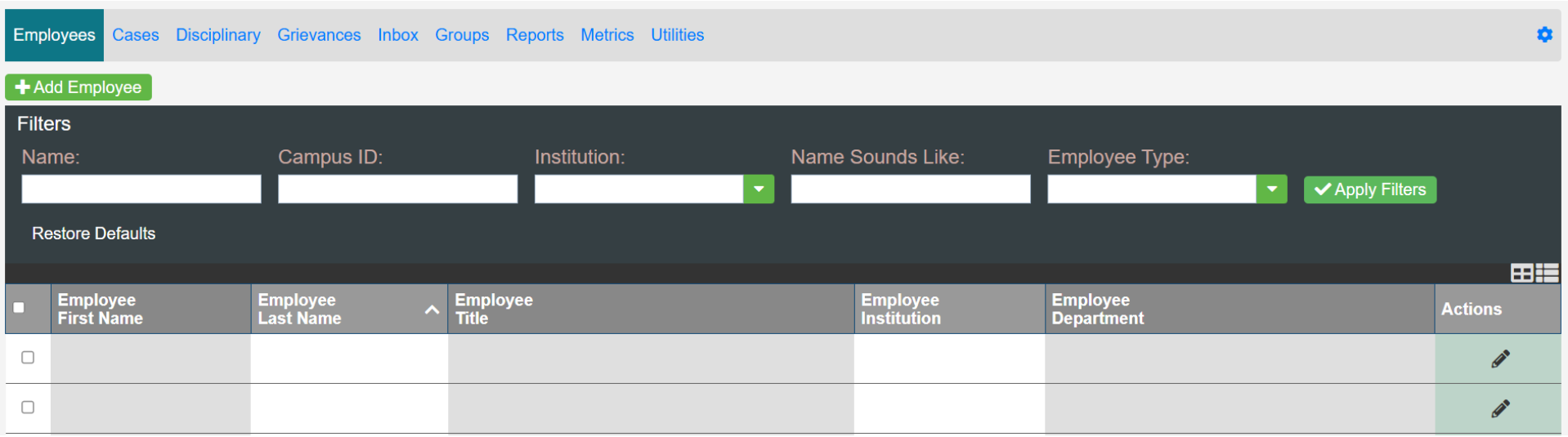
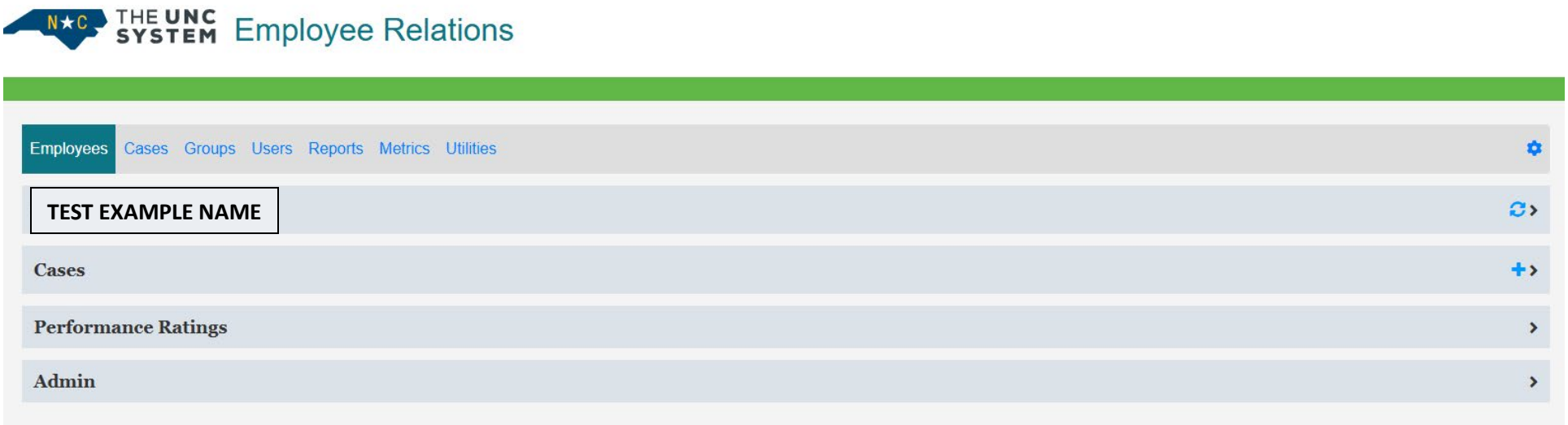
EMPLOYEE PROFILE PAGE



