October 2, 2019 – Welcome!

Norma Allen, Director Employment & Compensation
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

• Norma Allen
  – Introduction of HR Staff
  – General Announcements

• Ellen Ammons and Celeste Burnett
  – New Employee Assistance Program

• Marita Yancey
  – Benefits Updates
  – Upcoming Wellness Events
Welcome New HR Staff!

• Jennifer Taylor
  Administrative Assistant

• Derek Wu
  HR Temporary Employee
Congratulations!

- Karen Casey
  Employee Relations Specialist

- Carol Kidwell
  Administrative Assistant II,
  Employment Compensation & Employee Relations
“It seems the job duties/responsibilities have been changing for the employment services group. Can you please provide the job descriptions and org chart for that team.”
General Announcements

You Asked, We Answered...continued

Director of Employment and Compensation Job Description

• Responsible for providing effective leadership for the daily operations and strategic direction of employment processes including immigration, HR systems/technology, and records management, recruitment, and compensation practices
• Leads the Employment Services team in supporting the Office of Human Resources strategic goals and mission
• Ensures HR practices, policies and procedures in Employment Services are performed in an efficient, effective and timely manner
• Practices proactive engagement and seeks an understanding of the needs of colleagues
• Develops positive and collaborative relationships working in partnership with HR and campus colleagues to advance and service the comprehensive campus community, applicants and guest
Employment and Compensation Manager Job Description

• Provides supervisory oversight to the employment and compensation team

• Serves as the lead employment and compensation specialist and ensures compliance with federal and state employment laws, and University and UT system policies

• Serves as a resource and partner to advise on first line and mid/upper level compensation matters and strategies with campus colleagues and the ECS team
You Asked, We Answered...continued

Employment and Compensation Specialist II Job Description

• Provide exceptional talent acquisition and compensation services to University hiring managers and departmental leaders

• Partners with hiring mangers to hire talent, while ensuring compliance with federal and state employment laws, and University and UT system policies

• Serves as a resource and partner to advise on first line and mid/upper level compensation matters and strategies with campus colleagues

• Maintain excellent relations with hiring managers, applicants, and the UT Dallas community at-large
Employment Immigration Specialist II

• Administers all aspects of immigration-related employment-based applications, ensuring accuracy and timeliness

• Assists with the development, integration and implementation of policy regarding hiring practices for foreign nationals

• Develop and deliver training, workshops and materials aimed at communicating the university immigration process

• Maintain appropriate documentation relating to visas, petitions and any other information relating to employment-based immigration
Employment Immigration Specialist II

- Develop and manage specialized onboarding and orientation programs to assist employees/families with adjusting to the university

- Collaborate with International Student Center to implement transition programs (student to staff)

- Develop and monitor caseload system and maintain contact list and communication to foreign nationals

- Ensure compliance with all applicable rules and regulations, remaining abreast of changing regulations and best practices.
Employment and Compensation Analyst

- Provides support in job analysis, job evaluation and audits jobs and job descriptions to ensure accuracy of job responsibilities, activities, duties and requirements
- Maintains employment files to ensure compliance
- Distribute, organize and maintain new hire documents
- Complete end-to-end on-boarding of new staff, student and faculty hires
- Ensures compliance with HR policies and procedures
- Assists with additional projects, as assigned
You Asked, We Answered...continued

Administrative Assistant II

- Reports to Director Employment and Compensation.
- Manages administrative tasks and projects for Employment and Compensation as well as Employee Relations:
  - Day One Onboarding
  - Annual Performance Review Process
  - Service Awards Verifications
  - Exit Interviews
  - Tuition Benefits
You Asked, We Answered...

Employment Verification – Work Number Update

• Work Number is still pending.
EMPLOYEE ASSISTANCE PROGRAM

Ellen Ammons, Employee Relations Lead Manager
Celeste Burnett, Leave Manager
Your Employee Assistance & Work/Life Program
How Can The EAP Help You?

- Stress, Anxiety
- Time Management
- Relationships
- Financial Challenges
- Health & Wellness
- Daily Living/Convenience
24-Hour Program Access

- Helpline: (888) 993-7650
- iConnectYou App
  (call, instant message, video, SMS text with a counselor)
- LiveCONNECT Instant Messaging

Eligibility

- Employees
- Dependents
- Household members
- Coverage extends for 6 months post-employment
Short-term Counseling

• Sessions: 7
• Telephonic intake & assessment
• Referral provided to a local clinician for short-term counseling within 3 days
• Call the referred provider to schedule an appointment at your convenience

Referrals

• Some issues are not appropriate for short-term counseling. In these cases, a referral is provided to local community resources or to your health plan for further assistance
• Referrals may also be provided to local support groups, the United Way, attorneys, financial planners, etc.
Alternate Modes of Support

AWARE Mindfulness-Based Stress Reduction Program (6 sessions)

- Support for participants experiencing life stress, pain, and challenges with focus and concentration and who want to increase their awareness of and commitment to intentional living
- Through six (6) weekly sessions, MBSR-trained health and wellness professionals provide one-on-one support and supply electronic resources for self-guided individual practice.

