The Old Well, one of the most iconic features on campus, is widely used as the symbol of the University. It's a meeting place, a photo backdrop, and — legend has it — drinking from it is a sure way for students to get a 4.0.
We’re thrilled that you have chosen to join one of the top public research universities in the United States. Getting started at Carolina can be overwhelming, so we hope you will use this guide to help you find your way. Welcome to the Carolina family.
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 our students, faculty and staff are committed to continuous improvement.

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 the Welcome to Carolina Blue orientation, 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 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!

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.
About the UNC System and the University

You’re now 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. The system office 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 other senior administrators.

UNC-Chapel Hill is regularly listed prominently in national rankings for categories such as academic quality, affordability and access, diversity, engagement, and sustainability. The University offers bachelor’s, master’s, doctoral and professional degrees through its 15 schools and the College of Arts and Sciences. Carolina 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 much more.

The University is also widely known as 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, Carolina was chartered by the NC General Assembly in 1789, the same year George Washington became president.

We celebrate our beginnings every Oct. 12 on University Day with a convocation recognizing faculty, staff, alumni and students.
Carolina is a large campus with a lot going on. Here’s some details about your new workplace to help you start your journey on the right foot.

**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. These are available directly from the new.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, talk with your HR representative.

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.

**SHRA** employees are Subject to the State Human Resources Act and are commonly known as “staff” employees. **EHRA** employees are Exempt from the State Human Resources Act and are further divided into **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 direct deposit.

**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; gender-neutral restrooms; and public transit information.

Campus parking is limited, and each department has its own guidelines on parking eligibility. Check with your supervisor or your department’s parking coordinator for information on getting a parking permit or finding 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, you have plenty of 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.

We recommend you register for Alert Carolina, the University’s emergency notification system. By registering, you’ll receive alerts as text messages on your cell phone, so you’ll be informed in the event of an emergency.
The benefits of being a Carolina employee come in many forms. UNC-Chapel Hill offers competitive pay and benefits, along with free professional development opportunities, the chance to extend your education, and paid leave for volunteer or military service.

In addition, faculty and staff can enjoy campus activities, performing arts events, and Carolina’s renowned athletics teams for free or a discounted price.

Your UNC OneCard also gives you access to our world-class libraries, dining discounts, and low-cost membership to on campus gym facilities.

You’ll also find committed colleagues, exceptional students and the pride of being part of the Carolina community.

See hr.unc.edu/benefits for more information or follow the hashtag #UNCjobperks on our social channels.
GO TAR HEELS!

Carolina staff and faculty can purchase reduced-price season and individual game tickets for men’s basketball and football and can attend other sporting events for free with a OneCard.
We understand that making benefits decisions can sometimes be confusing. 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.

**Benefits at Carolina**

We offer all the benefit plans you expect from a leading employer—health insurance, dental insurance, life insurance, both mandatory and supplemental retirement plans, flexible spending accounts 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 life event – so make sure you enroll on time!
LEAVE TIME AND HOLIDAYS
Carolina offers a variety of leave programs. You earn vacation 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.

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 have 12 holidays available, you may need to use at least two days 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.

WORK/LIFE AND WELLNESS
The University offers a variety of programs focused on helping you balance the responsibilities of your work and personal life. Ensuring work/life balance starts with offering exciting and meaningful career opportunities – matched with opportunities to grow personally, spend time with friends and family and explore life.

Programs include child and elder care resources, flexible work arrangements and educational assistance.

hr.unc.edu/benefits/work-life

The University’s wellness program, Total WellBeing | Head. Heart. Heels., offers a holistic approach to employee wellness. Resources are promoted in three areas:

mental wellbeing (stress and time management, financial planning, etc.);
biological wellbeing (health screenings, support for chronic conditions);
and healthy lifestyle (nutrition, fitness, community involvement, etc.).

Each school and division has the opportunity to participate in the University’s Wellness Champions program and have its own Total WellBeing Committee. As a part of your school or division’s Total WellBeing Committee, you can contribute to strengthening the culture of health and wellness at your workplace, in addition to participating in University-wide offerings.

hr.unc.edu/totalwellbeing

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 out your new Perks page for the latest UNC exclusives, campus, local and national deals from free or discount-ed athletics tickets, payroll deduction computer loan program, discounts at local restaurants and much more. Share your favorite job perk on social media using #UNCJobPerks.

go.unc.edu/perks

Group Code: GOHEELS

TRAINING AND PROFESSIONAL DEVELOPMENT
All employees are required to take certain training programs, such as workplace safety and unlawful discrimination and harassment. Depending on your role, you may have other training requirements – your supervisor will let you know.
The Office of Human Resources also offers a variety of free professional development opportunities designed to develop and enhance essential workplace skills and increase job effectiveness.

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 for guidance on required and recommended courses.

hr.unc.edu/training
The Language of Carolina

During your time on campus, you will likely hear the institution referred to by several different names. The University’s official name is the University of North Carolina at Chapel Hill, often abbreviated to UNC-Chapel Hill. You’ll also hear us refer to ourselves as Carolina and UNC, although UNC is also used to refer to the UNC System as a whole. And we are all Tar Heels (two words, not one)!

**ACADEMIC PERSONNEL OFFICE:**
The unit in the Office of the Provost that administers hiring, promotion and tenure activities for faculty.

**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. 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).

**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.

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.
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 once a year.

ORP:
The University System’s Optional Retirement Program, one of two mandatory retirement plans is 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.

SHPNC:
The State Health Plan of North Carolina is 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 employees. Payouts at retirement are based on years of service, age and your average final compensation.

UNC SYSTEM:
The 16 state universities in North Carolina, as well as the North Carolina School of Science and Mathematics. The UNC System Office 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 a procedure is $1,000 and your coinsurance is 20%.

• If you’ve paid your deductible: You pay 20% of $1,000, or $200. The insurance company pays the rest.
• If you haven’t met your deductible: You pay the full allowed amount, $1,000

COPAYMENT:
A fixed amount ($20, for example) you pay for a covered health care service.

DEDUCTIBLE:
The amount you pay for covered health care services before your insurance plan starts to pay. With a $1,250 deductible, for example, you pay the first $1,250 of covered services yourself.

PREMIUM:
The amount you pay for your insurance coverage every month. In addition to your premium, you usually must pay other costs for your health care, including a deductible, copayments and coinsurance.

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.
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 and around campus, visit diversity.unc.edu/campus-resources.

Holi Moli is Carolina’s most colorful celebration. Held annually, the event celebrates the arrival of spring through the Hindu celebration of Holi and invites Tar Heels to gather and celebrate multiculturalism and inclusion at UNC-Chapel Hill.
Carolina Blue Basics:

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.

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We’ve all been there – it’s easy to feel overwhelmed during your first few weeks in a new position. The Welcome to Carolina Blue website at new.unc.edu is a great resource for new employees. Look there for handy checklists covering 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, tuition waiver program 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.