

OFFICE OF HUMAN RESOURCES
HR FORUM

December 2, 2015

- Introduction
- Veteran Employment Preference
- Department Updates





Veteran's Preference

presented by the Office of Human Resources – Employment Services

- Regulated by SB 805, effective 9/1/15
 - Texas Legislation applying to state agencies
 - Defines “veteran”
 - Provides guidance on who is eligible for the preference
 - Establishes a veteran employment goal
 - Designates open positions for veterans (optional)
 - Outlines requirements for application, investigation and reporting



Who is a Veteran?

- A “veteran” means an individual who served in (and has been honorably discharged from) the following branches of service:
 - The U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard or the US Public Health Service under Title 42, United States Code § 201.
 - The Texas Military Forces as defined by Texas Government Code, § 437.001.
 - An auxiliary service of one of the branches of the armed forces.
- A veteran with a disability is defined as a veteran –
 - Who is classified as disabled by the U.S. Department of Veterans Affairs or the branch of the service in which the veteran served, and
 - Whose disability is service-connected.

<http://www.utdallas.edu/hr/employment/jobs/preference>





Who is eligible for the preference?

- The veteran preference applies to:
 - A veteran, including a veteran with a disability.
 - A veteran's surviving spouse who has not remarried.
 - An orphan of a veteran if the veteran was killed while on active duty.

<http://www.utdallas.edu/hr/employment/jobs/preference>



- Placement goals are established as a target
 - Assists in addressing underutilization for a protected group.
 - A goal is NOT a quota. Quotas are illegal!
 - It does not permit the hiring or advancement of unqualified veterans.
- Veteran Goal
 - at least 20% of the total employment populations
- Targeted or Good Faith Efforts
 - Outreach and recruitment



- **Veterans' Preference in Employment Position:**
You may designate a new or replacement position as a veterans' position and only accept applications for that position from individuals who are entitled to a veterans' employment preference. In certain instances, these positions do not have to be announced or advertised.

<http://www.utdallas.edu/hr/employment/resources/>




What do we do?

- Determine if veterans are in your pool
 - Special handling list
 - Application cues
- Do they meet the minimum qualifications?
- Follow the interviewing guidelines
 - If the total number of individuals interviewed is 6 or fewer, at least 1 interview must be with a qualified veteran eligible to claim the veterans' preference.
 - If the total number of individuals interviewed is more than 6, at least 20% of the total number of interviews must be with qualified veterans eligible to claim the veterans' preference.
 - If no applications are received from individuals who qualify for a veterans' employment preference, there is no interviewing requirement.



- Open the Applicant tab on the **job posting** and click “More Search Options”


Postings / Staff / Administrative Assistant I (Posted) / Applicant Review

 **Posting: Administrative Assistant I (Staff)** [Edit](#)

Current Status: Posted

Position Type: **Staff** Created by: _____
Department: _____ Owner: _____

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals | Associated Position Description | Background Checks

[Open Saved Search](#) ▼ Search: 

How do we know?

- Click to “Add Column” and select “Special Handling List”

Search: [Hide search options](#)

Add Column:

Active/Inactive:

Draft Application?:

Workflow State:

How do we know?

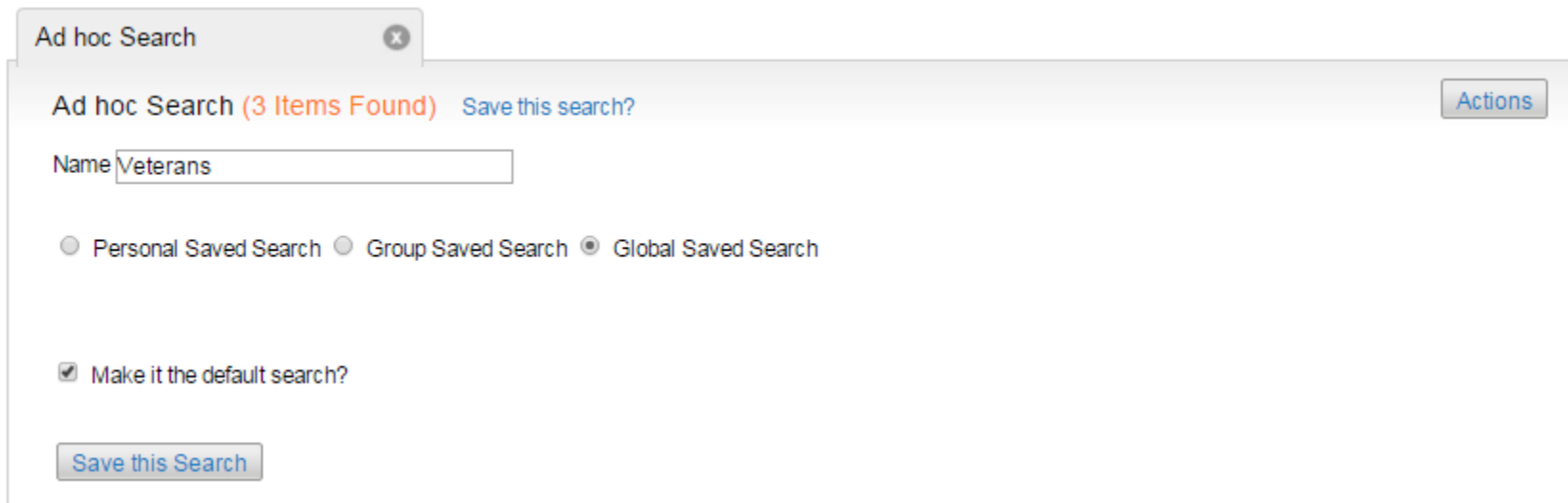
- The “Special Handling List” column will be added and a “checkmark” icon will appear next to candidates who have identified themselves as veterans.

