April 3, 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.**
Agenda

• Colleen Dutton
  – General Announcements

• Sylvia Smiley
  – HR Onboarding Process

• Marco Mendoza
  – Performance Appraisals

• Marita Yancey
  – Benefits Updates
  – Upcoming Wellness Events
FY 20 Merit - April 12 is the deadline to submit reclassification, promotion or salary increases over 5% to HR for review.

- No mid year increases this year
- If approved, will be effective 9/1/19
- Merit program is anticipated but pool amount has not been determined
- For FY20 - apply merit first, then requested salary adjustment
- Review is for the total amount (merit + adjustment = X%)
  - 0-5% - no additional justification needed; include in budget process
  - 5.1% up to and including 10% - memo from Dean/VP with justification;
  - Increases greater than 10% will require justification from Dean/VP and approval from President/Provost

HR Website – survey sent out to the following groups from Communications:
- Staff Council, Faculty Senate, New hires over past 6 months
- If you received the survey, PLEASE complete by the deadline. Your feedback is an important part of the redesign process
1. To make our jobs easier; the end user who has to do the job should be consulted about process changes before making the process change
   • We do seek feedback from various end user groups (website example)
   • Not possible to ask every person or meet individual needs/preferences
   • HR Forum is two way communication effort
     • Will keep you posted on key projects or items that may impact you
     • Keep the feedback coming
You Asked, We Answered...

2. Improve communication in regards to response time to emails; some respond; some don’t; some have to be reminded several times

- The use of the group emails is good and bad because who is in that group? Is the supervisor of that group monitoring the responses

  - HR standard is to acknowledge and/or respond to email same day or next business day. This should be the norm with minimal exceptions
  - If not happening, please let me know
  - Please allow exceptions for crunch times and staffing challenges
You Asked, We Answered...

3. The onboarding workflow – who’s (dept. or HR) doing what and when?
   • Sylvia Smiley will present on this today

4. Develop an ePar process that communicates with the submitter prior to denying the ePar; sometimes there is little time for a new ePar to go through all the approvals again so denials should be done with great caution and after some research
   • Where in the process is this happening?
   • IF HR, there should be communication prior to taking this action
5. Volunteer policy

- Are we working on a policy for community members who would like to volunteer on campus?
- Will there be a form for the volunteer to complete?
- If a criminal background check is required, who will run it? HR or UTD PD?

• Policy is still in draft form (yes, this has been taking a long time)
  • There will be a uniform process – multiple departments involved
  • CBC is required for all volunteers prior to beginning volunteer assignment. CBC for volunteers is done by Police Department
  • If in labs – contact Shane Solis in Office of Research
6. Employment Verification

- At one point, I think we discussed using a new service/outside company for employment verification. Has there been any headway on that?
- I think a general discussion of employment verification vs. employment reference would be helpful.
- I think we should address how FERPA impacts employment verification & employment references, for current and former student employees.

- Work Number – anticipated roll out in May/June
- Will give review at June HR forum
- Cleared any concerns with FERPA –only addresses employment and nothing academic
- Employee (including students) must grant requester access by providing a code. Employment dates, position and salary only
- Will help process for loans and other approvals go faster
Sylvia Smiley, HR Coordinator II

EMPLOYMENT SERVICES
HR onboarding responsibilities and new hire ePARs...

*HR onboarding* begins with the submittal of the new hire ePAR. This happens once the hiring process is complete and the official offer letter is emailed to the new employee.

- HR is responsible for submitting new hire ePARs for staff and classified temporary positions.
- HR is also responsible for submitting rehire ePARs for staff and classified temporary positions that have experienced a break in service or if a temporary assignment is changing to a new staff appointment.
- Department liaisons are still responsible for submitting ePARs for job attribute changes, fund changes and ePARs for student employment.

*Note: When in doubt, please email the HR Coordinator.*

Departmental responsibilities and new hire ePARs...

- Review the ePAR for any needed corrections.
- Approve
When does HR submit new/rehire ePARs for onboarding?

- For *staff positions*, ePARs are submitted 28 days prior to the start date, if the finalized offer is received.
- For *classified temporary positions*, ePARs are submitted on DayOne after the hiring documents are received if the employee is new to UTD.
- Any final offer extended 1 week prior to the start date, the ePAR will be submitted within the same week the final offer was extended.
- Rehire ePARs can also be submitted within the same week a final offer is extended.

**FYI**: Start dates are generally on Mondays.

*Your assistance is needed...*

Please allow the new hire ePAR to be submitted prior to submitting an eCAT. If departmental access is needed months in advance, create the eCAT then provide the HR Coordinator the UTD ID and NetID when received.

