

# HRforum

**August 7, 2019 – Welcome!**

**COLLEEN DUTTON, CHIEF HUMAN RESOURCES OFFICER**



# The Office of Human Resources

***Mission:***

***To enable the success of others.***

What we do should help others  
*be their best* at what they do best.



## A Value Added HR Department:

- **Makes it easier for people to get their job done.** Reduces unnecessary roadblocks that derail the flow of teaching, research, and service to students.
- **Proactively partners with schools and divisions on recruitment and retention activities** that will recognize and develop high performers, and in anticipating future staffing needs.
- **Promotes competitive pay and benefits** that are of value to faculty and staff. Provides on going benefits education so employees fully utilize and understand the *total rewards* offered at UTD.
- **Partners with schools and divisions to raise the performance standards across campus** to encourage and support positive employee relations and career development.
- **Develops faculty and staff leaders** to advance the strategic plan of UTD.
- **Serves as a role model for customer service excellence.**



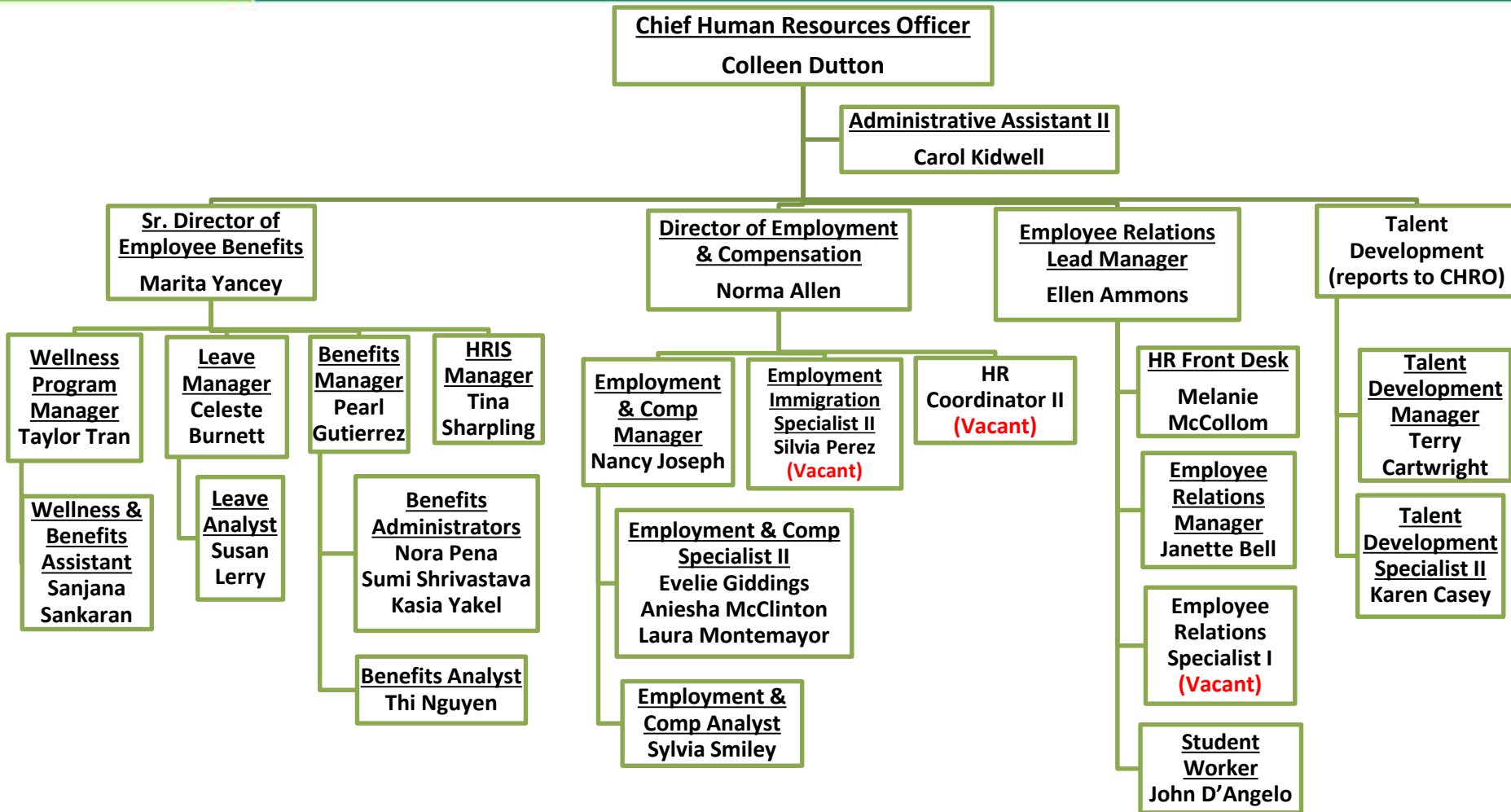
- Colleen Dutton
  - Introduction of HR Staff
  - General Announcements
- Evelie Giddings
  - Employment Express
- Nancy Joseph
  - DayOne Onboarding: 9/3
  - Onboarding Reminders
- Keri Burns
  - Student Employment
- Tina Sharpling and Susan Lerry
  - Vacation and Sick Approvals for Year End Roll Over
- Marita Yancey
  - Benefits Updates
  - Upcoming Wellness Events