Telephonic Life Coaching (6 sessions)

- 6 telephonic sessions
- Coaching usually lasts 3-4 months
- Initial 45 minute session: the participant works with the coach to establish a vision, determine goals, and create an action plan.
- Subsequent 20-minute follow-up coaching sessions ensure the participant is on track to achieve the desired goals.
Alternate Modes of Support

**Virtual Telephonic Group Counseling**
- 8 week program
- 90 minute clinician-lead group session each week
- Participants may be referred to a group based on a clinical assessment; those referred will present with similar issues and without risk

**In My Hands – Computerized Cognitive Behavioral Therapy (cCBT)**
- Complement to the traditional telephone and face-to-face counseling services
- Self-paced online program encourages participants to interact with the application on a weekly basis
- 7 online CBT sessions are delivered over the course of seven weeks, with scheduled e-mail and/or telephone support from qualified counselors and additional support as needed.
- Several modules are available, including Introduction to CBT; Self-Esteem and Thinking Styles; Low Mood and Depression; Stress and Anxiety; and Coping and Resilience.
Legal Services

- 30-min. telephonic or in-person consultation with an attorney
- In-person meetings are scheduled; telephonic consultation is often immediately available
- Consultation consists of an analysis of the situation and advice on how to proceed
- 25% discount off the attorney’s hourly fee
- Access to over 100 legal forms online at www.deeroakseap.com
- Excluded Issues: Employment as it relates to employees and family members, one’s own business, class action lawsuits, taxes
FREE LEGALLY BINDING STATE-SPECIFIC SIMPLE WILL AND LIVING TRUST SOFTWARE

- Step-by-step process composed online under the Legal/Financial portion of our website at www.deeroakseap.com
- Is designed for typical assets such as a house, car, savings and investments
- Some situations may require more than a simple will. You should get expert advice, or at the least, investigate your options
Financial Services

- Free telephonic financial counseling and education with an Accredited Financial Counselor on issues related to consumer debt and budgeting.
- Counselors address issues via the help line, and follow up by emailing supporting educational materials.
- Counselors are available without an appointment Monday through Friday, or through pre-scheduled Saturday sessions.
- All counselors are knowledgeable in a wide range of financial topics.
- Examples: budget preparation, debt consolidation, college planning, retirement.

Identity Theft & Recovery

- Accredited Financial Counselor provides telephonic consultation and information on steps that should be taken upon discovery of identity theft.
- Consultation may include: how identities can be stolen and common warning signs; how to obtain one's credit report(s) to look for indications of identity theft; how to read and understand one’s credit report; and steps to take if identity theft is indicated.
- Free credit monitoring service available through Credit Karma via the website.
- Resource links, tip sheets, and brochures on avoiding and identifying identity theft are available along with referrals to full-service credit recovery agencies.
Child/Elder Care

- Daycare
- Preschool & nursery schools
- Before and after school care
- Parenting skills & classes
- In-home care
- Adoption
- Sick child care
- Summer programs
- Sports camps
- Special needs camps
- Play groups

- Assisted living facilities
- Nursing homes
- Cancer care centers
- Alzheimer’s support
- Retirement communities
- Elder substance abuse programs
- Adaptive transportation services
- Medicare & Medicaid questions
Daily Living/Convenience Services

- Apartment locators
- Chore services/house cleaners
- Home repair (handymen, plumbers, electricians, contractors, etc.)
- Entertainment services
- Pet obedience training
- Transportation & travel services
- Volunteer opportunities
- Tutors
- Fitness and wellness centers/programs
- Moving/relocation services
- Pet sitters/kennels
- Event planning
- Veterinarians
• Call a cab, Uber, Lyft, Fasten, or other ride-sharing program
• Keep your receipt
• Call the helpline for instructions on receiving reimbursement for your ride
• Reimbursement up to $45.00 - excludes tip
• Available once per calendar year per person
• May submit receipt up to 60 days from date of service
Critical Incident Response

• Any traumatic event that occurs in the workplace, community, or globally that affects employees

• Examples: employee death or injury, reduction in force, accidents, environmental disasters

