**COMPLETE THIS FORM TO ADD, MODIFY, OR REMOVE ACCESS TO UNC SYSTEM OFFICE   
HUMAN RESOURCES LISTSERVS, PAYROLL LISTSERVS, AND BENEFITS SYSTEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution Name** |  | **Employee Name** |  |
| **Date** |  | **Campus Login ID** |  |

|  |  |
| --- | --- |
| **CHECK HERE TO REMOVE THIS EMPLOYEE’S ACCESS COMPLETELY 🡪** |  |

**ADD A NEW EMPLOYEE OR MODIFY A CURRENT EMPLOYEE**

**(See listserv descriptions and system access instructions on reverse to determine if membership/access is appropriate.)**

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| **Employee Title** |  | **Employee Email (Do not use an email alias)** |  |
| **Supervisor Name** |  | **Employee Phone** |  |

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| **LISTSERV/NETWORK** | **ADD** | **REMOVE** |  | **BENEFITS SYSTEMS** | **ADD** | | **REMOVE** |
| **HR Council** |  |  |  | **TIAA** |  | |  |
| **Benefits Managers** |  |  |  | **Fidelity** |  | |  |
| **Benefits** |  |  |  | ***DOB (Month/Day Required for Fidelity Access)*** |  | | |
| **Compensation** |  |  |  | **ORP** |  | |  |
| **Employment** |  |  |  | **Signature Authority\*** |  | |  |
| **EEO Officers** |  |  |  | **Empyrean** |  | |  |
| **Engagement** |  |  |  | **Securian** |  | |  |
| **Employee Relations** |  |  |  | **FSA Vendor** |  | |  |
| **Learning/Org Development** |  |  |  | ***\*Benefits Signature Authority  for Each UNC Institution:***  Only the individuals designated above on this form have signature authority for their respective Institutions for distributions from  the UNC 403(b) Plan and the UNC 457(b) Plan.  These signatures are the only signature authority accepted on the ORP forms (ORP·1, ORP-2, and ORP-3) for the institution | | | |
| **Performance Management** |  |  |  |
| **Recognition Programs** |  |  |  |
| **RIF** |  |  |  |
|  |  |  |  | **PAYROLL LISTSERVS** | **ADD** | **REMOVE** | |
|  |  |  |  | **SSC Institutions** |  |  | |
|  |  |  |  | **Non-SSC Institutions** |  |  | |

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| **Supervisor Signature** |  | **Employee Signature** |  |

**Return form via** [**Smartsheet**](https://app.smartsheet.com/b/form/e9a2da0ff3e34e029c4b3a30bb749009)

**LISTSERV/NETWORK MEMBERSHIP**

Review the descriptions below to determine appropriate membership for each list. In some cases, content on the UNC System Office website may require secured access. Most of this content will be available to anyone who has been added to **any** of these lists; however, in limited situations, some content may be restricted to members of a particular list. Please note that the Chief HR Officers have access to **all** secured web content for these listservs and **do not** have to be a member of each list to access all secured content.

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| **LISTSERV/NETWORK** | **MEMBERSHIP** |
| **HR COUNCIL** | * + The Chief Human Resources Officer of each UNC constituent institution   + The Chief Human Resources Officer’s deputy   + UNC System Office HR Staff & Legal Affairs   + Additional members may be approved by the VP for Human Resources |
| **BENEFITS MANAGERS** | * + HR professionals who oversee the benefits operations |
| **BENEFITS** | * + HR professionals who perform benefits and/or leave administration roles |
| **COMPENSATION** | * + HR professionals who perform position classification / salary administration roles |
| **EMPLOYMENT** | * + HR Professionals who perform recruitment, hiring, and onboarding (I-9, etc.) roles |
| **EMPLOYEE RELATIONS** | * + HR professionals who perform employee relations roles (discipline, grievance, performance management) |
| **ENGAGEMENT** | * + Designated primary/secondary contacts for the UNC System Employee Engagement Survey (secondary contact may be from outside HR unit) |
| **EEO OFFICERS** | * + The designated Equal Employment Opportunity Officer   + The EO Officer’s deputy |
| **LEARNING/ORG DEVELOPMENT** | * + HR professionals who perform learning or organizational development roles (training, coaching, leadership development, etc.) |
| **PERFORMANCE MANAGEMENT** | * + Designated primary contact (and back-up) for performance management programs (PM online systems, annual ratings reporting, etc.) |
| **RECOGNITION PROGRAMS** | * + Designated primary contact for state-wide recognition programs (Caswell, Governor’s Award, Service Awards) – OSHR asks for one contact per institution for its related lists |
| **RIF** | * + HR professionals who are the primary/secondary points of contact for reduction-in-force and severance actions |
| **PAYROLL LISTSERVS** | **MEMBERSHIP** |
| **SSC INSTITUTIONS** | * + Individuals who work at Shared Service institutions and need access to SSC payroll resources |
| **NON-SSC INSTITUTIONS** | * + Individuals who work at institutions that are not part of the Shared Service group and need access to general payroll resources |

**BENEFITS SYSTEM ACCESS**

Institutional HR representatives are given access to their institution’s participants in the designated plan websites.