

OFFICE OF HUMAN RESOURCES

HR FORUM



June 6, 2018



- Campus Update – Dr. Calvin Jamison
- Department Updates
 - Benefits – Marita Yancey
 - Employee Relations/Organizational Development – Marco Mendoza
 - Employment Services – Evelie Giddings and Ilyce Murray

HRforum

Division Update

BENEFITS

UT Dallas is upgrading PeopleSoft HCM and FMS

Gemini HR and Gemini Financials

Upgrade scheduled for Spring 2019

	CURRENT	FUTURE
PeopleSoft Application	9.1	9.2
PeopleTools (technical tools for OIT developers)	8.55.12	8.56

What to Expect

Different look & feel

Upgrade existing functionality first

Bells & whistles to follow in stages

Status

UTD working with consulting partners

Release of first environment to OIT set for mid-late June

First test pass for functional teams starts mid-late summer



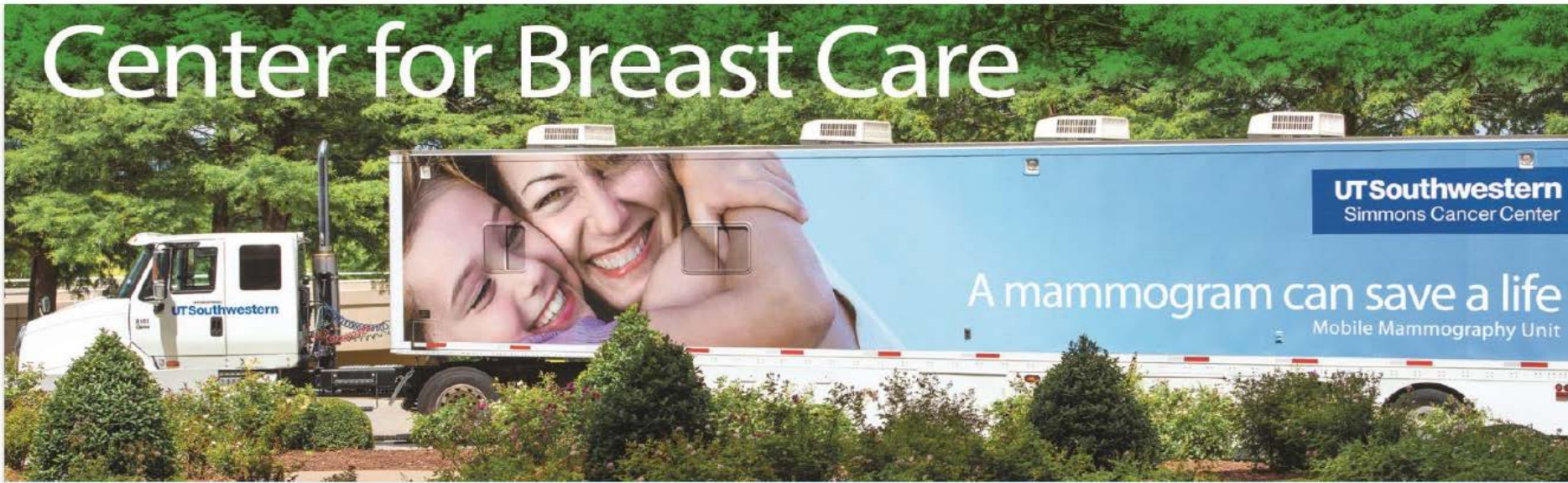
- MyEvide – UT System Benefits Portal - Annual Enrollment 2018
- PeopleSoft version 9.2 upgrade - Spring 2019 (more details from Tina)
- UT System Office of Employee Benefits Modernization- new eligibility and enrollment system – UTD is a pilot campus – April 2019
- Things to consider as we prepare for the OEB Modernization:
 - Employee data integrity, accuracy and timeliness of employee changes to ensure employees' benefits are accurate (new hires, terminations, FTE & position changes, etc.)
 - Process improvement (timeliness and accuracy) in processing data in the PeopleSoft HR/Payroll system is critical. This applies to all areas that touches the employees' data (HR, Payroll, Budget and Departments).

- 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 balance should work with their supervisors/managers in scheduling vacation as their work permits.
- This enables an accurate carryover process of converting unused vacation to sick leave by August 31, 2018 as well as accurate year-end vacation liability reporting to the State of Texas.
- All FY 2018 (9/1/2017 – 8/31/2018) time must be approved by COB Friday, August 31, 2018. 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.



- Benefits & Wellness Fair
July 23, 2018 @9:00-4:00; Galaxy Rooms
- Benefits Update
- Retirement Presentations – SU Dining Hall – Room #2.905-A
- Health Screenings – SU Dining Hall – Room #2.905-B
- Free 10-minute Massage
- Karaoke – Rock N Roll style (50s/60s)
- Photo Booth
- Prize drawings throughout the day
- Plus many more fun stuff to do – Don't miss out!!!

Center for Breast Care



The UT Southwestern Mobile Mammography Unit will be available:

(La Unidad Móvil de Mamografías de UT Southwestern estará disponible):

When (Cuándo): **Friday, June 8, 2018**

Time (Hora): **8AM – 3PM**

Where (Dónde): **Residence Hall South (RHS) Loading Zone - off Rutford Ave.**

Sponsored by (Patrocinado por): **UTD**





ARE YOU ON TRACK

FOR THE RETIREMENT YOU ENVISION?



Find out with Retirement Pathfinder®

SAVING : INVESTING : PLANNING

See retirement like never before: analyze your plan and get answers to your questions in real-time with a new, interactive planning tool from VALIC.