*** the goal is to avoid duplicate UTD IDs ***
The Employment Specialist sends this notice, along with additional onboarding tools, to the Search Coordinator and Hiring Manager. Departments can use this notice as a reminder to engage your new employee prior to DayOne. Topics you may want to discuss are...

- Hiring Packet (bring I-9 supporting docs and voided check)
- Start time
- Office Attire
- Closest Parking Area
- Lunch Plans
- Any additional department specific information
On Day One the HR Coordinator will...

1. Receive hiring packet & I-9 supporting documents
2. Send employee information to Parking Office for payroll deduction availability
   - Via email the week of start date
   - ePAR must be complete; both UTD ID and NetID are needed
3. Complete e-verify within 3 days of start date, per Dept. of Homeland Security regulation
   - I-9 supporting documents are key components
4. Scan Payroll documents to payroll@utdallas.edu

**NOTE:** (doc. title “First Initial, Last Name – UTD ID (J1/F1)”
   - Personal Data Form
   - Direct Deposit Form
   - W-4
   - I-9 (if foreign national)
Marco Mendoza, Director of Employee Relations and Organizational Development

EMPLOYEE RELATIONS/ ORGANIZATIONAL DEVELOPMENT
Appraisals Due:

– **April 5, 2019** for current staff and faculty who worked for UT Dallas in 2018

– **June 29, 2019** for staff and faculty who began or will begin employment with UT Dallas in 2019, between January 1 – April 15
Marita Yancey, Director of Employee Benefits

BENEFITS
We are live on the new *My UT Benefits*! Check it out and let us know what you think.

Some features of the new *My UT Benefits*

- New look and feel
- Clear and concise information
- View your current coverage
- Enroll online for life events within 31 days
- Improved Benefits Confirmation
- Online annual benefits enrollment
Other Information to Know

- New deduction codes and descriptions on the paycheck stubs
- Spouse Life Imputed Income
- Beneficiary designations
- Clearing your cache (deleting browsing history)
- Enhancements in development (e.g., online evidence of insurability and a mobile app)
- Premium Sharing for waived medical are only shown under the Employer Paid Benefits and no more employee deductions
## New Deduction Descriptions

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>DefComp</td>
<td>1,000.00</td>
<td>4,000.00</td>
<td>Life Dependent</td>
<td>2.87</td>
<td>2.87</td>
<td>TEACHER RETIREMENT</td>
<td>301.47</td>
<td>1,205.88</td>
</tr>
<tr>
<td>TEACHER RETIREMENT SYSTEM</td>
<td>341.37</td>
<td>1,365.48</td>
<td>Life Employee</td>
<td>10.21</td>
<td>10.21</td>
<td>SYSTEM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SYSTEM</td>
<td></td>
<td></td>
<td>Long Term Disability</td>
<td>16.85</td>
<td>16.85</td>
<td>UT Select Employer</td>
<td>598.14</td>
<td>598.14</td>
</tr>
<tr>
<td>AD&amp;D Child(ren)</td>
<td>0.14</td>
<td>0.14</td>
<td>Short Term Disability</td>
<td>11.97</td>
<td>11.97</td>
<td>Vacation/Sick Accrual</td>
<td>36.80</td>
<td>147.20</td>
</tr>
<tr>
<td>AD&amp;D Employee Flat</td>
<td>2.80</td>
<td>2.80</td>
<td>GROUP LIFE INSURANCE</td>
<td>0.00</td>
<td>1.89</td>
<td>WORKERS COMPENSATION</td>
<td>4.08</td>
<td>16.32</td>
</tr>
<tr>
<td>AD&amp;D Spouse Flat Amt</td>
<td>0.14</td>
<td>0.14</td>
<td>SUPPLEMENTAL LIFE</td>
<td>0.00</td>
<td>27.60</td>
<td>MEDICAL</td>
<td>0.00</td>
<td>1,794.42</td>
</tr>
<tr>
<td>UT Flex Medical</td>
<td>83.33</td>
<td>83.33</td>
<td>DEPENDENT GROUP LIFE</td>
<td>0.00</td>
<td>8.61</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PARKING DEDUCTION</td>
<td>27.78</td>
<td>111.12</td>
<td>SHORT TERM DISABILITY</td>
<td>0.00</td>
<td>35.10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AD&amp;D</td>
<td>0.00</td>
<td>8.40</td>
<td>LONG TERM DISABILITY</td>
<td>0.00</td>
<td>49.41</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AD&amp;D-Dep</td>
<td>0.00</td>
<td>0.42</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FlexMed</td>
<td>0.00</td>
<td>250.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>1,455.56</td>
<td>5,821.83</td>
<td><strong>TOTAL:</strong></td>
<td>41.90</td>
<td>164.51</td>
<td>* TAXABLE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Premium Sharing (PSP/PSF) for Waived Medical**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
<th>Earnings</th>
<th>Hours</th>
<th>Earnings</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular (T)</td>
<td>0.00</td>
<td>1,900.00</td>
<td>340.00</td>
<td>7,600.00</td>
<td>204.09</td>
<td></td>
</tr>
<tr>
<td>Premium Sharing - PT (P)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**TAXES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed Witholding</td>
<td>211.83</td>
<td>275.03</td>
</tr>
<tr>
<td>Fed 1042</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**HOURS AND EARNINGS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
<td>1,900.00</td>
<td>340.00</td>
<td>7,804.09</td>
</tr>
<tr>
<td></td>
<td>211.83</td>
<td>275.03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BEFORE-TAX DEDUCTIONS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENTAL</td>
<td>0.00</td>
<td>177.09</td>
</tr>
<tr>
<td>VISION</td>
<td>0.00</td>
<td>27.00</td>
</tr>
</tbody>
</table>

