June 5, 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
  - Introduction of New HR Staff
  - HR Reorganization effective 9/1/19
  - General Announcements

- Keri Burns
  - Student Employment

- Christina Jin Zhang
  - New J-1 Visitor Process

- Tina Sharpling
  - Benefits Updates
  - Upcoming Wellness Events
Welcome New HR Staff!

- Norma Allen
  Director of Employment and Compensation

- Erica Velasquez
  Employment Immigration & Visitors Specialist
General Announcements

You Asked, We Answered...

**Issuance of Net IDs When Payroll is Open**

- Process is run daily (using the job information) to ensure Net ID’s are created in a timely manner.
- There are times when the system is locked temporarily to protect the integrity of the data; mainly during payroll processing.
- Any changes or additions to the HCM system while this process is underway will be collected once this process has completed.
- Inquiries should be sent to payroll@utdallas.edu.

**Employment Verification – Work Number Update**

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

**Our Series**
- **Admin U** – We still have seats available – Next Class is June 12
- **Managers Supervisors Series** – Begins **Today** (June 5)
- **Emotional Intelligence** – Begins Thursday, June 6
- **A Culture of Dignity and Respect** – Begins June 25

**Stand Alone Classes**
- **4 Disciplines of Execution** – June 17
- **Get a Grip & Let Go of the Gripe: Controlling Your Anger Before it Controls You** – July 8
- **Thriving: Finding Successful Work Life Balance** – July 15
- **Office Etiquette: The Platinum Rule** – July 17

**Annual Performance Appraisals**
- Due June 30, 2019
Keri Burns, Director Career Services

UNIVERSITY CAREER CENTER
Staff Introductions

Keri Burns, University Career Center Director
Cynthia Brown, Associate Director of Student Employment
Cameron Woods, Student Employment Coordinator
Laurie Manning, Student Employment Assistant
(VACANT), Student Employment Assistant
Student Employment Hiring Process

1. Post the Job in Handshake
2. Interview Students
3. Select a Finalist
4. Submit Hiring Proposal and CBC forms
5. Hiring Request is Processed
6. Offer letter is emailed to student
7. Student onboarding in Career Center
8. E-verify completed
9. Student is able to begin working
10. Payroll initiates ePar
11. Student timesheet available via Galaxy
Fall 2019 Training Opportunities

- Supervisor Training (New)
- New Student Assistant Orientation (New)
Future Projects and Updates

- Website Redesign
- New Pay Structure System
- On-Campus Student Employment Opportunities Fair (August 2019)
- Forms
  - Hiring Proposal (UTD ID and Handshake ID number)
  - Criminal Background Authorization Form (revised)
- Student Employment Mailbox (receipt confirmation notification)
- Student Employment Focus Groups (Summer, Fall and Spring)
- Professional Development (June 10 – 12, 2019) – Staff Retreat/Out of Office
Questions or Recommendations

Contact us: studentemployment@utdallas.edu
University Career Center
SSB 3.300
972-883-2943
J-1 Exchange Visitor New Process

-International Student Services Office
Announcement

As of June 01, the ISSO began supporting departments with J-1 Visitor applications, including Professor, Research Scholar and Short Term Scholar.
Application Process

Send an email to the ISSOJ1@utdallas.edu to receive a temporary ID and admin access in iComet Portal [https://sio.utdallas.edu/istart/controllers/admin/AdminEngine.cfm]

- Visitor’s First and Last name
- Visitor’s Date of Birth
- Visitor’s Email
- Visitor’s University ID/Net ID (if applicable)

Department submits “New J-1 Visitor” request via iComet Portal after receiving the temporary ID from the ISSO

- Both department and J-1 Visitor complete their e-forms in iComet portal

For UTD compensated J-1 Visitor ONLY*, department pays the $500 ISSO Service Fee via IDT (Interdepartmental Transfer)

- The ISSO issues the DS-2019 and notifies the department to pick up the packet

- Department mailing the packet to the J-1 visitor to schedule a visa interview
Transition Plan

• If you have a PENDING application with HR, please still contact Silvia Perez.

• If you have a NEW application, please follow the ISSO new process to initiate the request. For further questions, you may contact ISSO J-1 Advisor, Christina Zhang.
Where can you obtain more information?

• ISSO Website at https://www.utdallas.edu/ic/j1-visitors/
• Send an email to ISSOJ1@utdallas.edu
THANK YOU!
BENEFITS
Annual Enrollment

- Annual Enrollment is coming soon! July 15 – July 31
- Enrollment through the **new** My UT Benefits
- Watch your emails and Intercom for information
Benefits & Wellness Fair

• Save the Date – July 22, 2019

• Discover the New My UT Benefits

• Get on-board and explore the UT benefits advantages
Extended Absence Update

• Reviewing “reports to” data to ensure workflow process routes to the correct supervisor
• Will work with pilot groups to identify any potential updates needed to reports to field
• Working to finalize workflow process
Tina Sharpling, HRIS Manager

WELLNESS PROGRAM
Wellness Update

Schools/Divisions Wellness Day Program

- **Now accepting applications!**  [www.utdallas.edu/wellness](http://www.utdallas.edu/wellness)
- Opportunity for schools/divisions to host a Wellness Day in their areas.
- 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.
- Wellness activities:
  - Financial Wellness Seminar from UT System retirement vendor
  - Health/Nutrition Seminar
  - Fitness / Exercise Class
  - Stress Management – Airrosti Training, Yoga, Meditation
  - Other Wellness Activities, i.e. Tobacco Cessation
Wellness Update

• **UTSW Mobile Mammography**
  - June 7, 8am – 3pm
  - Loading zone between Activity Center & SSA

• **Naturally Slim – Summer Session**
  - Apply from June 10 – June 21
  - Program starts July 8

• **Health Screenings at Benefits/Wellness Fair – July 22**
  - Catapult Health, 8am – 3pm, SU Dining Hall B
  - Airrosti Pain & Injury Assessments, 9am – 4pm, SU Galaxy Rooms
  - Register online for appointments
Corporate Challenge

Mark your calendars & Join Team UTD!

• Opening Ceremony: Friday, August 9, 5:30 pm @ Galatyn Plaza
• Competition dates: August 10 – October 5
• Call for T-shirt design: Help us to create Team UTD t-shirt and the winning design will receive a PRIZE 😊
  - Submit design by July 15
• Support Special Olympics with online donation or raffle purchase
• CorporateChallenge@utdallas.edu
AND NOW, THE 36 CUTEST FACES IN HR............
Meet our Furry Family!
• 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
August 7, 2019
10:00 a.m. – 11:30 a.m.
TI Auditorium (ECSS 2.102)