

Policy Change Log - April 2020

Minor Edits

Minor edits include reformatting text, correcting typos, and updating links and contact information.

Title	Link
0102 - University of North Carolina at Chapel Hill Policy on Disbursing Authority	https://unc.policystat.com/policy/6011995/latest/
0103 - University of North Carolina at Chapel Hill Policy on Retention of Financial Records	https://unc.policystat.com/policy/4485025/latest/
0106 - University of North Carolina at Chapel Hill Policy on Gifts of Honoraria, Consulting Fees, or Licensing Income	https://unc.policystat.com/policy/4479020/latest/
0204 - University of North Carolina at Chapel Hill Policy on Types of Funds	https://unc.policystat.com/policy/4486767/latest/
0205 - University of North Carolina at Chapel Hill Policy on Account Establishment	https://unc.policystat.com/policy/4469352/latest/
0205.2 - University of North Carolina at Chapel Hill Procedure on Establishing an Endowment Fund Account	https://unc.policystat.com/policy/4469355/latest/
0205.3 - University of North Carolina at Chapel Hill Procedure on Establishing and Closing an Institutional Trust or Special Fund Account	https://unc.policystat.com/policy/4486886/latest/
0207 - University of North Carolina at Chapel Hill Policy on Fund Authority	https://unc.policystat.com/policy/4486801/latest/
0301 - University of North Carolina at Chapel Hill Policy on Cash Management Plan	https://unc.policystat.com/policy/5708228/latest/
0302.5 - University of North Carolina at Chapel Hill Procedure on Reporting Cash Payments Over \$10,000 Received in a Trade or Business	https://unc.policystat.com/policy/4627521/latest/
0304 - University of North Carolina at Chapel Hill Policy on Petty Cash Funds	https://unc.policystat.com/policy/4486817/latest/
0304.1 - University of North Carolina at Chapel Hill Procedure on Establishing, Maintaining and Closing a Petty Cash Fund Account	https://unc.policystat.com/policy/4627382/latest/
0306 - University of North Carolina at Chapel Hill Policy on Imprest Checking (Bank) Accounts	https://unc.policystat.com/policy/4484086/latest/
0306.1 - University of North Carolina at Chapel Hill Procedure on Establishing an Imprest Checking (Bank) Account	https://unc.policystat.com/policy/4767035/latest/
0306.2 - University of North Carolina at Chapel Hill Procedure on Maintaining and Closing an Imprest Checking (Bank) Account	https://unc.policystat.com/policy/4627426/latest/
0307 - University of North Carolina at Chapel Hill Policy on Cash Advance	https://unc.policystat.com/policy/4484034/latest/
0307.1 - University of North Carolina at Chapel Hill Procedure on Requesting, Reconciling, and Settling Cash Advance	https://unc.policystat.com/policy/4627483/latest/
0309 - University of North Carolina at Chapel Hill Policy on Escheats	https://unc.policystat.com/policy/6387977/latest/
0309.1 University of North Carolina at Chapel Hill Procedure on Reconciling, Reporting, and Escheating Abandoned Property	https://unc.policystat.com/policy/6388001/latest/
0401 - University of North Carolina at Chapel Hill Policy on General Guidelines for Investing Funds on Deposit	https://unc.policystat.com/policy/4611189/latest/