Items Found 0 Actions

Posting Number	Workflow State (Internal)	Workflow State (External)	Last Updated	Special Handling List	(Actions)
S00215P	Not Interviewed Not Selected	In Progress	October 09, 2015 at 10:14 PM		Actions ▼
S00215P	Not Interviewed Not Selected	In Progress	October 13, 2015 at 09:56 AM		Actions ▼
S00215P	Not Interviewed Not Selected	In Progress	October 13, 2015 at 05:44 PM		Actions ▼
S00215P	Not Interviewed Not Selected	In Progress	October 14, 2015 at 09:38 PM		Actions ▼
S00215P	Not Interviewed Not Selected	In Progress	October 22, 2015 at 09:58 PM		Actions ▼
S00215P	Not Interviewed Not Selected	In Progress	October 23, 2015 at 01:18 PM		Actions ▼
S00215P	Not Interviewed Not Selected	In Progress	October 26, 2015 at 04:38 PM		Actions ▼
S00215P	Not Interviewed Not Selected	In Progress	November 02, 2015 at 03:33 PM		Actions ▼
S00215P	Not Interviewed Not Selected	In Progress	November 02, 2015 at 06:29 PM		Actions ▼
S00215P	Not Interviewed Not Selected	In Progress	November 05, 2015 at 12:55 PM		Actions ▼
S00215P	Not Interviewed Not Selected	In Progress	November 09, 2015 at 11:30 PM	✓	Actions ▼
S00215P	Not Interviewed Not Selected	In Progress	November 08, 2015 at 03:23 PM		Actions ▼
S00215P	Not Interviewed Not Selected	In Progress	November 17, 2015 at 01:58 AM		Actions ▼
S00215P	Not Interviewed Not Selected	In Progress	November 19, 2015 at 01:18 PM		Actions ▼



- To save this search:
 - click “Save This Search”
 - name the search
 - click “Global Saved Search”
 - click “Make it the default search?”
 - click “Save this Search” button



The screenshot shows a web interface for saving a search. At the top, there is a tab labeled 'Ad hoc Search' with a close button. Below the tab, the text 'Ad hoc Search (3 Items Found)' is displayed in red, followed by a blue link 'Save this search?' and a grey 'Actions' button. A text input field labeled 'Name' contains the word 'Veterans'. Below the input field, there are three radio button options: 'Personal Saved Search', 'Group Saved Search', and 'Global Saved Search', with 'Global Saved Search' selected. A checkbox labeled 'Make it the default search?' is checked. At the bottom left, there is a grey 'Save this Search' button.

How do we know?

- If the candidate's veteran status is updated **AFTER** the job is posted, they may not appear in the listing. However, their status is indicated on their application.



Job application:

(Staff)

Current Status: Under Review by Dept/Committee

Application form: Employment Application



On Bypass HR Special Handling List

Take Action On Job Application ▾

★ View Posting Applied To

★ Preview Application

🔧 Edit Application



- An individual entitled to a veteran's employment preference may appeal an employment decision by filing a written complaint with the Office of Institutional Equity and Compliance (OIEC).
- The appeal will be reviewed and a course of action will be provided.
- Contact: institutionalequity@utdallas.edu, ext. 2223.



