





DON'T MISS THE 30 DAY DEADLINE.

BLUE ESSENTIALS:

Some of the most important things to learn in a new workplace are the basics: How do you get computer access? What's your work address and phone number? You will have these memorized soon enough, but for now, record those important items here for future reference.

THESE ACRONYMS, AND MANY MORE, ARE DEFINED AT [NEW.UNC.EDU/GLOSSARY](https://new.unc.edu/glossary)

PERSON ID (PID):

ONYEN (ONLY NAME YOU'LL EVER NEED):

SORT IT OUT:

EMAIL ACCOUNT:

WORK ADDRESS:

CAMPUS BOX:

WORK PHONE:

30-DAY BENEFITS ENROLLMENT DEADLINE:

60-DAY RETIREMENT ENROLLMENT DEADLINE:

HR REPRESENTATIVE:

IT ASSISTANCE:

OTHER:

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Your Journey Starts Here

We're thrilled that you have chosen to join one of the top public research universities in the United States. Working at Carolina is an adventure and a privilege, and means more than simply having colleagues and coworkers. Joining UNC-Chapel Hill means becoming a member of the Carolina family.

HERE'S A QUICK INTRODUCTION TO CAROLINA BLUE:

CAROLINA BLUE IS THE COLOR OF COMMITMENT:

No matter what role you have on campus, we're all here to fulfill the University's mission of teaching, research and public service. And we do that with a focus on innovation, inclusion and integrity. Across campus, your new colleagues are tackling a range of challenges and seizing opportunities to make a positive contribution every day. This university makes a tremendous difference in people's lives – across North Carolina and around the world. That's because of the commitment of our students, faculty and staff, always striving to improve.

CAROLINA BLUE IS THE COLOR OF SO MUCH OPPORTUNITY:

You're now part of a thriving, exciting place to work. We hope you'll become involved with the many activities on campus and the wide variety of resources, programs and events that can jumpstart your connection to Carolina.

CAROLINA BLUE IS THE COLOR OF KNOWING WHAT'S IMPORTANT:

The information in this booklet, as well as the new.unc.edu website and your new employee workshop, will introduce you to Carolina – including policies, services and benefits that will be important during your employment. Please take some time to familiarize yourself with these resources and prepare yourself for a successful employment experience.

If you need more detailed information about any of these topics, talk with your supervisor or HR representative, explore our website or contact the Office of Human Resources (OHR) for assistance.

We're proud to be part of this great institution, and hope you take pride in being associated with Carolina as well. Welcome to Carolina Blue!



8TH

AMONG RESEARCH UNIVERSITIES FOR FEDERAL FUNDING (\$585.8 MILLION)
DEVOTED TO RESEARCH AND DEVELOPMENT IN ALL FIELDS

First Things First

IMPORTANT POLICIES AND EMPLOYMENT INFORMATION

Just like any other workplace, the University has policies and procedures that govern your employment and the work you do on campus. The most important of these policies are available directly from the [new.unc.edu](https://www.unc.edu) website (see the Policies and Resources tab). You're expected to review these policies as you begin your employment. If you have questions about any of these, talk with your HR representative.

All University policies that affect you are available from policies.unc.edu, our consolidated policy website.

You should also become familiar with your job category, because it makes a difference in how certain policies apply to you. All University employees are known as either SHRA or EHRA. Both relate to the State of North Carolina Human Resources Act, and define the different kinds of employment at UNC-Chapel Hill. SHRA employees are Subject to the Human Resources Act, and are commonly known as "staff" employees. EHRA employees are Exempt from the Human Resources Act and are

further divided into the following: EHRA Faculty (professors, assistant professors, instructors, etc.) and EHRA Non-Faculty (including Senior Academic and Administrative Officers, research and instructional employees).

PAYCHECKS

Your job category also determines your pay cycle. SHRA employees are paid on a bi-weekly basis, while EHRA employees are paid on the last business day of each month. You can find the calendar that shows paydays for your job category at payroll.unc.edu. All Carolina employees are paid by payroll deduction.

PARKING, TRANSPORTATION AND FINDING YOUR WAY AROUND CAMPUS

As you learn your way around campus, maps.unc.edu will be a handy resource. Use the search function to find parking areas; specific buildings by name; accessible entrances, walkways and services; construction detours; and public transit information.