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0402 - University of North Carolina at Chapel Hill Policy on Investment/Endowment Income Distribution	https://unc.policystat.com/policy/4611235/latest/
0403 - University of North Carolina at Chapel Hill Policy on Short Term Investments - Money Market	https://unc.policystat.com/policy/4664754/latest/
0403.1 - University of North Carolina at Chapel Hill Procedure on Purchase and Liquidation of Investments in Money Market	https://unc.policystat.com/policy/4611369/latest/
0404 - University of North Carolina at Chapel Hill Policy on Intermediate Investment Pool	https://unc.policystat.com/policy/4611289/latest/
0405 - University of North Carolina at Chapel Hill Policy on Endowment Fund Addition, Correction and Withdrawal	https://unc.policystat.com/policy/4611304/latest/
0405.1 - University of North Carolina at Chapel Hill Procedure on Adding and Withdrawing Endowment Funds	https://unc.policystat.com/policy/4611495/latest/
0406 - University of North Carolina at Chapel Hill Policy on Endowment Income Reinvestment	https://unc.policystat.com/policy/4611319/latest/
0406.1 - University of North Carolina at Chapel Hill Procedure on Reinvesting Endowment Income	https://unc.policystat.com/policy/4797234/latest/
0406.2 - University of North Carolina at Chapel Hill Procedure on Withdrawing Reinvested Endowment Income	https://unc.policystat.com/policy/4611641/latest/
0407 - University of North Carolina at Chapel Hill Policy on Implementation of Uniform Prudent Management of Institutional Funds Act (UPMIFA)	https://unc.policystat.com/policy/4611369/latest/
0601 - University of North Carolina at Chapel Hill Policy on Capital Assets	https://unc.policystat.com/policy/6280437/latest/
0712 – University of North Carolina at Chapel Hill Policy on Unrelated Business Income	https://unc.policystat.com/policy/6403012/latest/
0712.1 – University of North Carolina at Chapel Hill Procedure on Reporting Unrelated Business Income	https://unc.policystat.com/policy/6403032/latest/
0720 – University of North Carolina at Chapel Hill Policy on NC Sales Tax on Tangible Personal Property	https://unc.policystat.com/policy/4616157/latest/
0720.1 - University of North Carolina at Chapel Hill Procedure on Processing NC Sales Tax on Tangible Personal Property	https://unc.policystat.com/policy/5859223/latest/
0721 - University of North Carolina at Chapel Hill Policy on NC Sales Tax on Admission Charges	https://unc.policystat.com/policy/4616175/latest/
1112 - University of North Carolina at Chapel Hill Policy on Graduate Student Health Insurance Program (GSHIP)	https://unc.policystat.com/policy/5956887/latest/
1112.1 - University of North Carolina at Chapel Hill Procedure on Verifying Student Eligibility for the Graduate Student Health Insurance Program (GSHIP)	https://unc.policystat.com/policy/5197811/latest/
1112.2 - University of North Carolina at Chapel Hill Procedure on Enrolling in the Graduate Student Health Insurance Program (GSHIP)	https://unc.policystat.com/policy/4694952/latest/
1112.3 - University of North Carolina at Chapel Hill Procedure on Paying Graduate Students	https://unc.policystat.com/policy/4483209/latest/
1112.4 - University of North Carolina at Chapel Hill Procedure on Paying Graduate Student Health Insurance Program Insurance Premium	https://unc.policystat.com/policy/4473941/latest/

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1123 - University of North Carolina at Chapel Hill Policy on Taxation of Employees' Gifts, Prizes and Awards	https://unc.policystat.com/policy/6473465/latest/
1123.1 - University of North Carolina at Chapel Hill Procedure on Reporting Gifts, Prizes and Awards Given to Employees	https://unc.policystat.com/policy/6473473/latest/
Additional Employment Policy	https://unc.policystat.com/policy/6943250/latest/
Administrative Absence Leave (SHRA)	https://unc.policystat.com/policy/5217815/latest/
Background Check Policy - Supplemental Procedures	https://unc.policystat.com/policy/5418214/latest/
Bonus Leave	https://unc.policystat.com/policy/5427211/latest/
Career Building	https://unc.policystat.com/policy/5219859/latest/
Career Transition Counseling Services	https://unc.policystat.com/policy/5427194/latest/
Civil Leave	https://unc.policystat.com/policy/5217837/latest/
Community Service Leave	https://unc.policystat.com/policy/5219916/latest/
Compensation Program for EHRA Non-Faculty Employees (IRPS & SAAO Tier II)	https://unc.policystat.com/policy/5427191/latest/
Confidentiality of Personnel Information	https://unc.policystat.com/policy/5220125/latest/
Departmental Recognition Policy	https://unc.policystat.com/policy/7744809/latest/
Determining Time Worked	https://unc.policystat.com/policy/5230106/latest/
Educational Assistance Program	https://unc.policystat.com/policy/5219811/latest/
Educational Assistance Program Policy	https://unc.policystat.com/policy/4469910/latest/
Educational Leave	https://unc.policystat.com/policy/5217968/latest/
EHRA Non-Faculty Employees Dispute Resolution & Grievances	https://unc.policystat.com/policy/4483428/latest/
EHRA Non-Faculty Instructional, Research & Public Service Positions	https://unc.policystat.com/policy/5071424/latest/
EHRA Non-Faculty Leave Transfer or Payout Policy	https://unc.policystat.com/policy/4483406/latest/
EHRA Non-Faculty Position Categories	https://unc.policystat.com/policy/4483414/latest/
EHRA Non-Faculty Position Creation, Modification, Review & Reorganization	https://unc.policystat.com/policy/4483430/latest/
Employee Assistance Program (EAP)	https://unc.policystat.com/policy/4483434/latest/
Employee, Spouse and Dependent Scholarship	https://unc.policystat.com/policy/5431136/latest/
Employment of Related Persons (Nepotism) Policy	https://unc.policystat.com/policy/5216123/latest/
Employment Policies for EHRA Non-Faculty Instructional, Research and Public Service Staff, and Tier II Senior Academic and Administrative Officers	https://unc.policystat.com/policy/5229150/latest/
Employment Policies for EHRA Non-Faculty Tier I Senior Academic & Administrative Officer Employees	https://unc.policystat.com/policy/5229569/latest/
End of Appointment: EHRA Non-Faculty	https://unc.policystat.com/policy/5219764/latest/
Evaluation of EHRA Non-Faculty Performance	https://unc.policystat.com/policy/4483386/latest/
Facilitated Conversations	https://unc.policystat.com/policy/5437045/latest/
Family & Medical Leave (FMLA)	https://unc.policystat.com/policy/5209867/latest/
Family Illness Leave	https://unc.policystat.com/policy/5209798/latest/
Finance Form 1112.2.1f - Request for Retroactive Member Change	https://unc.policystat.com/policy/5410897/latest/
Finance Form 1123.1.1f - Gift/Prize/Award Documentation Form	https://unc.policystat.com/policy/6473594/latest/