**AFTER-TAX DEDUCTIONS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Premium Sharing Credit</td>
<td>59.03</td>
<td>59.03</td>
</tr>
<tr>
<td>Vision Premium Sharing Credit</td>
<td>9.00</td>
<td>9.00</td>
</tr>
<tr>
<td>WORKERS COMPENSATION</td>
<td>1.75</td>
<td>7.18</td>
</tr>
</tbody>
</table>

**EMPLOYER PAID BENEFITS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
<td>204.09</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

* TAXABLE

Premium Sharing are now showing under Employer Paid Benefits only.
ESS Benefits Summary

Benefits Summary

Christina Sharpling

All insurance plan enrollments are located in My UT Benefits. Please login thru Galaxy to access your personal summary page in My UT Benefits and contact benefits@utdallas.edu if you have any questions.

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Plan Description</th>
<th>Coverage or Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>403(b)</td>
<td></td>
<td>Waived</td>
</tr>
<tr>
<td>Section 457</td>
<td></td>
<td>Waived</td>
</tr>
<tr>
<td>TSA 403(b) Roth</td>
<td></td>
<td>Waived</td>
</tr>
<tr>
<td>403B 50</td>
<td></td>
<td>Waived</td>
</tr>
<tr>
<td>Roth 50</td>
<td></td>
<td>Waived</td>
</tr>
<tr>
<td>PERS</td>
<td>Teacher Retirement System CAP</td>
<td>7.7% of Earnings</td>
</tr>
</tbody>
</table>
## Confirmation Statement

### Current Elections

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Effective Date</th>
<th>Monthly Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT SELECT Medical Plan 2018-19</td>
<td>09/01/2018</td>
<td>0.00</td>
</tr>
<tr>
<td>Pharmacy 2018-19</td>
<td>09/01/2018</td>
<td>0.00</td>
</tr>
<tr>
<td>Health Enhancement Systems 2018-19</td>
<td>09/01/2018</td>
<td>0.00</td>
</tr>
<tr>
<td>Basic Life 2018-19</td>
<td>09/01/2018</td>
<td>0.00</td>
</tr>
<tr>
<td>Basic AD&amp;D 2018-19</td>
<td>09/01/2018</td>
<td>0.00</td>
</tr>
<tr>
<td>Voluntary Group Term Life 2018-19</td>
<td>09/01/2018</td>
<td>0.00</td>
</tr>
<tr>
<td>Voluntary Dependent Life 2018-19</td>
<td>09/01/2018</td>
<td>0.00</td>
</tr>
<tr>
<td>Voluntary Spouse Life 2018-19</td>
<td>Declined</td>
<td></td>
</tr>
<tr>
<td>Voluntary Employee AD&amp;D 2018-19</td>
<td>09/01/2018</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Monthly Employee Costs: $129.43

**Key**
- ✔ Person is covered by the benefit
- ◀ The benefit coverage will be ending
- △ Person is no longer covered by the benefit
Welcome to My UT Benefits - Secure Benefits Enrollment

Attention: Transition to an updated My UT Benefits Experience

On Friday, March 15th, UT Dallas began the transition to an updated My UT Benefits experience on a new platform. General information can be found here.

New login links for UT Dallas only:
NEW My UT Benefits for UTD Employees
NEW My UT Benefits for UTD Retirees

If you have any issues enrolling in your benefits, please email UTD Benefits at benefits@utdallas.edu

Login

Login Using My:
- UT EID & password
- Benefits ID & PIN
- Campus ID & PIN
- Single Sign On (SSO)

Resend / Change PIN

Calculate your Out-of-Pocket Cost with our Benefits Cost Worksheet!