Parking on campus is limited, and each department has its own guidelines on

parking eligibility. Your supervisor or your department's parking coordinator will help you get a permit or find an alternative option. Permit costs are based on a sliding scale according to your salary, and are automatically deducted from your paycheck.

If parking is not available or you choose not to buy a permit, there are multiple options. Park and ride lots, free Chapel Hill Transit buses, ridesharing, and other commuter alternatives are readily available. Most of campus is easily accessible for bicycle riders as well.

STAYING SAFE

Our most important responsibility is keeping our campus and everyone on it safe. One of the best ways to do that is to be prepared. Visit police.unc.edu/carolinasafe to learn about a variety of resources and information available to keep Tar Heels safe on and off the job.

NEARLY
\$1 billion

REACHED IN ANNUAL RESEARCH EXPENDITURES AT CAROLINA



We recommend you register for Alert Carolina, which is the University's notification system in the event of an emergency. Registration will push alerts to your cell phone as text messages, so you'll be informed.

BENEFITS AT CAROLINA

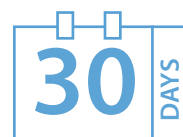
As a University employee, you have access to a variety of benefit plans that promote health and wellness, help you build financial resources for retirement and even expand your education.

We offer all the benefit plans you expect from a leading employer—health insurance, dental insurance, life insurance, both mandatory and supplemental retirement plans, and a variety of other programs that can be valuable for your specific needs.

In general, you will have **30 calendar days** from your first day of work to enroll in most benefits plans. You'll have **60 days** to enroll in a mandatory retirement program and long-term disability plan. Once this deadline

passes, it's too late unless you have a qualifying family status change – so make sure you enroll on time!

We understand that making benefits decisions can sometimes be overwhelming. Information about all our benefits plans, enrollment instructions, and tools to help you make the best decisions for your situation are available at new.unc.edu/benefits.



TO ENROLL

YOUR JOURNEY STARTS HERE



Community service leave is a leave option that allows you to use paid time for certain volunteer activities. This means you will have paid time available to support community service volunteer activities for non-profit organizations, volunteer in a school, and participate in teacher conferences and other school-sponsored activities.

LEAVE TIME AND HOLIDAYS

Carolina offers a variety of leave programs to help you do everything from refresh and renew to help with volunteer efforts. You earn vacation leave and sick leave on a set schedule each month, depending on your employee type and length of service. You will also have many other leave programs available, such as community service leave, military leave, and family illness leave. To find out more, visit <https://hr.unc.edu/benefits/leave-holidays/>.

By state law, employees receive 12 paid holidays per year. The University's holiday calendar is available at new.unc.edu.

To maximize energy conservation during Winter Break, the campus typically closes for the last week of the calendar year.

Because we only have 12 paid holidays available, you will need to use at least one day of leave to be paid for the entire Winter Break closing. The days when you

must use leave are listed on the holiday schedule as University Closed Days.

Your supervisor will let you know if your position has different requirements.

TAR HEEL PERKS AND DISCOUNTS

Working at Carolina gets you more than a paycheck. Expand your horizons through a variety of discount programs that provide you access to some of the region's best arts and entertainment, intercollegiate athletics action and others. Check the OHR website for information on discounted and free athletics tickets, payroll deduction for computer purchases, discounts at local restaurants, and much more.

TRAINING AND PROFESSIONAL DEVELOPMENT

All employees are required to take

certain training programs, including workplace safety and unlawful discrimination and harassment.

Depending on your role, you may have other training requirements. The Office of Human Resources also offers several free professional development opportunities designed to develop and enhance essential workplace skills and increase job effectiveness.

Class schedules are available at [hr.unc.edu/\[link\]](https://hr.unc.edu/[link]). Subjects range from interpersonal skills, to project management, to management and leadership topics. Training time is generally considered work time with your supervisor's approval. Check with your supervisor to help guide you on required and recommended courses.