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Finance Form 205.3.1f - Institutional Trust or Special Fund Account Request	https://unc.policystat.com/policy/5458840/latest/
Finance Form 209.1.1f - Account Adjustment Request Form	https://unc.policystat.com/policy/5991919/latest/
Finance Form 304.1.1f - Instructions - Petty Cash Imprest Checking Reimbursement Voucher	https://unc.policystat.com/policy/5346961/latest/
Finance Form 304.1.2f - Uniform Receipts for Payments Made from Petty Cash	https://unc.policystat.com/policy/5347049/latest/
Finance Form 306.1.1f - Statement of Justification Imprest Checking Account	https://unc.policystat.com/policy/5348620/latest/
Finance Form 306.1.2f - (Bank) Deposit Account Documentation Signature Card	https://unc.policystat.com/policy/5348670/latest/
Finance Form 307.1.1f - Application for the Advancement of Funds	https://unc.policystat.com/policy/5348775/latest/
Finance Form 307.1.2f - Cash Advance Agreement	https://unc.policystat.com/policy/6422490/latest/
Finance Form 307.1.3f - Request for Advance for Purchase of Gift Cards	https://unc.policystat.com/policy/5348884/latest/
Finance Form 307.1.4f - Reconciliation of Cash Advance for Study Subjects	https://unc.policystat.com/policy/5348907/latest/
Finance Form 404.1.1f - Intermediate Investment Pool Admission	https://unc.policystat.com/policy/5995655/latest/
Finance Form 404.1.2f - Intermediate Investment Pool Additions	https://unc.policystat.com/policy/5995719/latest/
Finance Form 404.1.3f - Intermediate Investment Pool Withdrawal	https://unc.policystat.com/policy/5995750/latest/
Finance Form 405.1.1f - University Endowment Fund Withdrawal	https://unc.policystat.com/policy/5545274/latest/
Finance Form 406.2.1f - Withdrawal of Reinvested Endowment Income Request	https://unc.policystat.com/policy/5551257/latest/
Finance Form 712.1.1f - Unrelated Business Income Tax Compliance Questionnaire	https://unc.policystat.com/policy/6403037/latest/
Finance Form 720.1.1f - State Treasurer Payment Request Form	https://unc.policystat.com/policy/5859236/latest/
Finance Form 721.1.1f - Registration Application for Sales Taxes	https://unc.policystat.com/policy/5708228/latest/
Finance Form 730.1.1f - Outgoing Foreign Wire Transfer in Foreign Currency Form	https://unc.policystat.com/policy/5939970/latest/
Finance Form 730.1.2f - Outgoing Domestic Wire Transfer Form	https://unc.policystat.com/policy/5940063/latest/
Finance Form 902.8.1f - Request for Budget Revision (formerly BUD101)	https://unc.policystat.com/policy/5996099/latest/
Finance Related Data 204.1rd - Quick Reference Grid for Selected Expenses by Fund Group	https://unc.policystat.com/policy/5451398/latest/
Finance Related Data 207.1rd - Sample Institutional Trust Fund Authority Form	https://unc.policystat.com/policy/5459110/latest/
Finance Related Data 301.1rd - University of North Carolina at Chapel Hill Cash Management Plan	https://unc.policystat.com/policy/5708238/latest/
Finance Related Data 302.5.1rd - Matrix for Reporting of Cash Payments Over \$10,000	https://unc.policystat.com/policy/5460058/latest/
Finance Related Data 302.5.2rd - Cash Transaction Reporting Requirements Letter to Payer	https://unc.policystat.com/policy/5460109/latest/
Finance Related Data 307.1.1rd - Cash Advance Settlement Cover Sheet	https://unc.policystat.com/policy/5353976/latest/
Finance Related Data 309.1.1rd - Uniform Escheatable Property Report	https://unc.policystat.com/policy/6387977/latest/