## Welcome New HR Staff!

- **Laura Montemayor**  
**Employment and Compensation Specialist II**





## You Asked, We Answered...

### Employment Verification – Work Number Update

- **Work Number is still pending.**
- **Hopefully will rollout in August.**



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Evelie Giddings, Employment & Compensation Specialist II

## **EMPLOYMENT & COMPENSATION**



## REMINDERS

- *The Box* – Complete your list of New/Rehire RA/TA/GAs with OGE, Financial Aid, and HR details
- Provide your RA/TA/GA the *packet of forms* and *Employment Express Flyer*
- *Employment Express* – send your RA/TA/GA with completed packet of forms and I-9 documents
- *ePARs* – submit earlier than later to allow sufficient time for benefits and payroll processing

## Welcome to UTDallas

New Research Assistants (RAs), Teaching Assistants (TAs), and Graduate Assistants (GAs)

We are excited you will be joining the UTDallas community this Fall!

As a new UTDallas employee, you will be required to attend one (1) of the *Employment Express* sessions offered by the Office of Human Resources (HR) to complete your new employee onboarding prior to the start of the Fall semester.

*All new RAs, TAs, and GAs may complete Employment Express anytime during the following days. No appointment necessary.*

During *Employment Express*, you will meet with HR to:

- Submit your new employment paperwork
- Verify your identity & work authorization by completion of your Form I-9
- Ensure your University-required *Hire Right* background check is complete

**\*\*NEW THIS YEAR\*\*** *International RAs/TAs/GAs* may complete *Employment Express* immediately following the 2nd day of your *New International Student Orientation (ISO)* with the International Center and will be provided with these additional resources:

- Opportunity to consult with the *International Tax Office*
- Collect documentation & instructions for obtaining a new *social security number (SSN)*.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		July 31st 1:00pm to 4:00pm <a href="#">SSB 3.107</a>		
		August 7th 1:00pm to 4:00pm <a href="#">SSB 3.107</a>		
		August 14th 1:00pm to 4:00pm <a href="#">SSB 3.107</a>	August 15th 12:00pm to 5:00pm <a href="#">SSB 3.107</a>	August 16th 8:30am to 11:30am <a href="#">SSB 3.107</a>

Those unable to attend *Employment Express* immediately following the 2nd day of your International Center's *New International Student Orientation (ISO)* may attend any of the *Employment Express* dates listed above.

For more information on *ISO*, visit <https://www.utdallas.edu/ico/international-student-orientation/>.

### What to Bring to Employment Express?

- ⇒ Completed [New RA/TA/GA Employment Paperwork](#)
- ⇒ Original [Documents for completing your Form I-9](#)

More Details available @

<https://www.utdallas.edu/hr/employment/new/rata/>



Questions? E-mail UTDallas HR @ [employmentservices@utdallas.edu](mailto:employmentservices@utdallas.edu)

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Nancy Joseph, Employment & Compensation Manager

## **EMPLOYMENT & COMPENSATION**

## Onboarding Reminders

- New employees must report at 9 a.m. on their 1<sup>st</sup> day for DayOne/onboarding
- DayOne/onboarding for September will be on **Tuesday September 3** (due to Monday being labor day) and will begin at **8:30** and not 9:00
- Original I-9 documents are needed to complete the I-9
- Please send Sylvia Smiley a quick email if an eCAT is being submitted for a new employee. This avoids duplicate UTD IDs