• EAP offers various responses i.e. information, practical support, telephonic crisis support, management consultation, clinically-led on-site group meetings
Training

- Onsite & Webinar Training
- On-demand Online Seminars— a new topic added monthly
- Online Skill Builder E-Learning Courses
- Supervisor Excellence Webinar Series – Employee Engagement
Login: utdallas
Password: utdallas
Click here to download Quicken WillMaker Plus 2019 and create a customized estate plan with a Will, Living Trust, Health Care Directive, Durable Power of Attorney for Finance and 20+ other useful documents at no cost to you. Easy interview format lets you complete documents at your own pace. Enter 1601 as the COUPON CODE on the Checkout screen after clicking on the BUY NOW button for your free download. This software is provided through our partner Nolo, a leader in do-it-yourself legal products since 1971.

**Quicken WillMaker Plus 2019** is the original will-writing software, created and updated regularly by Nolo's experts.

**Benefits of using Quicken WillMaker Plus 2019 include:**

- A customized estate plan for you and each member of your family, including a Will, Living Will, Health Care Directive and other essential documents
- Free Living Trust software (requires registering your software at Nolo.com)
- Print your legal Will and other documents in the comfort of your home
- A user-friendly legal manual answers common questions
- A team of Lawyer-Editors work to ensure each document included reflects the laws of your state*

* Estate planning documents are not valid in Canada, Louisiana or US Territories

**Platform:** Requires Windows 7/8/10/11 or macOS 10.11 or higher
Savings Center

Welcome to the Savings Center!

The Savings Center is a discount shopping program that is provided through the Perks At Work website. It offers discounts of up to 26% on name brand, practical, and luxury items.

If you are already a registered user, you can log in to the Savings Center from the link below. (New users will first need to click on "Register for Free" to create a profile.)

Click here to access the Savings Center.

First-time users will need to register using the company name of **Workplace Options US** and the company code **EAP** in order to access the Savings Center. Visit the link below to create a profile for the Savings Center.

New Users: Click here to register for the Savings Center.

Savings Center Registration Tips

- While Perks at Work suggests that you use your work email address, you don’t have to. You are less likely to run into technical problems if you use a personal email address instead.
- Where it says “Your Company” enter **Workplace Options US** (it may come up automatically).
- A new drop-down field will pop up and auto-fill “United States.” (You only need to change this if it says something other than “United States.”)
- A second new field will pop up, saying “Company Code.” Here, put **EAP**
- Be sure that you can access your email right away. A system-created message will be sent to that address immediately. You will need to retrieve the email to complete your registration and then log in to begin exploring the site for great discounts.
- Still having problems during registration? Click the Login Help link to contact the Customer Service department: [https://www.perksatwork.com/help/loginhelp](https://www.perksatwork.com/help/loginhelp).
iConnectYou Smartphone App

• Users are able to engage with a counselor via phone, video, instant messaging, or SMS text, serving as both an access and delivery tool.

• Additional features include interactive self-assessments and informational resources.

• The app is available for free in iTunes and Google Play stores.
• Topical flyers
• Monthly employee e-newsletter
• Monthly supervisor e-newsletter
Call us day or night for confidential assistance.

Helpline: 888-993-7650
Email: eap@deeroaks.com
Website: www.deeroakseap.com
Login/Passcode: utdallas
iConnectYou App Passcode: 148384
• Review and compare your 2019-2020 Benefits Confirmation Statement with your October 1st Paycheck Stub – notify HR-Benefits by October 31 of any discrepancies.
• Evidence of Insurability (EOI) approvals. received by Sept. 16th are processed in payroll.
• Pending EOI will be processed as they are received from Dearborn.
• Fiscal year-end rollover is completed. Please review your vacation and sick leave balances.
Wellness Update

New Tools & Resources

• Virtual Doctor Visits - $0 CoPay!
  • Partnership with MD Live – 24/7/365 access to a doctor by phone, mobile app (MDLIVE) or online video.
  • Online: mdlive.com/bcbstx, Call: 888-680-8646, Text: BCBSTX to MDLIVE (635483)
  • Behavioral health, psychology health and non-Emergency medical conditions

What you get with MDLIVE

- Visit a doctor, counselor, psychiatrist or dermatologist by mobile app, video or phone.
- Visits are convenient, private and secure. Protection of your personal information is our priority.
- Avoid the inconvenience and high costs of going to the emergency room or urgent care center.
- Prescriptions can be sent directly to your local pharmacy if medically necessary.
Wellness Update

