



**HR Liaison Meeting Minutes  
September 1 & 2, 2009  
EUC Maple Room**

**Alan Bridge** welcomed the attendees.

**John Comer, Christy Avent, and Stacy Kosiak** from Intercollegiate Athletics presented the various options available for purchasing tickets to 2009-10 UNCG athletic events; and detailed the history of athletics at UNCG. Questions about UNCG athletics were asked of the group. Those who were called upon and answered correctly were given UNCG athletics t-shirts. For more information, go to the UNCG Spartans website at [www.uncgspartans.com](http://www.uncgspartans.com).

**Deb Carley** announced the following:

- Faculty and Staff Blue & Gold Picnic to be held by the fountain on Friday, October 16th
- Spartan Step (*Striving to Eliminate Pounds*) – six departmental teams have signed up for the weight loss challenge: Human Resource Services, University Teaching and Learning Center, Student Affairs, Student Health, Safety, Graduate School

**T. C. Nordan**, Payroll Office, reminded the group of the following payroll information:

- Check the Banner HR website for updated deadlines for time entry, leave reporting, EAFs, etc.
- Submit Payroll Liaison information on this form:  
<http://fsv.uncg.edu/payroll/hrpayrollliaison.pdf>
- Update payroll (PY) addresses in UNCGenie
- Direct Deposit has been mandatory since 7/1/07

**Alan Bridge** communicated information from Skip Capone, University Counsel, advising the group of the UNCG Contract Review and Approval policy ([http://its.uncg.edu/Policy\\_Manual/Contract\\_Approval/](http://its.uncg.edu/Policy_Manual/Contract_Approval/)) which only gives certain people authorization to sign contracts and requires all agreements to be reviewed and approved by University Counsel's office. Click Wraps (<http://www.uncg.edu/ucn/clickwraps/>) and Undergraduate Flat Pays are also legally binding agreements which require review and approval.

**Alan Bridge** reviewed updated budget information:

- Furlough language is in the budget bill, but is not likely to be approved for UNCG
- Voluntary RIFs attracted a few interested employees
- Budget plan has been signed by Governor Perdue and submitted to President Bowles for approval

**Alan Bridge** discussed documents which were distributed to the group:

- August 14 Memo from State Budget Director  
(<http://fsv.uncg.edu/budgetcentral/OSBMMemoAug19.pdf>)
- August 26 Memo from State Budget Director and Director of Office of State Personnel  
([http://www.osp.state.nc.us/hr/memos/2009%20-2011%20Budget%20Appropriations%20Bill%20Final\\_08-26-09%20\(3\).pdf](http://www.osp.state.nc.us/hr/memos/2009%20-2011%20Budget%20Appropriations%20Bill%20Final_08-26-09%20(3).pdf))
- Chancellor Brady Guidelines on Travel and Compensation  
(<http://fsv.uncg.edu/budgetcentral/chancellormemo82509.pdf>)

**Alan Bridge** adjourned the meeting.

Minutes submitted by: Betty Betts