



## DayOne Acknowledgement Form

**NAME** (please print): \_\_\_\_\_  
(first) (middle) (last)

**UTD ID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*Note: You may review this DayOne Acknowledgement Form and all the links at any time on the UTD Human Resources webpage (under “New Employee Resources”, “New Hire Information”), or by accessing Galaxy (<https://galaxy.utdallas.edu>, under “My Menu”, “New Employee DayOne”).*

### Employment Benefits

I acknowledge that I have been furnished copies of, or links to, the benefits information and agree to review the information and take necessary actions as appropriate.

Benefits eligible employees have **31** days from the date of hire or first day of initial eligibility date or status change date to enroll or make changes in optional insurance coverage or waive the basic coverage package. ORP (Optional Retirement Program) benefits eligible employees have a one-time irrevocable option to elect ORP in lieu of TRS (Teacher Retirement System of Texas) within 90 days of employment or eligibility date.

- **Benefits Packets for all Types of Employees**
  - <http://www.utdallas.edu/hr/benefits/packets/>
- **UT Insurance Program Information**
  - <http://www.utdallas.edu/hr/benefits/insurance/>
- **UT Retirement Program Information**
  - <http://www.utsystem.edu/offices/employee-benefits/ut-retirement-program>
- **UT System Office of Employee Benefits Website**
  - <http://www.utsystem.edu/offices/employee-benefits>
- **Benefits Eligibility Definition**
  - <http://www.utsystem.edu/offices/employee-benefits/eligibility>
- **Enrollment Rules (When to Enroll or Make Changes?)**
  - <http://www.utsystem.edu/offices/employee-benefits/enrolling-making-changes>
- **ACA Information and Notice**
  - <http://www.utsystem.edu/offices/employee-benefits/affordable-care-act>
  - [http://www.utsystem.edu/sites/utsfiles/offices/employee-benefits/docs/notice\\_utdallas.pdf](http://www.utsystem.edu/sites/utsfiles/offices/employee-benefits/docs/notice_utdallas.pdf)
- **Link to Enroll Online** through [My UT Benefits](#) within 31 days of hire/eligibility date
  - <https://utdirect.utexas.edu/nlogon/sgwww/myUTBenefits/index.WBX>
- **Benefits Contact Information**
  - <http://www.utdallas.edu/hr/contact/>

## Conditions and Regulations of Employment

I acknowledge and agree to the following **Conditions and Regulations of Employment**:

1. My employment with UT Dallas is subject to all federal and state laws, regulations and policies, in addition to Board of Regents, UT System and UT Dallas rules, policies and regulations, as amended.
2. With those exceptions defined in the Regents' Rules and Regulations, including but not limited to scholarly works and educational materials, I will assign and do hereby assign my right, title and interest in each of the ideas, inventions and improvements made as a consequence of my employment with UT Dallas to the Board of Regents.
3. In addition to the documents and/or policies provided by my department, I have read or will read, the following:
  - **UT Dallas Standards of Conduct Guide**
    - <http://www.utdallas.edu/oiec/compliance/resources/conduct-guide/>
  - **UT Dallas Human Resources Policies**
    - <http://policy.utdallas.edu/utdbp3048>
  - Excerpt from the General Policy Statement of the Regents Rules on **Intellectual Property**
    - <http://www.utsystem.edu/board-of-regents/rules/90101-intellectual-property-preamblescope-authority> (Or - <http://policy.utdallas.edu/utdpp1002>)
  - **EEO Summary** (Nondiscrimination)
    - <http://policy.utdallas.edu/utdbp3090> , [EEO Summary](#)
  - **Sexual Harassment Policy and Procedures**
    - <http://policy.utdallas.edu/utdbp3102>
4. I understand that I may obtain information about my rights and responsibilities as an employee from my department, the HR website, or the Office of Human Resources.
5. I understand and agree that no contract of employment is hereby created, and that no promise or guarantee of employment for any particular term is hereby made. I also acknowledge that I am an employee-at-will and that either I or UT Dallas may end the employment relationship at any time, with or without notice or cause. I further acknowledge that my failure to adhere to these policies may subject me to disciplinary action, up to and including termination without warning.

**Notice About Information Laws and Practices:** With few exceptions, you are entitled, upon your request, to be informed about the information The University of Texas at Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UTD correct information about you that is held by us and is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that UTD collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_