1. On the main menu, click on Employees tab
2. Click on "+ Add Employee" to add an employee to the list on the page.
3. Once an employee profile has been generated, you can access them from the list by clicking on the Actions edit icon on the right side of the screen.

Overview of Employee Profile Page



1. The Employee Profile Page has four sections:
    a. Basic Demographics (listed under the employee's name; the data is pulled from HRDM)
    b. Cases (all cases listed under this employee's name that this user has rights to access)
    c. Performance Ratings (pulled from HRDM)
    d. Admin (allows certain users to override current access permissions for others to see these entries)
2. To open any section, click on the ">" icon on the right side of the screen.

Using the Demographics Section

Employees | Cases | Disciplinary | Grievances | Inbox | Groups | Reports | Metrics | Utilities

TEST EXAMPLE NAME

Demographics

Title:	Type:	DOB:	AGE:
IT Analyst/Programmer	Instructional, Research and Information Technology	05/05/1989	36
PID:	**Email:**	**Sex:**	**Race:**
730174600	decollins@northcarolina.edu	M	Black/African American
Institution:	**TSSD:**	**Last Hire Date:**	**Separation Date:**
UNC System	4.4899	11/05/2018	03/17/2023

Position

Position Number:	Classification:	Competency Level:	JCAT Code and Description:
20034141	EHRA	EHRA	461013: IT Applications Professional, Programmer Analyst Sr.
Base Salary:	**Supplemental Salary:**	**Total Salary :**	**FLSA (exempt / non):**
87,115.00	0.00	87,115.00	FLSA Exempt
Department #:	**Department Name:**		
105330	IT and Infrastructure		

Related

Supervisor Name:	Supervisor Title:	Supervisor Department:	Supervisor Email:
Shweta Kautia	IT Manager II	IT and Infrastructure	skautia@northcarolina.ec

1. Under the Demographics tab is basic current information about an employee pulled from HRDM.
2. You can also refresh this information by clicking on the blue refresh icon on the right side of the screen.

Using the Cases Section

Employees | Cases | Disciplinary | Grievances | Inbox | Groups | Reports | Metrics | Utilities

TEST EXAMPLE NAME

Cases

Case

Case ID:	Status:	Opened:	Closed:	Issue:	Institution:	Case Consultant:
144428	Closed	07/07/2022	07/15/2022	Compensation Concerns, Harassment / Discrimination, Supervisory Relationship	UNC System	Christopher Chiron

Case Overview:

Unhappy with compensation level; feels that because he is the oldest person in the department (by age and seniority) that he should be making more than the employees who are just starting. Believes it might be age discrimination, but does not want to file a formal grievance.

Case Outcome:

Explained that he is the only person in his classification on his team, so he is comparing himself to people who are in different pay ranges. Confirmed his MI was within 0.05 of the other employees.

Case

Case ID:	Status:	Opened:	Closed:	Issue:	Institution:	Case Consultant:
144408	Closed	06/07/2022	06/09/2022		UNC System	Christopher Chiron

Case Overview:

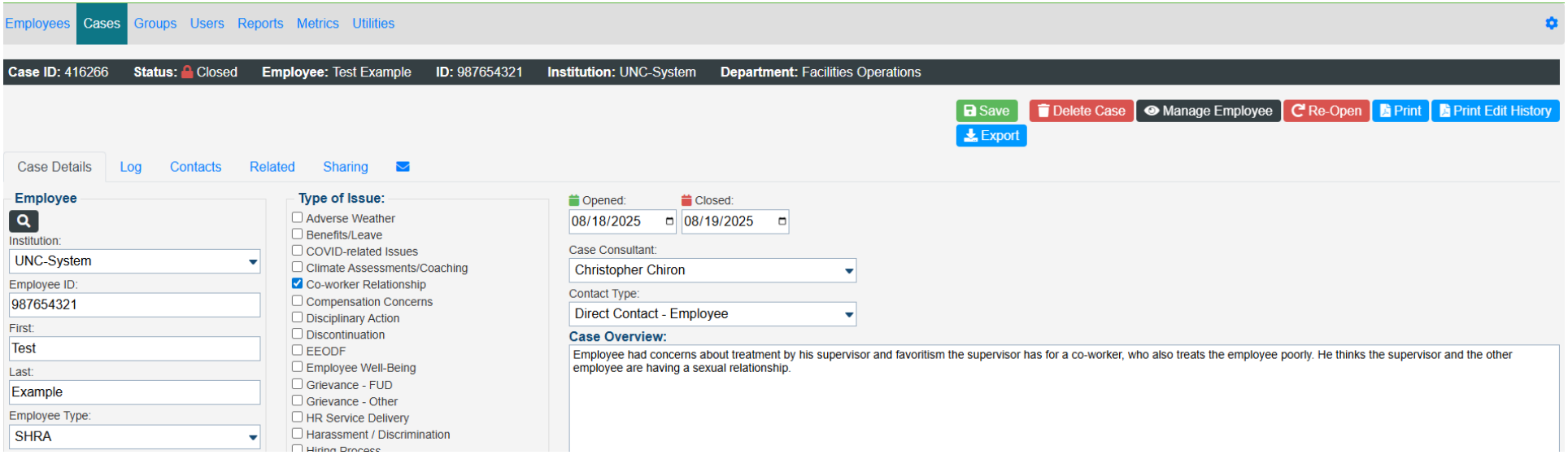
Supervisor had concerns about employee meeting deadlines on projects but was unsure if she wanted to move toward disciplinary action.

Case Outcome:

Developed a PIP with the supervisor issued on 6-9-22 to the employee

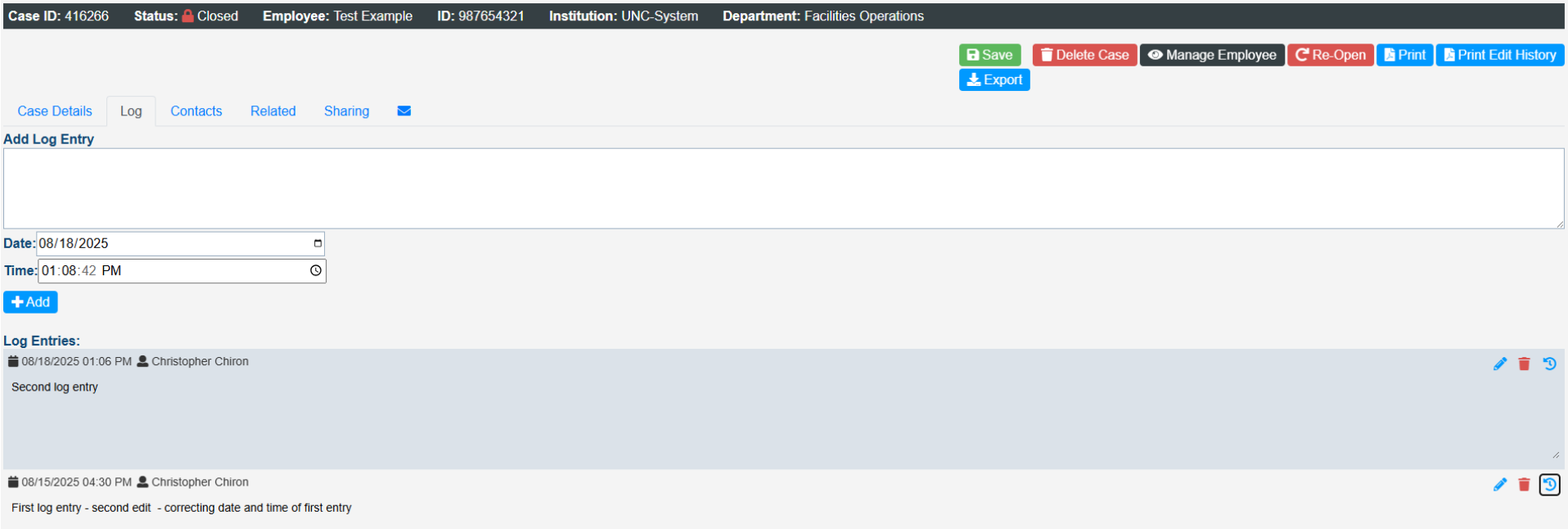
1. Under the Cases section, there will be a listing for each case for which the user has access rights under this employee's name in the database.
2. For each case, the basic information is shared along with the text from the Case Overview and Case Outcome sections of the Cases main page.
3. To access the full case, click on the blue edit icon on the right side of the screen.