# HRforum

Keri Burns, Director Career Services

**CAREER CENTER**  
**STUDENT EMPLOYMENT**



THE UNIVERSITY OF TEXAS AT DALLAS  
Career Center  
Student Employment

## Staff Introductions

**KERI BURNS** – Director, University Career Center

**CYNTHIA BROWN** – Associate Director, Student Employment & Operations

**CAMERON WOODS** – Student Employment Coordinator

**LAURIE MANNING** – Student Employment Assistant

**ANDREW ANDERSON** – Student Employment Assistant



# Student Employment Opportunities Fair

Come promote your on-campus student employment opportunities on **Thursday, August 29, 2019** from **11:00 am – 2:00 pm** in the **Galaxy Rooms**

Register on [Handshake](#)



# Hiring Process

## 1. Post Job in [Handshake](#)

\* To ensure that all students have an equal employment opportunity (EEO), all hourly

Student Assistants and Work-Study positions must be posted online for at least five (5) working days

## 2. Interview Students

## 3. Select a Finalist

## 4. Submit [Hiring Proposal](#) electronically \*NEW

## 5. Students emailed link to complete Criminal Background (CBC) \*NEW

## 6. Hiring Request is Processed





# Hiring Process

7. Offer letter is emailed to student
8. Student will make an [On-Boarding Appointment](#) in the University Career Center
9. E-verify completed
10. Student is able to begin working
11. Payroll initiates ePar (pilot departments process their own)
12. Student will be invited to attend [New Student Orientation](#) \*NEW
13. Student timesheet available via Galaxy



# New Hire On-Boarding Schedules

## Monday & Wednesday

9:00 am – 12:00 pm & 5:00 pm – 5:30 pm

## Tuesday & Thursday

1:00 pm – 4:00 pm & 5:00 pm – 5:30 pm

## Friday

9:00 am – 12:00 pm



# Federal Work Study (FWS)

A school must make FWS jobs reasonably available to all eligible students at the school. To the maximum extent practicable, a school must provide FWS jobs that complement and reinforce each recipient's educational program or career goals. Which is why written **job descriptions** are required for posting in Handshake to ensure that the position is one that qualifies under the FWS program regulations.



# Reminders

- Student assistants may not work more than **20 hours per week** – our office will contact students and departments if they are in violation
- **Minimum GPA is 2.0** – our office will verify eligibility for all new hires and at the end of each semester for continued eligibility
- Students may not hold more than **ONE Federal Work Study (FWS)** position
- **Departments are responsible for tracking FWS balances** – our office will notify the departments once award amounts drop below \$1000.00



# Supervisor Training

**Student Services Building (SSB) 3.107**

Sign up in Galaxy - Leo

<b>Friday, August 30, 2019</b>	2:00 pm - 3:30 pm
<b>Wednesday, September 11, 2019</b>	10:00 am - 11:30 am
<b>Friday, September 27, 2019</b>	2:00 pm - 3:30 p
<b>Wednesday, October 9, 2019</b>	10:00 am - 11:30 am
<b>Friday, October 25, 2019</b>	2:00 pm - 3:30 pm
<b>Wednesday, November 6, 2019</b>	10:00 am - 11:30 am
<b>Friday, November 22, 2019</b>	2:00 pm - 3:30 pm
<b>Wednesday, December 4, 2019</b>	10:00 am - 11:30 am
<b>Wednesday, December 18, 2019</b>	2:00 pm – 3:30 pm



# New Student Orientations

## Student Services Building (SSB) 3.107

<b>Friday, September 6, 2019</b>	9:30 am - 11:30 am
<b>Wednesday, September 18, 2019</b>	2:00 pm - 4:00 pm
<b>Wednesday, September 25, 2019</b>	9:30 am - 11:30 am
<b>Friday, October 4, 2019</b>	2:00 pm - 4:00 pm
<b>Wednesday, October 16, 2019</b>	9:30 am - 11:30 am
<b>Friday, November 1, 2019</b>	2:00 pm - 4:00 pm
<b>Wednesday, November 13, 2019</b>	9:30 am - 11:30 am
<b>Friday, December 6, 2019</b>	2:00 pm - 4:00 pm
<b>Wednesday, December 18, 2019</b>	2:00 pm - 4:00 pm



