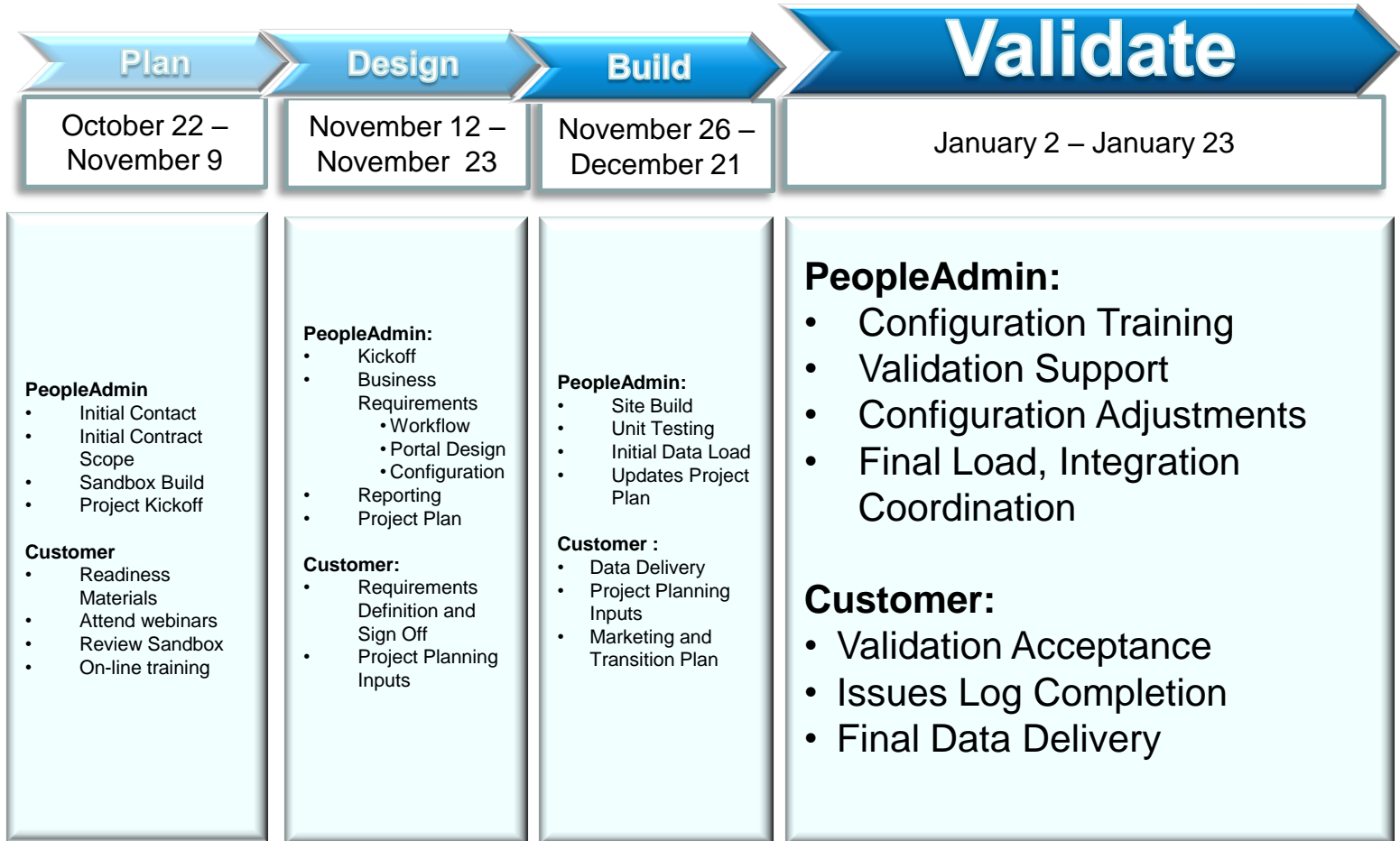


Implementation Plan Methodology Overview



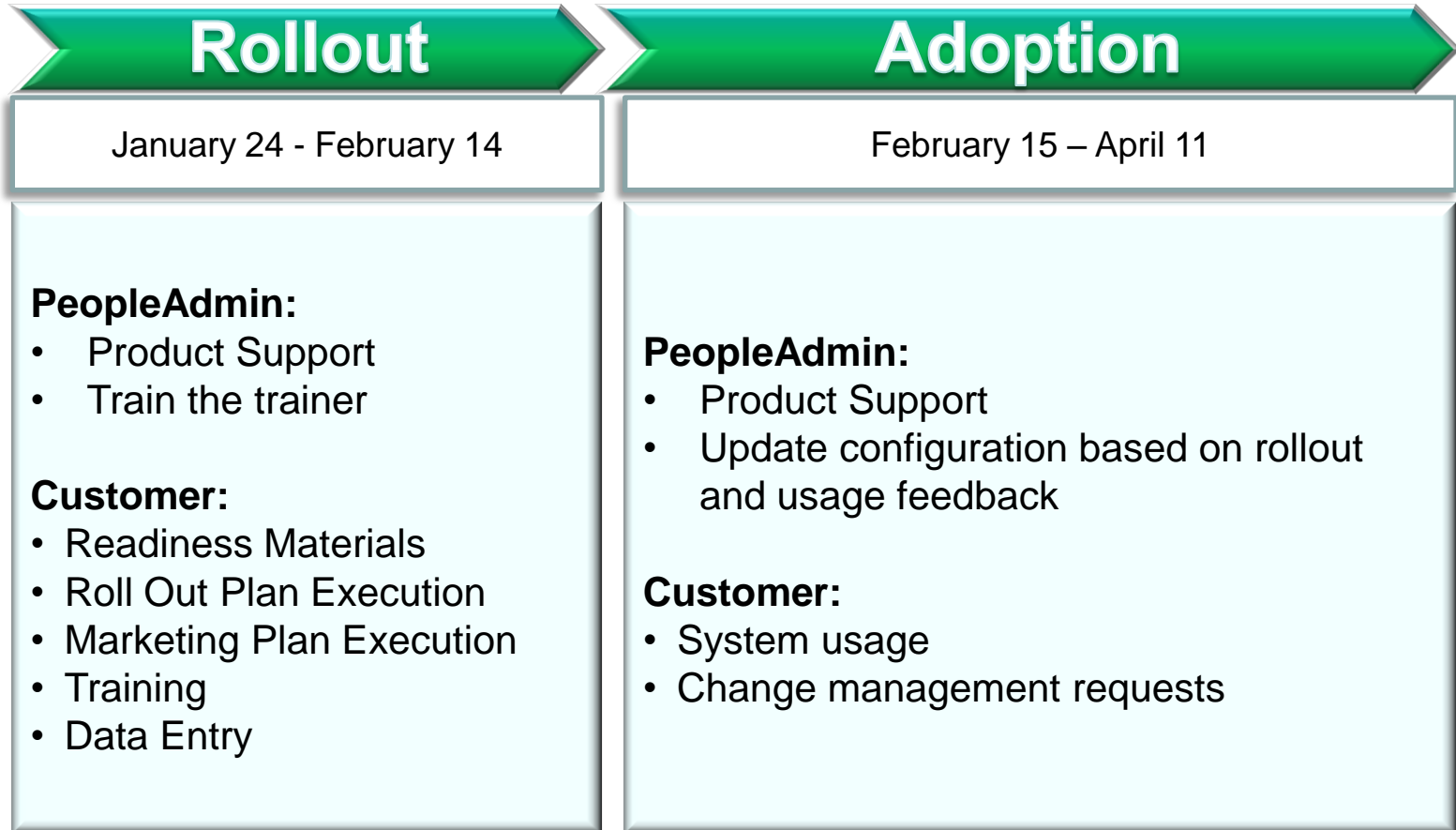


Implementation Plan Methodology Overview



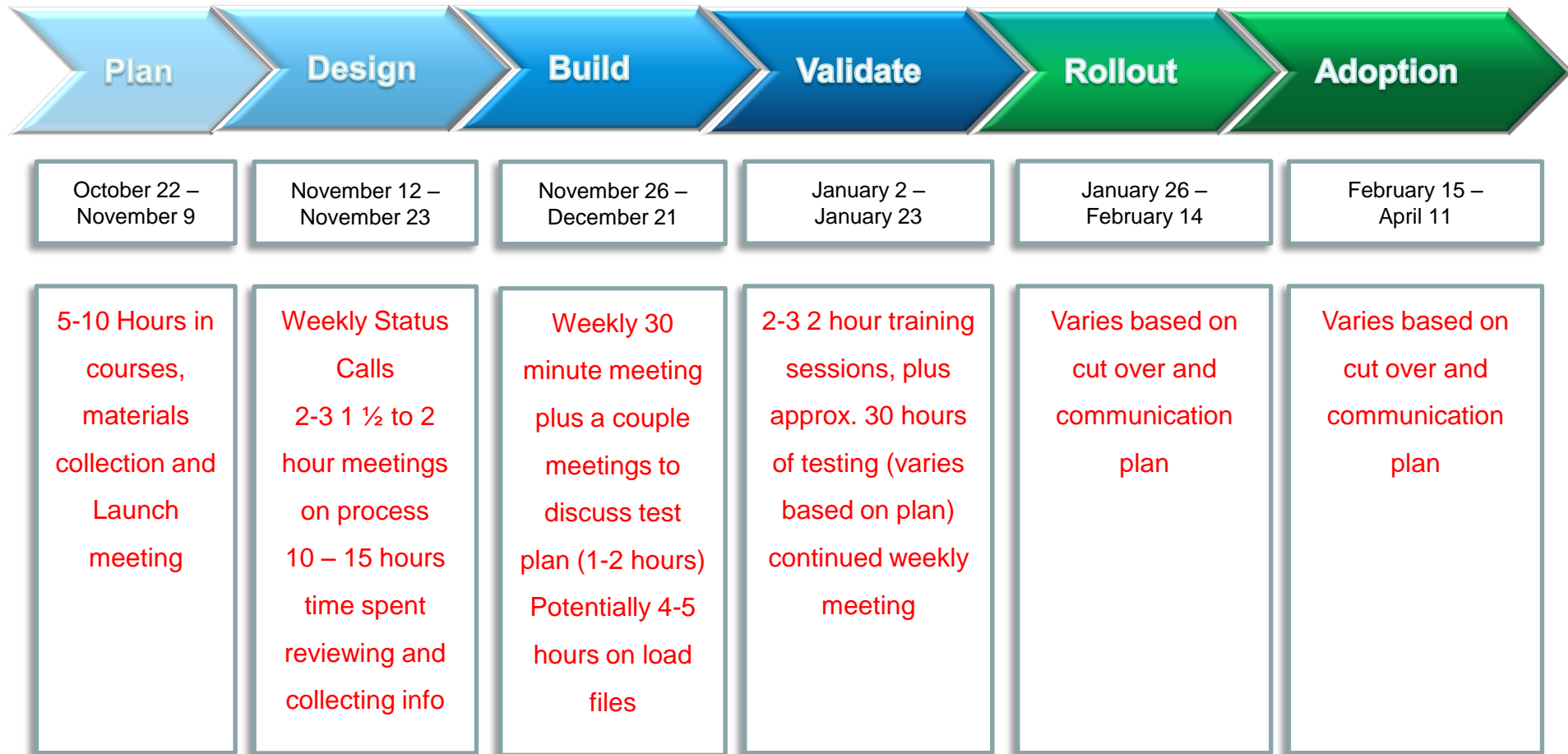


Implementation Plan Methodology Overview





Time Commitments



Banner HR/Payroll KPI Compliance



North Carolina Agricultural and Technical State University



Banner HR/Payroll KPI Compliance

Preeminence 2020- Strategic Goal 6: Achieve Excellence in Academic and Operational Efficiency and Effectiveness

Assessment of Current Environment

1. The need to improve monthly Key Performance Indicators (KPI's) related to the three issues specified for required monthly reporting to the UNC –General Administration FIT team. Monthly KPI percentages for % of paper timesheets and leave reports processed and % of eligible timesheets approved after the cutoff have consistently been below requirements and declining since initial reporting began with the July payroll.
2. Non-compliance with timesheet, leave reporting, and personnel action authorization form submission and approval deadlines occur consistently from the same areas of campus, and in most cases, from the same individuals each month with no consequence issued.
