March 4, 2020 - Welcome!

Hosted today by:
Marita Yancey, Sr. Director of Employee Benefits & Wellness
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.**
Human Resources Forum Agenda
March 4th, 2020
10:00 Am – 11:30 Am
TI Auditorium (ECS 2.102)

• Welcome
• General Announcements
  - Welcome Rhonda Jones, Temp HR Coordinator
  - You asked, We answered
    • eCAT vs ePAR Submission
• Worker’s Compensation
• Student Employment
• FY21 Staff Promotion Process
• Talent Development
  - Four Disciplines of Execution – April 2
  - Other Talent Development Opportunities
  - Emotional Intelligence Series Continues
  - Dignity and respect Series Continue
• Wellness Update
Submit an eCAT when...

• At least 30 days from start of new assignment

OR

• Once UTD ID is established
How to determine a UTD ID exist?

• Search in Orion by:
  – First Name, Last Name
  – SSN

• Search in Gemini HR by:
  – First Name, Last Name
  – SSN

- If UTD ID exist in either portal, use the UTD ID for the eCAT
- If UTD ID does not exist, **HR will create the UTD ID** when the ePAR is submitted.
Good rules of thumb:

• Ask the employee about past employment at UTD.
• Ask the employee if they ever applied for enrollment or previously attended classes at UTD.
• Ask HR for assistance by emailing Employment Services.
• Questions regarding eCAT requests, email eCATSupport@utdallas.edu
Annette Rogers CP, Risk & Insurance Administrator

OFFICE OF LEGAL AFFAIRS
Agenda

Workers’ Compensation Overview

1. How to report an injury
   • Completing the Forms

2. Treatment
   • Network Providers

3. Third Party Administrators
   • CCMSI, IMO, Mitchell Pharmacy

4. Emerging issues in Work Comp
   • Telemedicine
Cameron Woods, Assistant Director Student Employment Programs

UNIVERSITY CAREER CENTER
Updated Staffing and Introductions

THE UNIVERSITY OF TEXAS AT DALLAS
University Career Center
Student Employment

Cameron Woods
Assistant Director, Student Employment Programs

Andrew Anderson
Student Employment Assistant

Laurie Manning
Student Employment Assistant

Vacant
Student Employment Coordinator
1. **Post Job in Handshake**
   * To ensure that all students have an equal employment opportunity (EEO), all hourly Student Assistants and Work-Study positions must be posted online for at least five (5) working days or 50 applicants reached.

2. **Interview Students and select finalists**

3. **Submit Hiring Proposal** electronically via e-form
1. CBC Link is sent to the students for completion

2. Offer letter is emailed to student (with you copied)

3. Student will make an On-Boarding Appointment in the University Career Center

4. E-verify completed

5. Onboarding Completion notice is sent to student and department

6. Payroll initiates the ePAR

7. Student will be invited to attend New Student Orientation

8. Student timesheet available via Galaxy
• Student Assistants should be students first

• Uniform hour commitments provide clarity and cohesion

• Quantity of Work Rule applies for summer employment

• 20 Hour Appeal Forms will be available for pre-approval on extended assignments
“A school must make FWS jobs reasonably available to all eligible students at the school. To the maximum extent practicable, a school must provide FWS jobs that complement and reinforce each recipient’s educational program or career goals.”

Written **job descriptions** are required for posting in Handshake to ensure that the position is one that qualifies under program regulations.
Standard Onboarding Schedule

Mondays & Wednesdays
9:00 am – 12:00 pm & 5:00 pm – 5:30 pm

Tuesdays & Thursdays
1:00 pm – 4:00 pm & 5:00 pm – 5:30 pm

Fridays
9:00 am – 12:00 pm
Coming in Fall 2020

- Student Employment in PA7
- Electronic I-9’s/onboarding
- Mobile onboarding
- On Campus Internships (EX-P)
- New Website specific to Student Employment
- Enhanced work-study reporting/alerts
- Templates for job descriptions
Supervisor Trainings

- Student Services Building (SSB) 3.107
- Sign up in Galaxy via LEO (UCCST)

- Friday, March 20, 2020  
  2:00 pm - 3:30 pm
- Wednesday, April 1, 2020  
  10:00 am - 11:30 am
- Friday, April 17, 2020  
  2:00 pm - 3:30 pm
- Friday, May 8, 2020  
  2:00 pm - 3:30 pm
- Thursday, May 21, 2020  
  10:00 am - 11:30 am
- Wednesday, June 10, 2020  
  10:00 am - 11:30 am
- Thursday, June 25, 2020  
  10:00 am - 11:00 am
- Wednesday, July 1, 2020  
  10:00 am - 11:30 am
- Friday, July 24, 2020  
  2:00 pm - 3:30 pm
Spring 2020 Office Hours
Monday – Thursday: 8:00 am – 6:00 pm
Friday: 8:00 am – 5:00 pm

Student Services Building (SSB) 3.300
972-883-2943
studentemployment@utdallas.edu

Q & A
TALENT DEVELOPMENT

Terry Cartwright, Talent Development Manager

TALENT DEVELOPMENT
Talent Development Opportunities

- **Office Etiquette: The Platinum Rule** - March 4
- **Dignity and Respect Series** - March 5
- **Handling Conflict in the Workplace** - March 23
- **Admin U Travel Request** - April 15
- **Admin U Purchasing** - April 20
- **Admin U Purchasing** - April 29
EMPLOYMENT & COMPENSATION
All salary requests must be submitted by March 15, 2020 through the salary increase database. The link to the database has already been sent out to all appropriate department contacts.

What should be entered into the salary increase database?

- **Merit of 7% or more** - Merit increases of 7% or more must be submitted through the salary increase database. Merit increases that are less than 7% only require Dean/VP approval and should not be added to the database.

- **Zero (0%) Merit** – If an employee will not receive a merit or any other type of increase for FY21, this information must be entered into the salary increase database along with a justification for why the employee will not receive an increase. (ACADEMIC UNITS ONLY)

- **Promotions or Reclassifications** - to promote a staff member to a higher-level position OR to reclassify a staff member’s current position. A completed Staff Promotion Assessment Form, PRR, organization chart, and a copy of the staff member’s current resume must be attached for HR review.

- **Market Adjustments** - to request an increase to a staff member’s salary due to external market data for the position. HR will review to determine the actual market salary, conduct an internal equity review and will make a recommendation as to whether a market adjustment is warranted.

- **Equity Adjustments** – to request a review for an adjustment due to possible salary inequities with similar internal positions. HR will review and make a recommendation as to whether an equity adjustment is warranted.

**Salary Ranges** will be increased this year by 3% effective 9/1/2020. Managers notified of staff currently below new minimum. If 9/1/2020 salary does not meet or exceed new minimum of range, salary must be adjusted. Department covers cost. HR will review 9/1/2020 salaries to confirm staff are at or above minimum of new ranges.
Marita Yancey, Senior Director of Benefits and Wellness Program

BENEFITS & WELLNESS PROGRAM
Wellness Update

Heart Walk – THANKS everyone!
Wellness Update

• **Right This Weigh** – Live Healthy Challenge
  - Last day to log: March 9
  - Earn 250+ miles and receive UTD Apron
  - Prizes for the Top 3 participants

• **Campus Health Fair**
  - March 10, 11am – 2pm; Visitor Center Atrium

• **Cardiovascular Screenings** – Sign up on waitlist to be called if there’s cancellations or new dates
  - March 4, March 6 (CBH), March 9 (Callier Dallas), March 18, March 23, March 30
Schools/Divisions Wellness Day Program

- **Funding still available!**
- 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, Chair Massages
  - Other Wellness Activities, i.e. Tobacco Cessation
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.
• 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
April 1, 2020
10:00 AM – 11:30 AM
TI Auditorium (ECSS 2.102)