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| **HR Rep Onboarding Outline** **for Managers** |
|  | **Time** | **Topic** | **Content** | **Facilitator** | **Location** |
| **Monday** | 8:30-12:30 | NEO | New Employee Orientation (new employees only) |  |  Via Zoom |
|  | 1:30-5:00 |  | Office orientation Get parking pass Get OneCardReview online HR toolkit**\*\*HR Officers need to ensure ONYEN, Service permit and gate pass\*\*** |  | Employee’s worksite |
| **Day 1 (Tuesday)** | Review any time before starting CBT’s | Welcome and HR at UNC overview | Overview of HR organization @ UNC | Presentation included in email | Remotely |
| **Policy I** | (same) | Classification & Compensation Policy | * Understand role of central C&C
* Understand the range structure of career banding and the allowable pay rate ranges
* Differentiate a complete job description from a poor job description
* Review “Rainbow form”
* Awareness of special pay (travel time, on-call, etc)
 | Presentation included in email | Remotely |
|  | (same) | Employment & Staffing Policy | * Understand role of central E&S
* Understand importance of compliance
* I-9 compliance
* Writing compliant posting text
* Recruiting from diverse populations
* Clarifying differences of employee types (EHRA, SHRA, Unpaid interns, volunteers, visiting scholars)
* Learn process to be on a search committee
 | Presentation included in email | Remotely |
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|  | 10:00-11:30am11:30am-4:30pm | *Kick-Off*ConnectCarolina HR System and Computer Based Training (CBT) | CBT* CC101 Intro to ConnectCarolina -30min
* HR Overview -30min
* CC101 Chartfields -30min Quiz (must pass quiz)
 | **Facilitator will contact your employee for further instructions for Days 1-3****NOTE:****Employee must be available all 3 days** | Remotely |

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| **Day 2 (Wednesday)** | 8:30am-4:30pm | ConnectCarolina HR System Computer Based Training (CBT) Continuation | CBTPart I* Introductions & Recap
* Understanding Job Data
* Add/Update Position
* Introduction to ePARs
* Create a Position Without Funding
* Closing Part II
* Introductions
* Approvals
* Hire SHRA, Hire Faculty, Transfer, Secondary Job
* Job Change
* Closing
 |  | Remotely |
| **Day 3 (Thursday)** | 8:30am-4:30pm | ConnectCarolina Actions for HR Representatives Training class*-CAPSTONE* | Part III: PREREQUISITE: Funding Swap CBT and Lump Sum Payment CBT* Introductions
* Employment Status Change, Return from Leave, Terminations
* Lump Sum Payments (stipends, overload payments, effective dating)
* Funding Swaps, PAAT
* Closing Part IV
* PREREQUISITE: Affiliate CBT
* Introductions
* Grand Finale Practice
* Wrap-Up (Q&A, Help Desk, Resources)

**Capstone** – This is a second set of employee and position exercises that each attendee must complete after the initial set of exercises that gives them additional experience working in the various ePar (personnel transactions).  In essence, it is a knowledge validation exercise that is presented via scenarios where the attendees must determine the ePar to use with the details that are provided.   |  | Remotely |
| **1 Month****Policy II** | Review anytime  | Equal Opportunity & Compliance Policy | Understand role of central EOCOverview of resources | Presentation included in email | Audio Webinar |
|  | 9:00am-10:35am | Employee & Mgmt. Relation Policy | Understand role of central E&MROverview of resources | Presentation included in email | Via Zoom |
|  | 10:45am-12:15pm | Benefits, Leave Administration & Total Wellness Policy | Understand role of central BenefitsOverview of resources | Presentation included in email | Via Zoom |

 *3.1.24*