3. DHR and Payroll Office staff can no longer continue to engage in manual processes to resolve payroll issues resulting from non-compliance to payroll deadlines.
4. The need for all managers and supervisors to understand they are responsible and will be held accountable for the management of work time, leave reporting, and the processing of personnel actions for their employees.



Banner HR/Payroll KPI Compliance

Preeminence 2020- Strategic Goal 6: Achieve Excellence in Academic and Operational Efficiency and Effectiveness

Compliance Plan

- Template letters developed to create alignment with the performance management process
 - » 1st “offense” letter communicates the requirement that a documented action plan for preventing recurrence of non-compliance submitted by the area responsible to the Division of Human Resources (DHR)
 - » 2nd “offense” letter escalates the non-compliance to the appropriate level of executive leadership within the area responsible (Vice Chancellor, Dean, etc.)
 - » 3rd “offense” letter represents a Notice of Counseling for Unsatisfactory Job Performance Memorandum issued by supervisor (copy sent to Provost / Vice Chancellor and Director of Employee Relations and Affirmative Action Officer)

Workforce Planning and Development



North Carolina Agricultural and Technical State University



Workforce Planning and Development

Preeminence 2020 – Strategic Goal 1: Intellectual Climate: Create an intellectual climate that encourages the creative exchange of ideas and increases the quality of the professional environment.

Division of Human Resources Objective: (1) Implement campus-wide recruitment and retention strategies aligned with university workforce plan. (2) Implement consistent, campus-wide performance management processes and professional development programs.

Performance Management

A. Leadership Development:

- » Re-energize the Mandatory Supervisory Management Training Program
- 1. Performance Management Cycle
- 2. Diversity / Inclusiveness
- 3. Service-Oriented Culture
- 4. Divisional Organizational and Competency Assessment

B. Tools / Resources

1. Review and potentially revise the new EPA performance tool to expand application to "all" University Administrators
2. Supplement the SPA plan to enhance expectations and performance goals
3. Review and revise all job descriptions in a standard format with current requirements



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Succession Planning

1. Develop University "Succession Planning" Model
2. Develop and facilitate management / supervisory training and support resources
3. Integrate Succession Planning and Performance Management Process



Questions?