CASE LOG EDIT HISTORY

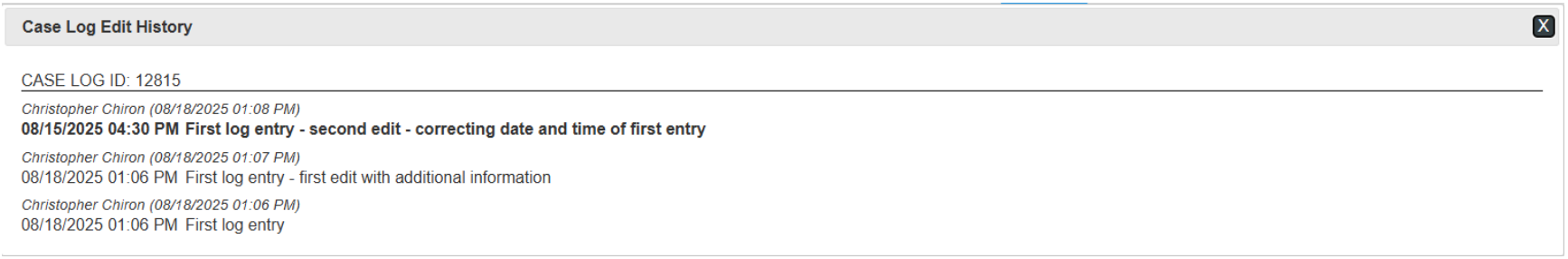


1. On the Cases main page for an employee, click on the Log tab to go to the Log Entry page.

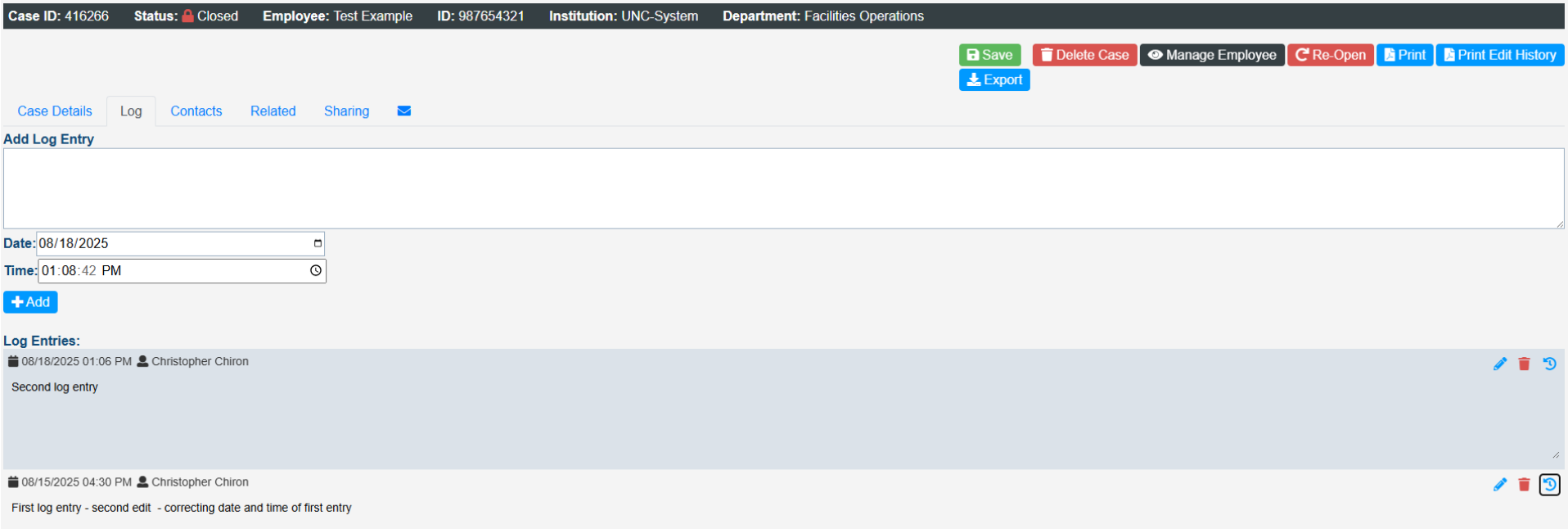
Editing Log Entries



1. After entering information in the Add Log Entry section and clicking the blue "+ Add" button, a Log Entry will appear below. Log entries are sorted by most recent log entry first.
2. For each log entry, you can make edits to the entry by clicking the blue edit icon on the right side of the screen and then clicking the save icon.
3. Every edit to an individual log entry is now tracked and stored for audit purposes. To access the edits history for a log entry, click on the blue circle icon on the right side of the screen.
4. This will generate a pop-up box that shows the history of edits to that one log entry. The listing in bold is the most recent edited version of the log entry. Below the current log entry are the previous edits, with the name of the person who edited it and the date/time that they edited it.



Printing the Case



1. You can create two different printed copies of the case:
    a. Selecting the “Print” button at the top right will provide a printout of the case information with only the most current version of each log entry.
    b. Selecting the “Print Edit History” button will provide a printout of the case information, including the full edit history on the log entries. The current version of the log entry will be in bold faced aligned to the left, and the previous edits for the log entry will appear below it justified to the right.