CREATED 21 NEED-BASED UNDERGRADUATE AWARDS AND GRADUATE FELLOWSHIPS IN 2016
NAMED AFTER NOTEWORTHY "FIRSTS" TO HONOR THOSE FROM VARIOUS BACKGROUNDS THAT
MAKE UP OUR RICH CAROLINA COMMUNITY



LEARN ABOUT THE UNIVERSITY

ABOUT THE UNC SYSTEM AND THE UNIVERSITY

As an employee of the University of North Carolina at Chapel Hill, you're part of one of America's leading public research universities and the flagship institution of the University of North Carolina system. Carolina prides itself on a strong, diverse student body, academic opportunities not found anywhere else, a value unmatched by any public university in the nation, and a faculty and staff community that is the foundation of our academic excellence.

UNC-Chapel Hill is one of the 17 constituent institutions of the University of North Carolina system. Headquartered just off campus

in Chapel Hill, the system office (known as General Administration, or GA) directs 16 public universities and the NC School of Science and Mathematics. The system is overseen by the UNC Board of Governors (appointed by the NC General Assembly), as well as the UNC system president and other senior administrative officers.

Like our sister institutions, Carolina has its own Board of Trustees that oversees our operations, with specific responsibilities and duties vested in the Chancellor, the Executive Vice Chancellor and Provost, and the various deans and vice chancellors of the University, who lead Carolina's academic schools

and administrative divisions.

The University of North Carolina at Chapel Hill was the nation's first state university to open its doors and the only public university to award degrees in the 18th century. Authorized by the state Constitution in 1776, the University was chartered by the NC General Assembly Dec. 11, 1789, the same year George Washington was inaugurated as president.

The University's beginnings are celebrated annually each Oct. 12 on University Day, with a celebration recognizing faculty, staff, alumni and students.

UNIVERSITY MISSION

ORGANIZATIONAL STRUCTURE





The University's mission is based on Carolina's guiding principles of teaching, research and public service. No matter your role, you – and all of us – are here to carry out this mission.

The University of North Carolina at Chapel Hill, the nation's first public university, serves North Carolina, the United States and the world through teaching, research and public service. We embrace an unwavering commitment to excellence as one of the world's great research universities.

Our mission is to serve as a center for research, scholarship and creativity and to teach a diverse community of undergraduate, graduate and professional students to become the next generation of leaders. Through the efforts of our exceptional faculty and staff, and with generous support from North Carolina's citizens, we invest our knowledge and resources to enhance access to learning and to foster the success and prosperity of each rising generation. We also extend knowledge-based services and other resources of the University to the citizens of North Carolina and their institutions to enhance the quality of life for all people in the State.

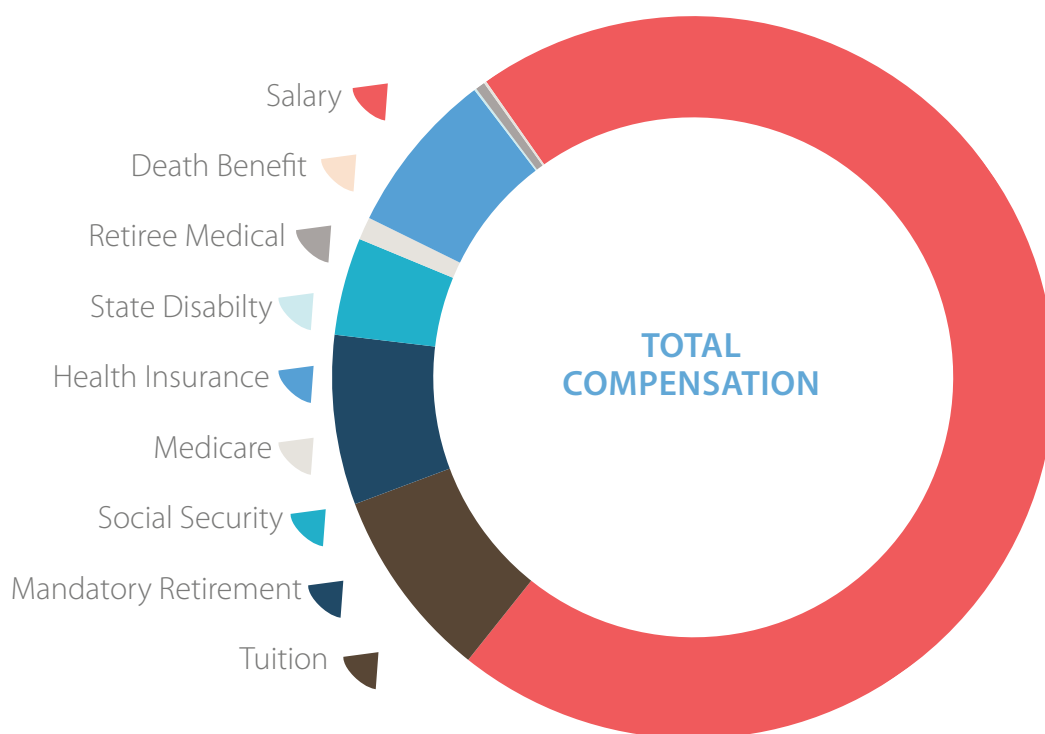
With lux, libertas — light and liberty — as its founding principles, the University has charted a bold course of leading change to improve society and to help solve the world's greatest problems.