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Finance Related Data 407.1rd - Examples to Demonstrate Policy on Invading Principal	https://unc.policystat.com/policy/5974520/latest/
Flexible Work Arrangements for SHRA and EHRA Non-Faculty Employees	https://unc.policystat.com/policy/5431144/latest/
FMLA Military Caregiver/Qualifying Exigency Leave	https://unc.policystat.com/policy/5230145/latest/
Form I-9 & E-Verify Policy	https://unc.policystat.com/policy/7613445/latest/
Form I-9 & E-Verify Procedure	https://unc.policystat.com/policy/7614089/latest/
Form I-9 Information for Departments	https://unc.policystat.com/policy/5220136/latest/
Funding Contingencies for EHRA Non-Faculty Appointments	https://unc.policystat.com/policy/5429982/latest/
Guidelines for Review of Center and Institute Directors	https://unc.policystat.com/policy/4491124/latest/
Guidelines for Review of Certain Administrative Officers	https://unc.policystat.com/policy/4483383/latest/
Guidelines on School/Division/Major Center/Unified Business Cluster (UBC) Searches for Information Technology, Financial & Human Resources Key Leadership Positions	https://unc.policystat.com/policy/5431153/latest/
Hiring Temporary Employees	https://unc.policystat.com/policy/5431448/latest/
Holidays & Holiday Pay Policy	https://unc.policystat.com/policy/6450537/latest/
Improper Relationships Between Students & Employees	https://unc.policystat.com/policy/5219879/latest/
Internal Only Recruitment for SHRA Positions	https://unc.policystat.com/policy/5431457/latest/
Job Posting, Recruitment and Selection in Career Banding	https://unc.policystat.com/policy/5431150/latest/
Lactation Support Policy	https://unc.policystat.com/policy/5209875/latest/
Layoff (SHRA)	https://unc.policystat.com/policy/5431163/latest/
Leave without Pay	https://unc.policystat.com/policy/5217949/latest/
Leave, Paid Time Off, Payouts & Transfers	https://unc.policystat.com/policy/5430679/latest/
Legal Defense	https://unc.policystat.com/policy/5430151/latest/
Limitations on Political Activities	https://unc.policystat.com/policy/5209806/latest/
Longevity Pay	https://unc.policystat.com/policy/5215772/latest/
Military Leave	https://unc.policystat.com/policy/5219936/latest/
Minimum Salary Requirements for EHRA Non-Faculty	https://unc.policystat.com/policy/5429969/latest/
New Employment (EHRA Non-Faculty)	https://unc.policystat.com/policy/5429653/latest/
Non-Salary And Deferred Compensation	https://unc.policystat.com/policy/5066676/latest/
Office of Sponsored Research - 300.03, Procedure 1 - Using RAMSeS for Proposal Submission	https://unc.policystat.com/policy/7948544/latest/
Office of Sponsored Research - 500.12 - Consultants	https://unc.policystat.com/policy/7366987/latest/
Office of Sponsored Research - 700.04, Procedure 1 - Requesting a Residual Balance Transfer	https://unc.policystat.com/policy/7825481/latest/
On-Call & Emergency Callback Pay	https://unc.policystat.com/policy/5209907/latest/
Out-of-Cycle Salary Increase Requests (EHRA Non-Faculty)	https://unc.policystat.com/policy/5071495/latest/
Overtime & Compensatory Time for SHRA Exempt Employees	https://unc.policystat.com/policy/5216076/latest/
Overtime & Compensatory Time Off for SHRA Non-Exempt Employees	https://unc.policystat.com/policy/5215850/latest/
Paid Parental Leave Policy	https://unc.policystat.com/policy/7498889/latest/