Retirement Pathfinder lets you build a personalized retirement plan while sitting shoulder-to-shoulder with your financial advisor.

For a live demonstration of Retirement Pathfinder, please join us at a workshop:

Date: Wednesday, June 13th

Time: 12:00pm - 1:00pm

Location: SU 2.602 Galaxy Rooms A & B
UT Dallas

To Register:

Go to my.VALIC.com/seminars

Enter registration code UOTRIC11AD





*Special
Olympics
Texas*



Register now for **Team UTD!**
Compete in Olympic-style events against other local organizations,
and help raise money for **Special Olympics Texas.**

Join the Opening Ceremony and Great Walk:
Friday, August 10, 5:30 p.m.
Galatyn Plaza
2351 Performance Drive



← utdallas.edu/wellness/programs/cc2018

Sign Up Form →

#UTDallasCC



Flu Clinics for 2018

FLU SHOTS

**FREE for Employees, Retirees and Students
with accepted insurances**

Oct. 30-31

Provided by
**Staying Healthy
Medical
Services**

For retirees and students
without insurance,
flu shot is \$20.

UT Dallas FLU CLINIC LOCATION AND SCHEDULE

Tuesday, October 30, 2018

Facility	Date	Time	Address
Facilities Management - Conference Room 1.702	10/30/2018	9:00 a.m. - 4:00 p.m.	UTD Campus - 800 W. Campbell Road, Richardson, TX 75080
Research and Operations Center (ROC) 2.102	10/30/2018	12:30 p.m. - 2:30 p.m.	17217 Waterview Parkway – Dallas, TX 75252
Center for Vital Longevity - Brain Room	10/30/2018	1:30 p.m. - 3:00 p.m.	1600 Viceroy Drive, Suite 800, Dallas, TX 75235
ECS North Atrium	10/30/2018	9:00 a.m. - 4:00 p.m.	UTD Campus - 800 W. Campbell Road, Richardson, TX 75080

Wednesday, October 31, 2018

Facility	Date	Time	Address
Founders - 2nd Floor - Atrium	10/31/2018	9:00 a.m. - 4:00 p.m.	UTD Campus - 800 W. Campbell Road, Richardson, TX 75080
Callier Center - Dallas Campus - Room B 108	10/31/2018	9:00 a.m. - 12:00 p.m.	1966 Inwood Road, Dallas, TX 75235
Center For Brain Health - Classroom 1.604	10/31/2018	1:00 p.m. - 3:00 p.m.	2200 W. Mockingbird Lane, Dallas, TX 75235

www.passageware.com/ClinicSignUp/UTDallas

Registration will be available soon!



HRforum

Division Update

EMPLOYEE RELATIONS/ ORGANIZATIONAL DEVELOPMENT

HRforum

Division Update

EMPLOYMENT SERVICES

- Enhanced Dashboard Preview

Parking Payroll Deductions

- New staff may now take advantage of payroll deductions for parking regardless of start date.
- New staff will have until the Friday following their DayOne to purchase.
- Summer faculty and temps have the option to purchase month-to-month passes.
- Faculty starting in the fall can take advantage of payroll deduction as long as they purchase their pass during the annual payroll deduction period (July – August)
- Faculty starting in the spring will be added to Spring DayOne hires and can take advantage of parking payroll deductions as long as they purchase during the week of start.

- H-1Bs require at least 60 days to process. If employee needs a new H-1B or extension for August, they MAY NOT meeting the department deadline to start.
- If you are intending to pay a J-1 directly, please submit a PRR with the J-1 request form so that an ePAR can be created.
- USCIS is starting to push back on visa applications. Jobs that may have been approved in the past are now facing increased scrutiny and denial of visa request.

- Bill was made effective September 1, 2015.
- Qualifying vets, surviving spouses (who are not remarried) and orphans of veterans (killed in active duty) qualify for the preference.
- If the veteran meets the minimum qualifications of the job, they should receive an interview.
- When deciding between the applicant eligible for the preference and another candidate, the applicant eligible for preference should be extended the offer.

HRforum

Q & A

- hr@utdallas.edu – issues relating to general HR concerns.
- employverify@utdallas.edu – to request employment verification.
- compensation@utdallas.edu – issues relating to compensation including PRR, reclassifications, job descriptions, FLSA, and reorganizations.
- jobs@utdallas.edu – issues relating to jobs including access to PA7 and job postings.
- visashr@utdallas.edu – issues relating to jobs including (but not limited to) J-1 (for scholars) and H1-B requests, travel signatures, and I-765 completion.
- benefits@utdallas.edu – issues relating to benefits.
- hcm-timereporting@utdallas.edu – issues relating to timereporting.
- loa@utdallas.edu – questions relating to long-term leaves.
- employeerelations@utdallas.edu – employee relations related questions.
- serviceawards@utdallas.edu – questions related to service awards.
- appraisals@utdallas.edu – questions relating to appraisals and to submit appraisals.
- hrtraining@utdallas.edu – questions relating to training or to request specific training.

HR Homepage

- Policies
- Announcements
- HR Forms

Benefits

- Insurance and Retirement Information
- Forms
- Leave (Vacation, Sick and FMLA)

Compensation

- Classified Pay Plan and Salary Guidelines
- FLSA Toolbox
- Compensation Standards & Practices

Employee Relations

- Consulting
- Performance Management
- Service Awards

Employment Services

- Job Listing
- New Employee Resource
- Department Resources

OD/Training

- Training and Development
- Certificate Programs
- New Employee Orientation