Note: Login for retirees is still under construction. Retirees need to contact the HR-Benefits via email at benefits@utdallas.edu if they need to make changes to their benefit coverage or need assistance.
Select your home institution

My UT Benefits requires that you authenticate with your home institution. Please either select it from the list below, then click ‘Select’, or you may use the search-as-you-type feature by typing a partial name into the search box below, then clicking ‘Search’.

Please do not create a bookmark or favorite in your web browser on this page. This page is not part of the application you are accessing. You may create a bookmark/favorite after you complete the authentication process.

Enter organization name (partials ok):

[Search]

Or choose from a list:

[The University of Texas at Dallas] [Select] [Remember for session]

Need assistance? Send email to [The UT System Administration Help Desk] with a description of the problem.
Welcome Marita!

Welcome to your new benefit communications portal. This site gives you easy access to information about the UT Benefits program, including insurance, retirement, and wellness benefits, as well as other employee benefits offered by your institution.

We recommend that you bookmark this site and make this your first stop when you have a benefits-related question or need information about your benefits.

Note: Communication Portal is still undergoing changes and update.
Employee Insurance

The Active Employee Insurance page provides information about UT Benefits insurance plans available to current employees of UT.

Retired Employee Insurance

The Retired Employee Insurance page provides information about UT Benefits insurance plans available to retired employees and return-to-work retired employees. This is also a good section to review when you’re thinking about retiring from UT.
Welcome to My UT Benefits!

My UT Benefits allows you to change benefit elections and add, update, or remove eligible dependents during the Annual Enrollment (July 15 - July 31) period for a September 1 effective date. Outside of Annual Enrollment, you may make changes to your benefits within 31 days of a qualifying change of status such as a marriage, divorce, addition of a dependent through birth or adoption, or a gain or loss of other insurance coverage. If you have questions about change of status, please contact your benefits office.

You may also login at any time to view your current coverage, access plan information and update your life insurance beneficiaries.

Benefits Snapshot

- **Medical**
  UT SELECT Medical Plan 2018-19 | Subscriber Only | Effective as of 09/01/2018
  $0.00 Monthly

- **Pharmacy**
  Pharmacy 2018-19 | Subscriber Only | Effective as of 09/01/2018
  $0.00 Monthly

- **Life**
  Basic Life 2018-19 | $40,000 | Effective as of 09/01/2018
  $0.00 Monthly

- **AD&D**
  Basic AD&D 2018-19 | $40,000 | Effective as of 09/01/2018
  $0.00 Monthly
Note: Beneficiary designations on the old My UT Benefits are in effect until an update is made in the new system.

Upgrade is coming soon - beneficiary designation on left hand side navigation.
Marita Yancey, Director of Employee Benefits

WELLNESS PROGRAM
Wellness Update

- **Right This Weigh** – Live Healthy Challenge final report
  - Total registered participants: **204**
  - Total participants who met goal of > 300 miles: **88 (43%)**
  - Rewards can be picked up in AD 3.108 until Friday, 4/5
  - Success Stories:
    - "I started exercising regularly since August. **Right This Weigh** program perfectly aligned with my own agenda and keeping track was easy to do (I can sync my fitbit other than a few activities). I lost about 30 pounds from August to March (about 10 pounds during the RTW program)."
    - "I lost just over 18 lbs during this program by being more intentional about increasing produce consumption and reducing portions of everything I ate. Cutting out sugar was huge for me and more successful than I've been in the past. That alone greatly increased my energy level and made it easier to increase physical activity."
Wellness Update

- **Naturally Slim** – 355 participants
  - 10-week online program started April 1

- **Wellness Lunch & Learn**: Teaching Kitchen – Super Foods
  - April 4, 12pm – 1pm – Galaxy Rooms A & B
  - Presenters: Chefs Gene and Tyler from UT Dining

- **Spring Into Motion** – 184 participants (04/01), goal: 335 (55%)
  - Last day to register: April 8
  - Challenge dates: April 1 – 28
  - Rewards: Living Well socks and shoelaces for those who earn at least 60 points

- **Schools/Divisions Wellness Day Program**
  - Finalizing application process; coming soon!
HR Contact Emails

- 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.
- employmentservices@utdallas.edu – questions relating to general employment, onboarding and Employment Express.
- jobs@utdallas.edu – issues relating to jobs including access to PA7 and job postings.
- 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 – issues relating to benefits and retirement.
- hcm-timereporting@utdallas.edu – issues relating to time reporting.
- loa@utdallas.edu – questions relating to Family & Medical Leave (FMLA), leaves of absence, and other leave programs.
- 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.
THANK YOU FOR COMING!

Next Human Resources Forum
June 5, 2019
10:00 a.m. – 11:30 a.m.
Location TBD