# Initiatives Coming to UT Dallas Student Employment

- Working with Human Resources to get all on-campus student employment positions posted in PeopleAdmin 7
- New Student Assistant **Pay Structures**; 3 tiers and 1 special assignment (grant funded, etc.)
- Mandatory **New Student Orientations** within 30 days of hire (paid) – available beginning in September; required beginning in January 2020
- New University Career Center and Student Employment **websites** are under construction and should go live by mid-Fall semester



# University Career Center Student Employment

## **Fall 2019 Office Hours**

Monday – Thursday: 8:00 am – 6:00 pm

Friday: 8:00 am – 5:00 pm

**Student Services Building (SSB) 3.300**

972-883-2943

[studentemployment@utdallas.edu](mailto:studentemployment@utdallas.edu)





# HRforum

Tina Sharpling, HRIS Manager  
Susan Lerry, Leave Analyst

## **BENEFITS**

- Due to the end of fiscal year processing, we are asking for your help in getting all outstanding absence events entered and approved into the system. Please work with your employees and managers to facilitate this task as soon as possible
- Employees with excess vacation balances should work with their supervisors/managers in scheduling vacation as their work permits.
- This enable an accurate carryover process of converting unused vacation to sick leave by August 30, 2019 as well as accurate year-end vacation liability reporting to the State of Texas.
- All FY 2019 (9/1/2018 – 8/31/2019) time must be approved by COB Friday, August 30, 2019. If not, we will assume that all entered time, whether in a “Saved” or “Submitted” status, is valid and approved. If no actions are taken, HR must take necessary actions to close the year.





# Reminder – Vacation Carry Over

<b>Employees with total state service credit of:</b>	<b>Hours accrued per month</b>	<b>Maximum carryover hours to next fiscal year for <i>full-time</i> employees</b>
Less than 2 years	8	180
At least 2 years but less than 5	9	244
At least 5 years but less than 10	10	268
At least 10 years but less than 15	11	292
At least 15 years but less than 20	13	340
At least 20 years but less than 25	15	388
At least 25 years but less than 30	17	436
At least 30 years but less than 35	19	484
At least 35 years or more	21	532

Unused annual leave carries forward into the next fiscal year. Annual leave hours in excess of the set limits at the end of the fiscal year (August 31) transfer to the employee's sick leave balance. Regular employees who work less than forty (40) hours per week carry unused annual leave hours forward in proportion to their appointment.



# HRforum

Marita Yancey, Senior Director of Benefits and Wellness Program

## **BENEFITS & WELLNESS PROGRAM**

- **Faculty Benefits Express**

Wednesday, August 14 from 9:00-11:00

AD Building, Classroom 2.216

- **RA/TA/GA or other new Hires**

Wednesday August 28 and Thursday, August 29

9:00-4:00

AD Building, Classroom 2.216



## Post AE Reminders:

- Print your Confirmation Statement for your records.
- Submit your Evidence of Insurability Form by August 15.
- New Cards will be issued for UT Select & UT Connect
- Verify that your address in Galaxy is correct; make changes if needed



## **Timely and Accurate Update of Job Changes**

- Accuracy is important to avoid negative impact to benefits and pay (effective date, pay, FTE, etc.).
- Timely updates of job changes is critical to ensure employees do not miss their 31-day deadline to enroll.
- Ending an assignment and creating another one must be done on the same day to avoid cancellation of benefits coverage.



- *UTSW Mobile Mammography*
  - Wednesday, August 14, 8am – 3pm
  - Loading zone between Activity Center & SSA
  - Call [214.645.2560](tel:214.645.2560) or [866.277.0710](tel:866.277.0710) with your health insurance information to schedule an appointment





## Schools/Divisions Wellness Day Program

- Congratulations to the following Schools/Divisions who have been approved for funding:
  - University Library
  - Student Affairs
  - Office of Research
  - Center for Children and Families
  - Science Mathematics Education / Natural Science and Mathematics
  - Office of Information Technology
- Funding available up to \$1000 for event.
  - Limit 1 per year per school/division.
- Application form must be completed and submitted to HR for approval.
  - Must have a designated Wellness Ambassador/Coordinator.
- ***Now accepting applications!*** [www.utdallas.edu/wellness](http://www.utdallas.edu/wellness)