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Title	Link
Policy on Background Checks for Faculty and Non-Faculty Employees, Student Employees, and Affiliates	https://unc.policystat.com/policy/5418184/latest/
Policy on Prohibited Discrimination, Harassment and Related Misconduct Including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence and Stalking	https://unc.policystat.com/policy/7786789/latest/
Policy on Unpaid Volunteers, Interns and Visiting Scholars	https://unc.policystat.com/policy/4745224/latest/
Political Activities of EHRA Employees: Candidacy & Officeholding	https://unc.policystat.com/policy/4483420/latest/
Probationary Period & Career Status for SHRA Employees	https://unc.policystat.com/policy/5225004/latest/
Processing Non-Resident Aliens & Foreign Nationals	https://unc.policystat.com/policy/5224978/latest/
Reappointment and Extension (EHRA Non-Faculty & Students)	https://unc.policystat.com/policy/5430004/latest/
Records Retention & Disposal Policy	https://unc.policystat.com/policy/5431468/latest/
Recruitment Advertising	https://unc.policystat.com/policy/5216055/latest/
Recruitment and Hiring Policy for SHRA Permanent Employment	https://unc.policystat.com/policy/5231738/latest/
Reporting of Criminal Convictions for Currently Employed Faculty and Staff	https://unc.policystat.com/policy/5430560/latest/
Salary Increase Guidelines	https://unc.policystat.com/policy/5430767/latest/
Salary/FTE Changes	https://unc.policystat.com/policy/5071512/latest/
School of Nursing: Policy On Staff Infectious & Communicable Disease	https://unc.policystat.com/policy/7324814/latest/
School of Nursing: Procedure for Emergencies	https://unc.policystat.com/policy/7483478/latest/
School of Nursing: Procedure for Emeritus Retirement	https://unc.policystat.com/policy/7483578/latest/
School of Nursing: Procedure For Managing Student Teaching Requests from External Students	https://unc.policystat.com/policy/6754462/latest/
Secondary Employment	https://unc.policystat.com/policy/5219861/latest/
Separation & Retreat Policy for Senior Academic & Administrative Officers	https://unc.policystat.com/policy/5219778/latest/
Separations & Terminations (SHRA)	https://unc.policystat.com/policy/5219970/latest/
Service Date Information	https://unc.policystat.com/policy/6450264/latest/
SHRA Direct Hire Temporary Hiring, Benefits Eligibility & Termination	https://unc.policystat.com/policy/5431475/latest/
SHRA Direct Hire Temporary Overview and Appointment Types	https://unc.policystat.com/policy/5215979/latest/
SHRA Dispute Resolution & Grievances	https://unc.policystat.com/policy/5230165/latest/
SHRA One-Time Recruitment Incentive Leave	https://unc.policystat.com/policy/5216005/latest/
SHRA to EHRA Non-Faculty Position Conversion	https://unc.policystat.com/policy/4483409/latest/
Sick Leave	https://unc.policystat.com/policy/5218026/latest/
Statement on Compensatory Time ("Comp Time") for EHRA Non-Faculty Employees	https://unc.policystat.com/policy/4483438/latest/
The University of North Carolina at Chapel Hill Policy on Records Management	https://unc.policystat.com/policy/7897829/latest/
University of North Carolina at Chapel Hill Policy on Public Records Requests	https://unc.policystat.com/policy/7935678/latest/
Veterans Preference in SHRA Employment	https://unc.policystat.com/policy/5219887/latest/

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Viewing Performance Ratings in ConnectCarolina	https://unc.policystat.com/policy/5431453/latest/