- General information and job postings:
 - jobs@utdallas.edu (subject: Veterans' Employment Preference)
 - ext. 5153

- Appeals process
 - Institutionalequity@utdallas.edu
 - ext. 2223



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Division Update

BENEFITS

Premium Sharing

- Premium Sharing – Employer Cost of Medical Plan
 - Full-time (100% Employee Cost & 50% Dependents Cost)
 - Part-time (50% Employee Cost & 25% Dependents Cost)

EMPLOYER PORTION FOR MEDICAL COVERAGE				
Medical Plan with Prescription		Employer Cost/Premium Sharing - Full-time (30-40 Hours per week)		
Coverage/Tier Level	Employee Only	Employee & Spouse	Employee & Child(ren)	Employee & Family
UT Select Medical	\$ 566.96	\$ 864.17	\$ 757.12	\$ 1,056.10
Medical Plan with Prescription		Employer Cost/Premium Sharing - Part-time (20-29 Hours per week)		
Coverage/Tier Level	Employee Only	Employee & Spouse	Employee & Child(ren)	Employee & Family
UT Select Medical	\$ 283.48	\$ 432.09	\$ 378.56	\$ 528.05

- Waived Medical – Eligible for Premium Sharing
 - Shows up in paychecks as earnings (using code PSF and PSP)

Premium Sharing for Waived Medical Coverage			
Full-Time Employees: 30-40 hours	PSF	\$283.48	May be used for Dental, Vision & AD&D
Part-Time Employees: 20-29 hours	PSP	\$141.74	



- **Form 1095-C** = Employer-Provided Health Insurance Offer and Coverage (Benefits W-2)
 - Statement of coverage offered and provided to employees, retirees, surviving dependents and COBRA participants each month for the entire calendar year. Required to file tax returns.
 - Due date - January 31, 2016 for CY 2015
 - Available online (consent required) or U.S. mail
 - Portal will be available to access the Form 1095-Cs
- **Form 1094-C** = Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns (to be filed electronically by UT Dallas my March 31st)





Sample Form 1095-C

Form **1095-C**

Department of the Treasury
Internal Revenue Service

Employer-Provided Health Insurance Offer and Coverage

Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095c

VOID

CORRECTED

OMB No. 1545-2251

2015

Part I Employee						Applicable Large Employer Member (Employer)					
1 Name of employee			2 Social security number (SSN)			7 Name of employer			8 Employer identification number (EIN)		
3 Street address (including apartment no.)						9 Street address (including room or suite no.)			10 Contact telephone number		
4 City or town		5 State or province		6 Country and ZIP or foreign postal code		11 City or town		12 State or province		13 Country and ZIP or foreign postal code	

Part II Employee Offer and Coverage	Plan Start Month (Enter 2-digit number):												
	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)													
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Applicable Section 4980H Safe Harbor (enter code, if applicable)													

Part III Covered Individuals															
If Employer provided self-insured coverage, check the box and enter the information for each covered individual. <input type="checkbox"/>															
(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 60705M

Form **1095-C** (2015)



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Division Update

EMPLOYEE RELATIONS/ ORGANIZATIONAL DEVELOPMENT

- **Appraisal Deadlines:**
 - April 7, 2016 – Employees who were employed during 2015.
 - June 30, 2016 – Employees who were hired between January 1, 2016 & April 15, 2016. (Probationary Evaluation accepted)
- **Appraisal not required for:**
 - Employees with an appointment of less than 4.5 months or if they are in a student position.
 - Employees currently out on leave – Complete when they return from leave.



- Professional Development Day - Today
 - Till 1:00 PM – Second Floor of Founders Atrium
- Annual Performance Review Training
 - December 10, 2015 (10:00 AM – 12:00 PM)
 - December 14, 2015 (10:00 AM – 12:00 PM)
 - January 14, 2016 (10:00 AM – 12:00 PM)
 - January 26, 2016 (2:00 PM – 4:00 PM)
- Emotional Intelligence Practicum 3
 - December 3, 2015 (10:00 AM – 12:00 PM)
- Office Etiquette – The Platinum Rule
 - December 10, 2015 (10:00 AM – 12:00 PM)



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Division Update

EMPLOYMENT SERVICES



Employee Changes for March 1

January 22, 2016...

is the deadline for submitting requests to HR for a staff reclassification, promotion, market/equity adjustments or one-time merit with a March 1, 2016 effective date.

The March 1 date is reserved to reward exceptional performance or extraordinary circumstances.

To submit a request, please complete a PRR and include justification for the action.

If requesting a promotion, the Staff Promotion Assessment form and all applicable documents must also be attached.

If requesting a reclassification, please contact Betty Burns (betty.burns@utdallas.edu / 972.883.4632.)

Please refer to our Compensation Standards & Practices for additional information.



- Completing new hire ePARs

	New Hire	Rehire	Secondary Assignments
Staff/Paid Visitor	HR	HR	Department
RA/TA	HR	HR	Department
Classified Temp	HR	HR	Department
Student Worker	Career Center/Payroll	Career Center/Payroll	Career Center/Department
Faculty	TBD	TBD	TBD
Lecturer	TBD	TBD	TBD

- New Hire/Rehire: previously external to UTD or returning after termination



- Guidelines
 - 7 day goal for ePAR
 - “My Assignments” for approvals
 - 30 day guidance for submitting ePAR



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Q & A