DIVERSITY AND INCLUSION

At Carolina, diversity and inclusion is all about building understanding across differences, creating conditions to ensure the equitable educational and social benefits of diversity, and cultivating an inclusive and supportive environment for undergraduate students, graduate and professional students, faculty, and staff – where every person feels valued and has an opportunity to add value. While we are all unique – with varying backgrounds, abilities and beliefs – together we are all Tar Heels and all of us are crucial to the success of our campus community.

To learn more about related organizations, events and resources on campus, visit

diversity.unc.edu/campus-resources.



FACTS AND FIGURES

UNC-Chapel Hill is regularly listed prominently in national rankings for categories including academic quality, affordability, diversity, engagement, sustainability and international presence. Carolina offers bachelor's, master's, doctoral and professional degrees in academic areas critical to North Carolina's future through its 15 schools and the College of Arts and Sciences. The University also has 11 administrative divisions that oversee all the functions needed to run an organization that's really a small city – from an airport to a power generating plant, housing and meals, and so much more.

WANT TO KNOW MORE?

We've all been there – it's easy to feel overwhelmed during your first few weeks in a new position.

(could we have the following in a matrix with department, what they do and website?)The Welcome to Carolina Blue website at new.unc.edu is a great resource for new employees. Look there for handy checklists covering through your first year at Carolina, benefits videos, convenient links to campus resources like parking and transportation, and much more.

The Office of Human Resources website at hr.unc.edu has more in-depth benefits information, wellness and work/life resources, and important employment policies.

Send any specific benefits questions to benefits@unc.edu. If you have other questions, email hr@unc.edu and we'll personally help connect you with the appropriate resources.



NAMED TO THE 2015 PRESIDENT'S HIGHER EDUCATION COMMUNITY SERVICE HONOR ROLL;
DURING 2014-2015, STUDENTS, FACULTY AND STAFF ENGAGED IN 1.08 MILLION HOURS OF
PUBLIC SERVICE

Carolina has its own special language. Soon, you'll be using these terms along with everyone else – but until then, here's a guide to especially significant acronyms, words and phrases. A longer, more comprehensive list is available at new.unc.edu/glossary.

THE LANGUAGE OF CAROLINA

ALERT CAROLINA: The University's notification process for emergencies or urgent situations. Depending on the situation, alerts are provided by email, text message or sirens located around campus. You are strongly encouraged to sign up for text message alerts at alertcarolina.unc.edu.

CONNECTCAROLINA: The University's system of record for student, finance and human resources information. ConnectCarolina also offers self-service functions for viewing your paystub, training registration, benefits enrollment and more.

EHRA: Employees who are Exempt from the (State) Human Resources Act. These employees are members of one (or both) of the following groups: EHRA Faculty (professors, assistant professors, etc.) and EHRA Non-Faculty (including Senior Academic and Administrative Officers, research, and instructional employees).

EHS: The University's Environment, Health and Safety department, responsible for oversight of safety issues at the University, including safety training for all employees.

FLSA (EXEMPT AND NON-EXEMPT):

The Fair Labor Standards Act is a federal law that governs the way SHRA employees are paid for work – either on an hourly or salaried basis. The FLSA divides positions into two groups – those that are exempt from the act (salaried, do not earn overtime), and those that are non-exempt (hourly paid, earn overtime if worked).

GENERAL ADMINISTRATION:

The UNC System office, also known as GA, which oversees all the constituent institutions of the University of North Carolina system. General Administration is located just off campus in Chapel Hill.

