ADMINISTRATION

- Office of Human Resources Organizational Chart
- Office of Human Resources At-A-Glance Index
- ASK Chief Hill Employee Resource
- HR Customer Service Survey

BENEFITS & HR SERVICES

- Save the Dates – 2022 Open Enrollment (October 11 – 29, 2021)
- Open Enrollment 2022: Get a jump start on your Tobacco Attestation between July 1 – November 30, 2021 (See OHR CC Email Communication July 23, 2021)
- Notice of Employee Separation Form 50
- Tuition Waiver Application Form for Faculty and Staff

CLASSIFICATION & COMPENSATION

- PeopleAdmin Training - Basic Level 7 (See OHR CC Email Communication July 23, 2021)
- Organizational Chart Standards and Structure
- Office of State Human Resources (OSHR) Compensation
- UNC System Human Resources

EMPLOYEE RELATIONS

- ComPsych Employee Assistance Program
- Performance Management
- EEO-AA Medical Release Authorization and Documentation of Disability Form
- EHRA Non-Faculty Grievance Filing Form
- SHRA Initial Grievance Filing Form
- EEO and Employee Relations Complaint Form
EMPLOYMENT

Reminder: The following salary actions (increments) are temporarily frozen: additional duties, reclassifications, pre-emptive (e.g., speculative) retention, labor market, equity, and SHRA employee competency assessments, regardless of funding source until a new State Budget is adopted by the General Assembly.

PeopleAdmin Contacts: (ARMO) Faculty: Lora Cunningham (OHR) EHRA Non-Faculty: Benita Quick and (OHR) SHRA: Maria Byrd
- NCCU Hiring Guidelines (See OHR Email Communication August 3, 2021)
- EHRA and SHRA Employment Overview
- NCCU University Compliance Payroll Schedule
- Employee/Independent Contractor Determination Checklist

EQUAL EMPLOYMENT OPPORTUNITY

- Commitment to Equal Employment Opportunity
- EEO Plan 2020-2021
- EEO Informal Intake Complaint Form
- EEO Requirement Guidelines for EHRA Search Processes

HRIS & SALARY ADMINISTRATION

- Employee Salary Actions to Banner Employee Data Entry – Sharon Brinson
- HR DataMart Employee and Position reporting – Melanie Griffin
- University Employee and Position Data reporting – Melanie Griffin

PAYROLL

Payroll Department Digital Migration
OHR Payroll is actively engaged in reviewing and reducing our paper footprint and gradually transitioning to electronic entry of employee information in Banner SSB. Stay tuned for more regarding this transition.

2021 Payroll Schedules
- Bi-Weekly Employee Timesheet Payroll Schedule
- EHRA Fulltime and SHRA Exempt Employee Leave Report Schedule
- Law Enforcement Employee Leave Report Schedule
- SHRA Subject Leave Report Schedule

POLICY & COMMUNICATION

- 2021 Holiday Schedule
- Office of Human Resources Policies
- Office of Human Resources Website (Home Page)

TRAINING

- Checklist for Onboarding New Faculty and Staff
- 2021 Hiring Proposal and New Employee Orientation Schedule
- NCCU Campus-Wide Training and Development Catalog
- NCCU Listens Form

WE HOPE YOU FIND THESE INFORMATIONAL NUGGETS BENEFICIAL NCCU EMPLOYEES!