## Corporate Challenge



### Mark your calendars & Join Team UTD!

- Opening Ceremony & Great Walk:
  - Friday, August 9 @ 5:30 pm, Galatyn Plaza
- Competition dates: August 10 – October 5
- Raffle Tickets: Tickets are \$5 each and buys you a chance to win one of three pairs of roundtrip airline tickets with hotels stays.
- Support Special Olympics with online donation or raffle purchase
- Congrats and THANK YOU, Alyssa G. for the Team UTD t-shirt design
- [CorporateChallenge@utdallas.edu](mailto:CorporateChallenge@utdallas.edu)



2019  
CITY OF RICHARDSON  
**CORPORATE**  
**CHALLENGE**



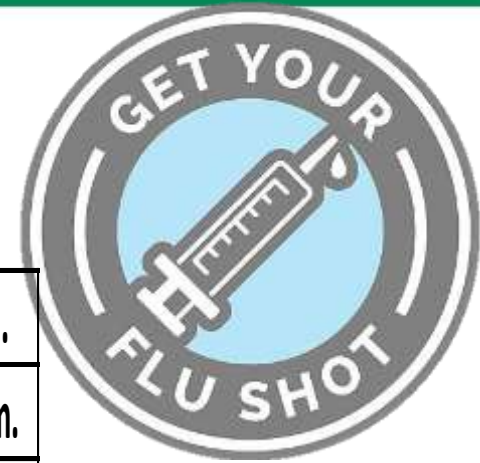
- *Save the Dates: Flu Shots*

- Tuesday, October 29

Facilities Management - <b>FM Training Room 1.502</b>	9:00 a.m. - 4:00 p.m.
Research and Operations Center - <b>ROC-Rio Grande Conference Room 2.102</b>	12:30 p.m. - 2:30 p.m.
Founders - <b>2nd Floor - Atrium</b>	9:00 a.m. - 4:00 p.m.

- Wednesday, October 30

ECS North - <b>Atrium</b>	9:00 a.m. - 4:00 p.m.
Center For Brain Health - <b>CBH Reception Hall - 1.104</b>	8:30 a.m. - 10:00 a.m.
Callier Center - Dallas Campus - <b>Room A101</b>	11:00 a.m.- 2:00 p.m.
Center for Vital Longevity - <b>Brain Room</b>	3:00 p.m. - 4:30 p.m.



# HRforum

Colleen Dutton, Chief Human Resources Officer

**Q & A ??**

*AND NOW, IN CASE YOU MISSED IT.....*

# 2019 Benefits Fair



- [hr@utdallas.edu](mailto:hr@utdallas.edu) – issues relating to general HR concerns.
- [employverify@utdallas.edu](mailto:employverify@utdallas.edu) – to request employment verification.
- [compensation@utdallas.edu](mailto:compensation@utdallas.edu) – issues relating to compensation including PRR, reclassifications, job descriptions, FLSA, and reorganizations.
- [employmentservices@utdallas.edu](mailto:employmentservices@utdallas.edu) – questions relating to general employment, onboarding and Employment Express.
- [jobs@utdallas.edu](mailto:jobs@utdallas.edu) – issues relating to jobs including access to PA7 and job postings.
- [visashr@utdallas.edu](mailto:visashr@utdallas.edu) – issues relating to international hiring, hiring of foreign nationals, or immigration including (but not limited to) J-1 (for scholars) and H1-B requests, travel signatures, and I-765 completion.
- [benefits@utdallas.edu](mailto:benefits@utdallas.edu) – issues relating to benefits and retirement.
- [hcm-timereporting@utdallas.edu](mailto:hcm-timereporting@utdallas.edu) – issues relating to time reporting.
- [loa@utdallas.edu](mailto:loa@utdallas.edu) – questions relating to Family & Medical Leave (FMLA), leaves of absence, and other leave programs.
- [employeerelations@utdallas.edu](mailto:employeerelations@utdallas.edu) – employee relations related questions.
- [serviceawards@utdallas.edu](mailto:serviceawards@utdallas.edu) – questions related to service awards.
- [appraisals@utdallas.edu](mailto:appraisals@utdallas.edu) – questions relating to appraisals and to submit appraisals.
- [hrtraining@utdallas.edu](mailto:hrtraining@utdallas.edu) – questions relating to training or to request specific training.



# HRforum

**THANK YOU FOR COMING!**

Next Human Resources Forum

October 2, 2019

10:00 a.m. – 11:30 a.m.

TI Auditorium (ECSS 2.102)