UNC-System Employee Relations Case

Case ID:
416266

Date Opened:
08/18/2025

Employee:
Test Example

Date Closed:
08/19/2025

Employee Title:
Building Environmental Tech

Employee ID:
987654321

Employee Type:
SHRA

Institution:
UNC-System

Department
Facilities Operations

Case Overview:
Employee had concerns about treatment by his supervisor and favoritism the supervisor has for a co-worker, who also treats the employee poorly. He thinks the supervisor and the other employee are having a sexual relationship.

Case Outcome:
Connected employee with campus employee relations to address his concerns.

Related Cases:

HR Resource Name:

Supervisor Name:

HR Employee ID:

Supervisor Employee ID:

HR Resource Title:

Supervisor Title:

HR Resource Department:

Supervisor Department:

HR Contact Phone:

Supervisor Contact Phone:

HR Contact Email:

Supervisor Contact Email:

Other Contacts:

Institution	Employee ID	First Name	Last Name	Title	Department	Phone	Email

Case Details:

CASE LOG ID: 12816

Christopher Chiron (08/18/2025 01:07 PM)
08/18/2025 01:06 PM **Second log entry**

CASE LOG ID: 12815

Christopher Chiron (08/18/2025 01:08 PM)
08/15/2025 04:30 PM **First log entry - second edit - correcting date and time of first entry**

Christopher Chiron (08/18/2025 01:07 PM)
08/18/2025 01:06 PM First log entry - first edit with additional information

Christopher Chiron (08/18/2025 01:06 PM)

08/18/2025 01:06 PM

First log entry

Comments: