November 6, 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.**
• Colleen Dutton, CHRO
  • General Announcements
• Rafael Martin, VP and Chief Of Staff
• Pulin Bhatt, Director Office of Information Technology
  • Microsoft Teams Voice Project
• Norma Allen, Director of Employment & Compensation
  • FLSA (Fair Labor Standards Act)
• Marita Yancey, Sr. Director of Employee Benefits & Wellness
  • Wellness Updates
BRIGHT Leaders Program

- Bold
- Responsible
- Inclusive
- Growing
- High performing
- Transformative

Goal: To enable and empower employees at all levels to lead from where they are to advance the mission of UTD

- Look for revised supervisory programs and new initiatives starting Spring 2020
- Will be seeking feedback to incorporate critical skill sets for success as we define leadership at UTD

Office of Human Resources – Talent Development
COMET CUPBOARD
SHELF STARS

November 1-30

Cereal, Peanut Butter and Jelly food drive for the Comet Cupboard!

Our goal is to collect 1200 items to stock the Comet Cupboard and help our students in need.

All donations appreciated-Thank You!

Drop off locations:
HR offices Admin Building suite 3.108
JSOM CMC suite 12.110
SPN 2.720
UTD Career Center SSB 3.300

For large amounts, please call x5327 to arrange pick up.

Sponsored by the Office of Human Resources
ANNUAL PERFORMANCE APPRAISALS

- Annual Performance Appraisals for calendar year 2019 are due May 31, 2020
- Employees hired between January 1 – April 15, 2020 will also be eligible for an appraisal
Rafael Martin, Vice President and Chief of Staff
Pulin Bhatt, Director

OFFICE OF INFORMATION TECHNOLOGY

Teams for Telephony
Overview of Current Telephony Infrastructure and Why We Need to Move

- End of life
- No Security updates
- Can't upgrade software
- Can't buy additional licenses (and we’re out)
- Best effort support
  - We must pay 3rd party for support
- Replacement parts only available aftermarket (eBay, etc.)
Why Not Upgrade Avaya

• 2017 Chapter 11 Bankruptcy
• Proprietary devices
• Limited collaboration or requiring additional purchases to get what Teams provides out of box
• Costly
• UT System negotiated contract in place with Microsoft
Why Teams Telephony

- UT System highly encourages campus adoption of Microsoft Teams
- All licensing costs are covered by UT System license (hardware, call center, etc.)
- Federate with public and private institutions
- Security Patches
- Faster Support
- Disaster Recovery Options
- Partnership with Microsoft
  - Microsoft’s Teams engineers, project managers, and others are directly involved in UT Dallas implementation
- Sister institutions are using it: UT Arlington, UT System
- Sister institutions are migrating to it: UT Tyler
- Other institutions moving: UNT and SMU
- OIT conducted lessons learned exercises with UT Arlington and UNT
- Significant enhancements in feature sets
Features of Microsoft Teams Telephony

• UX Differences
  • Integrated with Teams and other Office products
  • Direct dialing from PC (Click to dial)
  • Modern Interface (including mobile devices)
  • Unified Communication tool for conferencing, telephony, collaboration, and messaging
  • Tell me when someone’s status changes

• Features of Upgrading
  • Multi device platform
    • Access Anywhere
    • Simultaneous ringing
    • Call forwarding from anywhere
  • Video Call
  • Enhanced presence information (let’s you know when someone is on a call)
  • Rapidly growing features
# Potential Device Options

<table>
<thead>
<tr>
<th>Device Name</th>
<th>Use Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jabra Engage 65</td>
<td>Phone Warrior</td>
</tr>
<tr>
<td>Jabra Evolve 40 or 60</td>
<td>Phone Warrior</td>
</tr>
<tr>
<td>Jabra Motion Office</td>
<td>Hybrid Warrior</td>
</tr>
<tr>
<td>Jabra Speaker 710</td>
<td>Mini Conference</td>
</tr>
<tr>
<td>Poly Trio 8500 or 8800</td>
<td>Conference Room</td>
</tr>
<tr>
<td>Poly CCX Series</td>
<td>Desk Warrior</td>
</tr>
</tbody>
</table>

![Jabra Engage 65](image1.png)
![Jabra Evolve 60](image2.png)
![Jabra Motion Office](image3.png)
![Jabra Speaker 710](image4.png)
![Poly Trio 8500 or 8800](image5.png)
![Poly CCX Series](image6.png)
Timeline

• We’re on borrowed time
• Need to do it right but move quickly
• OIT will pilot first to learn about the transition and new devices
  • Provide live demo and showcase
  • Develop and test training program
  • Obtain input from campus
  • As OIT transitions to new system, licenses will free up for new hires
• Working with implementation partners to present official timeline
<table>
<thead>
<tr>
<th>Existing</th>
<th>New/Future</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Microsoft Exchange</strong></td>
<td><strong>O365 Calendar &amp; email: faculty/staff</strong></td>
</tr>
<tr>
<td><strong>Slack</strong></td>
<td><strong>O365 “Teams”</strong></td>
</tr>
<tr>
<td><strong>Skype 4 Biz</strong></td>
<td><strong>IM</strong></td>
</tr>
<tr>
<td><strong>Cisco WebEx</strong></td>
<td><strong>A/V meetings</strong></td>
</tr>
<tr>
<td><strong>Avaya phone system</strong></td>
<td><strong>Telecom</strong></td>
</tr>
<tr>
<td><strong>Call center integration</strong></td>
<td><strong>Leverages Microsoft “A5” system-wide licensing covered by UT System</strong></td>
</tr>
</tbody>
</table>