HR REPRESENTATIVE: Liaisons between individual departments, schools or divisions and the Office of Human Resources. Along with supervisors, HR representatives are generally one of the first stops for employees with questions about HR issues.

ITS: The University's Information Technology Services department, responsible for computer and network operations.

NCFLEX: A group of state-provided benefits for all employees, including dental, vision, cancer and critical illness insurance and flexible spending accounts, among other benefits.

NON-FACULTY: A designation for EHRA employees who are not members

of the faculty. The term "non-faculty" is also occasionally used as a collective term referencing all employees who are not faculty, including SHRA (staff) employees and EHRA non-faculty employees.

OHR: The University's Office of Human Resources, the central Human Resources organization for non-faculty employees for UNC-Chapel Hill.

ONECARD: The official University identification card, which may also be used for building access and purchases at University dining operations.

ONYEN: Only Name You'll Ever Need, or your computer identification at the University. You will use it to gain access to various electronic resources on campus. For security reasons, your Onyen password must be changed every 90 days.

ORP: The University System's Optional Retirement Program, available to all University employees. This is a defined contribution plan, so payouts at retirement are based on the performance of investments you choose.



OSHR: The Office of State Human Resources, an agency that oversees personnel policies and programs for SHRA employees throughout the state. The Office of Human Resources at the University is granted authority by OSHR to administer these policies.

PID: Person ID, a nine-digit number given to each employee when they are hired and each student when they begin their Carolina career. This is your individual identification number and is used wherever possible instead of your Social Security number.

SHP: The State Health Plan, the state-provided health insurance for all state and University employees.

SHRA: Employees who are Subject to the Human Resources Act, commonly known as “staff” employees.

TIM: Time Information Management, the University’s electronic work time and leave use recordkeeping system. SHRA non-exempt (hourly paid) employees use TIM to track both time and leave; SHRA exempt (salaried) and EHRA employees are required to track only their leave in TIM.

TSERS: The Teachers’ and State Employees’ Retirement System, the state’s defined benefit retirement system open to all State employees. Payouts at retirement are based on years of service, age and your average final compensation.

UNC-CHAPEL HILL: The shorter

term referencing the University of North Carolina at Chapel Hill, one of the 17 constituent institutions of the University of North Carolina system.

UNC SYSTEM: The 16 state universities in North Carolina, as well as the North Carolina School of Science and Mathematics. UNC General Administration (GA) provides administrative governance for the system, with the oversight of the UNC Board of Governors (BOG).

SPECIAL BENEFITS TERMS

As you sign up for your benefits, here are some helpful terms to know:

COINSURANCE: The percentage of costs of a covered health care service you pay (20%, for example) after you’ve paid your deductible. Let’s say your health insurance plan’s allowed amount for an office visit is \$100 and your coinsurance is 20%.

- If you’ve paid your deductible: You pay 20% of \$100, or \$20. The insurance company pays the rest.
- If you haven’t met your deductible: You pay the full allowed amount, \$100.

COPAYMENT: A fixed amount (\$20, for example) you pay for a covered health care service after you’ve paid your deductible.

DEDUCTIBLE: The amount you pay for covered health care services before your insurance plan starts to pay. With a \$2,000 deductible, for example, you pay the first \$2,000 of covered services yourself.

PREMIUM: The amount you pay for your health insurance every month. In addition to your premium, you usually must pay other costs for your health care, including a deductible, copayments, and coinsurance. If you have a Marketplace health plan, you may be able to lower your costs with a premium tax credit.

PREVENTIVE SERVICE: Routine health care that includes screenings, check-ups, and patient counseling to prevent illnesses, disease, or other health problems.

QUALIFYING LIFE EVENT (QLE): A change in your situation — like getting married, having a baby, or losing health coverage — that can make you eligible for a Special Enrollment Period, allowing you to enroll in health insurance outside the yearly Open Enrollment Period.



UNC
HUMAN RESOURCES

Workforce Strategy, Equity, and Engagement Division

Office of Human Resources
University of North Carolina at Chapel Hill
104 Airport Drive | Campus Box 1045
Chapel Hill, NC 27599

STAY IN TOUCH:
new.unc.edu