New Tools & Resources

- **Hinge Health**
  - Digital solution to help tackle back, hip or knee pain with access to a health coach.
  - Welcome Kit: tablet & wearable motion sensors for real-time feedback
  - Using wearable sensors, exercise therapy, coaching & education, you can learn ways to relieve pain at home!
  - 12-week program, 45 minutes per week
Learn more about MDLIVE and Hinge Health: Lunch & Learn
Friday, October 11, 2019
11:30 a.m. – 1:00 p.m.
Faculty / Staff Dining Hall, SU 2.905 A & B
Please RSVP by October 9, 2019

https://utdallas.qualtrics.com/jfe/form/SV_eRkCoUCBA89bnIp
New Tools & Resources

• Omada Health: Diabetes Prevention and Weight Loss Program
  • An interactive online program that helps build new healthy habits, step-by-step. The 16-week program focuses on weight loss through nutrition, physical activity and behavioral change.
  • Welcome Kit includes a smart scale, health coach, and more!
  • Visit www.omadahealth.com/UTS to complete risk screener.

• Livongo: Diabetes Management Program
  • Empowers people living with Type 1 and Type 2 Diabetes to live healthier lives.
  • Through connected technology, personalized health signals and expert coaching from Certified Diabetes Educators.
  • Visit www.go.livongo.com or call 800-945-4355 to enroll.
Keep UT Active Fall Wellness Challenge

- Registration: September 16 – October 7
- Challenge Dates: September 30 – November 10
- The Challenge: Earn 150+ points to receive cool rewards and help UT Dallas win the traveling trophy. Accumulate points by completing these daily habits.
  - **Physical activity**: Get at least 6,000 steps or 30 minutes of exercise.
  - **Microbreak**: Don't shut your mind down; just switch channels for a few minutes so when you come back, you’re refreshed and ready to refocus.
  - **Financial Wellness**: Take charge of your spending habits by tracking them. **Weekly LIVE Financial Wellness Strategy Webinars** are available during the challenge to help you with your financial goals.

- **Your Rewards**: Multifunctional Fandana & Lunch Box and a healthier YOU!

- **Opt in NOW!** [www.utlivingwell.com](http://www.utlivingwell.com)
Keep UT Active Fall Wellness Challenge

Weekly LIVE Financial Wellness Strategy Webinars
• View at your desk or join us for lunch & learn:
  – **VOYA**: S.M.A.R.T. spending to reach your goals
    • October 8; 11:30 a.m. – 12:30 p.m.
  – **Fidelity**: Identify and Prioritize Your Savings Goals
    • October 17; 1:00 – 2:00 p.m.
  – **AIG**: Retirement Income Strategies
    • October 22; 12:00 – 1:00 p.m.
  – **TIAA**: Inside Money
    • October 28; 11:30 a.m. – 12:30 p.m.
  – **Lincoln**: Love and Money
    • November 7; 12:00 – 1:00 p.m.

• Check RSVP link on Employee Wellness website.
Wellness Update

• **Save the Dates: Flu Shots**

  — **Tuesday, October 29**
  
  Facilities Management – FM Training Room 1.502
  
  9:00 a.m. – 4:00 p.m.
  
  Research & Operations Center – ROC Rio Grande Conference Room 2.102
  
  12:30 p.m. – 2:30 p.m.
  
  Founders – 2nd Floor Atrium
  
  9:00 a.m. – 4:00 p.m.

  — **Wednesday, October 30**
  
  ECS North - Atrium
  
  9:00 a.m. – 4:00 p.m.
  
  Center for Brain Health – CBH Reception Hall 1.104
  
  8:30 a.m. – 10:00 a.m.
  
  Callier Center – Dallas Campus Room A101
  
  11:00 a.m. – 2:00 p.m.
  
  Center for Vital Longevity – Brain Room
  
  3:00 p.m. – 4:30 p.m.
Wellness Update

Corporate Challenge

THANK YOU to all participants & donors!

– Total donations: $2025 ☺️ for Special Olympics TX
– Congrats to the medal winners:
  • Badminton: Silver – Men, Silver – Women, Bronze – Overall
  • Cornhole: Bronze – Women, Bronze – Mixed
  • Dominos: Silver
  • Golf: Silver
  • Horseshoes: Gold – Women, Bronze – Overall
  • Miniature Golf: Gold – Women, Bronze – Men, Bronze – Overall
  • Tennis: Silver – Overall, Silver – Mixed, Bronze – Women
– Good luck to the Darts and Bowling teams!
– ‘Til next year – whoosh!
HR Forum

Norma Allen, Director Employment & Compensation

Q & A ??
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
November 6, 2019
10:30 a.m. – 12:00 p.m.
TI Auditorium (ECSS 2.102)