**Office 365 update**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun</td>
<td><strong>OIT pilot</strong> Full campus conversion</td>
</tr>
<tr>
<td>Dec</td>
<td><strong>Dev/exec mktg/training programs</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Campus early adopters</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Dev/exec mktg/training campaign</strong></td>
</tr>
<tr>
<td>Jun</td>
<td><strong>Expand to Campus requests</strong></td>
</tr>
<tr>
<td>Oct</td>
<td><strong>Campus expansion</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Dev/exec mktg/training programs</strong></td>
</tr>
<tr>
<td></td>
<td><strong>“Teams Only” cutovers</strong></td>
</tr>
<tr>
<td>Nov</td>
<td><strong>IM</strong></td>
</tr>
<tr>
<td></td>
<td><strong>OIT Pilot</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Campus Pilots</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Campus expansion</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Dev/exec mktg/training campaign</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Non-renew WebEx or ID funding</strong></td>
</tr>
<tr>
<td></td>
<td><strong>OIT Pilot</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Campus Pilots</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Campus expansion</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Dev/exec marketing, training campaign</strong></td>
</tr>
<tr>
<td>Nov</td>
<td><strong>Study UTA, UNT, UT System approach &amp; plans</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Determine initial device suite (headsets, handsets)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>OIT Pilot</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Campus Pilots</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Campus expansion</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Expanded campus engagement</strong></td>
</tr>
<tr>
<td>Nov</td>
<td><strong>Determine 911 solution</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Dev/exec marketing, training campaign</strong></td>
</tr>
<tr>
<td>Nov</td>
<td><strong>Select call center solution</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Implement call center solution in OIT + TBD</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Campus expansion</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Study UTA, UNT, UT System approach &amp; plans</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Determine initial device suite (headsets, handsets)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>OIT Pilot</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Campus Pilots</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Campus expansion</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Expanded campus engagement</strong></td>
</tr>
<tr>
<td>Nov</td>
<td><strong>Determine 911 solution</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Dev/exec marketing, training campaign</strong></td>
</tr>
<tr>
<td>Nov</td>
<td><strong>Select call center solution</strong></td>
</tr>
<tr>
<td>Nov</td>
<td><strong>Implement call center solution in OIT + TBD</strong></td>
</tr>
<tr>
<td>Dec</td>
<td><strong>End of Life &gt;&gt; $$</strong></td>
</tr>
</tbody>
</table>

**Leverages Microsoft “A5” system-wide licensing covered by UT System**

**Campus early adopters**

**Dev/exec mktg/training campaign**

**“Teams Only” cutovers**

**Non-renew WebEx or ID funding**

**Expanded campus engagement**

**Determine call center solution**

**Implement call center solution in OIT + TBD**

**Campus expansion**

**Study UTA, UNT, UT System approach & plans**

**Determine initial device suite (headsets, handsets)**

**OIT Pilot**

**Campus Pilots**

**Campus expansion**

**Expanded campus engagement**

**Determine 911 solution**

**Dev/exec marketing, training campaign**

**Select call center solution**

**Implement call center solution in OIT + TBD**
Thank you!

Questions & Answers
Norma Allen, Director of Employment & Compensation

EMPLOYMENT AND COMPENSATION
On September 24, 2019, the U.S. Department of Labor (DOL) issued a new overtime rule that raises the salary threshold for exempt workers. The rule goes into effect January 1, 2020.

<table>
<thead>
<tr>
<th>Salary Level Test</th>
<th>Weekly Salary</th>
<th>Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>$455</td>
<td>$23,660</td>
</tr>
<tr>
<td>Beginning 01/01/2020</td>
<td>$684</td>
<td>$35,568</td>
</tr>
</tbody>
</table>

In order for a job to be classified as exempt, the primary duties of the job must meet one of the exemptions provided by the DOL AND the employee must be paid at least $684 per week (or $35,568 per year).

Note: For employees that are less than 1.0 FTE, the actual salary paid is used to determine whether the employee meets the salary level test.
Marita Yancey, Sr Director Employee Benefits & Wellness

WELLNESS PROGRAM
KUTA Fall Wellness Challenge Update

• Log activities until November 10 to help UTD win the traveling trophy!

• Earn 150+ points to receive cool rewards:
  o Multifunctional Fandana & Lunch Box
  o Rewards will be distributed the week of 11/18

• Weekly LIVE Financial Wellness Strategy Webinars – one left!
  o Lincoln Financial: Love and Money
    • November 7; 12:00 – 1:00 p.m.
    • View at your desk: http://www.lfg.com/UTSchedule
    • Join us for lunch & learn viewing in AD 2.216: https://utdallas.qualtrics.com/jfe/form/SV_51kZOtoYnafMCt
Diabetes Programs Lunch & Learn

Live Healthy with Omada and Livongo

Wednesday, November 20, 2019
12:00 p.m. – 1:00 p.m.
Galaxy Rooms A & B, SU 2.602

Please [RSVP](mailto:RSVP@utdallas.edu) by November 13, 2019
Wellness Update

• UTSW Mobile Mammography
  – Friday, December 6, 8am – 3pm
  – Loading zone between Activity Center & SSA
  – Call 214.645.2560 or 866.277.0710 with your health insurance information to schedule an appointment
Colleen Dutton, Chief Human Resources Officer

Q & A ??
THANK YOU FOR COMING!

Next Human Resources Forum
January 8, 2020
10:00 a.m. – 11:30 a.m.
TI Auditorium (ECSS 2.102)
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.