


# HRforum

Thank you for joining the HR Forum, we will begin shortly.

This session is being recorded and will be posted on the HR Forum website after the event.

For those who want or need captioning, you can click the  symbol in the lower right hand side of your Teams screen.

The Callier Center has a list of additional resources. [Click here](#) for that list.

Please submit questions via the Q&A box or  
HRForum@utdallas.edu.



# HRforum

## December 2, 2020 - Welcome!

Hosted today by:

**COLLEEN DUTTON, CHIEF HUMAN RESOURCES OFFICER**



- **Welcome**
- **You Asked, We Answered**
- **Updates:**
  - Return to Campus
  - Living Our Values Task Force
- **Guests Presenters:**
  - ISSO Update – International Center
  - Records Management –Legal Affairs
- **HR Updates**
  - The Work Number - New Employment Verification Process
  - IRS Form 1095-C
  - HCM Fluid Transition
  - TA, RA, GA Hiring for Spring 2021
  - Remote Work Locations Guidelines for Spring 2021
  - Comets United Day – Dec 21, 2020
- **Closing Comments**



## How questions will be addressed:

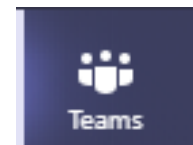
1. Please type your questions in the Q&A feature or send an email to [HRForum@utdallas.edu](mailto:HRForum@utdallas.edu) if unable access the Q&A feature. Both will be monitored throughout the forum.
2. Questions will be addressed periodically throughout the forum.
3. We will do our best to answer as many questions as possible during the presentation and respond to them individually if needed. For unanswered questions, please email the appropriate HR contact or [HRForum@utdallas.edu](mailto:HRForum@utdallas.edu).

HR Campus Connection is your source for UTD HR News and Updates. Join us in Teams today to stay connected!

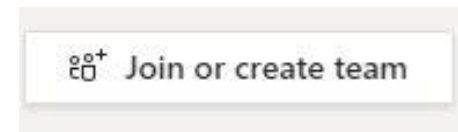


## Join in 3 Easy Steps:

1- In the MS Teams App, click on the “Teams” icon to the left



2- Click on the “Join or Create Team” button in the upper right corner



3- Enter the following code to join: **4NSTAB6**

# 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 ongoing 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.**



# Honor & Respect



ONE UTD emblem was created in 2013. You are welcome to apply to your websites, trainings, etc., to help spread the message that diversity is valued at UTD.



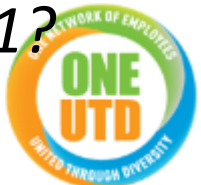
## Living Our Values Task Force

*Co-Chair: Rafael Martin, Vice President and Chief of Staff*



- *With the recent local surge in Covid numbers will certain aspects of the campus close in the spring? If so, are there plans for an additional RIF? If so when would this take place?*
  - *Refer to COMETS United website for details about Spring 2021*
  - *<https://www.utdallas.edu/news/campus-community/spring-2021-plans/>*
- *What are the latest enrollment projections for the spring semester? Will there continue to be a downturn in the graduate student numbers?*
  - *“Given the unusual conditions we are experiencing, forecast models are prone to error. Current data points to an spring enrollment around 27,000 or down slightly from last spring. The decline in graduate students appears to have bottomed and should turn upward next fall.” – Dr. Larry Redlinger, Office of Strategic Planning and Analysis*

- *With more work at home, how will the policy for employees regarding sick, vacation, work injury be regulated/adapted? Will we extend campus policies to employee home work space?*
  - *No change in vacation or sick time policy*
  - *Telecommuting/remote work policy under review; Remote work arrangements considered temporary at this time*
  - *Remote work guidelines forthcoming; supervisor has discretion based on position and business needs*
- *Understanding the federal assistance for COVID-19 Families First Coronavirus Response Act (FFCRA), Emergency Paid Sick Leave (EPSL), or Emergency Family and Medical Leave (EFML) will end in 2020, will UT Dallas offer any benefits in 2021?*
  - *Will follow the state or federal programs available for 2021*



- Continue to work remotely or as directed by your supervisor
- **Complete your daily health screening!!!! Even during winter break if you want to earn your next TEMOC badge 😊**
- **Wear your mask – please!**
- **Practice social distancing even on breaks, meal times, etc.**
- Wash your hands/use hand sanitizer – frequently
- **Take precautions in your personal life too – exposures increase when connecting with family and friends**



Jane Wigginton, M.D.

## A Message of Endurance



A Message of Endurance with Dr. Jane Wigginton

↔ Unlisted



# HRforum

Josephine Vitta – Director, Immigration Services

## **THE INTERNATIONAL STUDENTS AND SCHOLARS OFFICE**

*The University of Texas at Dallas International Center brings the world to our campus, and our campus to the world.*

*We provide access to quality international education that impacts all of UT Dallas by building and cultivating strategic partnerships locally and abroad; supporting the success of international students and scholars; and developing safe and meaningful opportunities for students, faculty and staff to interact with peers and colleagues across the globe.*

- Office of International Education (OIE): Education Abroad (EA), Risk & Safety (R&S), International Partnership Development (IPD)
  - Director: Sara Spiegler
- International **Students & Scholars** Office (ISSO): Immigration Services for students and scholars
  - Director: Josephine Vitta



*Serve our international students, scholars and visitors, campus units and university administration through accurate and prompt immigration services, programming, advocacy, and outreach.*

- **Who do we serve?** Three primary stakeholders:
  1. Students & Scholars
    - Prospective Students
    - Current Students (F, J & Others)
    - Alumni
    - Research Scholars
    - Professors
  2. The University of Texas at Dallas
  3. Department of Homeland Security





- Spring Arrivals
- Enrollment Requirements
  - F-1 Students
  - J-1 Students
  - Other Visa Categories
  - Virtual Students (F-V)
  - Second 8-Week Arrivals
- Immigration Forecast

- **How can you refer students & scholars to us?**

- iComet “Ask an Advisor”
- Advising appointments
- Live Chats
- Group Chats
- Live Events
- Email



- [ISSOCurrent@utdallas.edu](mailto:ISSOCurrent@utdallas.edu)
- [ISSOProspective@utdallas.edu](mailto:ISSOProspective@utdallas.edu)
- [ISSOJ1@utdallas.edu](mailto:ISSOJ1@utdallas.edu)

## ISSO Monthly Listserv



OR

[https://utdallas.qualtrics.com/jfe/form/SV\\_aVoRS88oeMhFCJL](https://utdallas.qualtrics.com/jfe/form/SV_aVoRS88oeMhFCJL)

International Center Roadshow, email  
[Zachary.Brown@utdallas.edu](mailto:Zachary.Brown@utdallas.edu)



# If you need more help?



Sara Ku



Elisabeth Walker



Josephine Vitta

Thank You!

Questions?



# HRforum

Tim Shaw

University Attorney

## **RECORDS MANAGEMENT OFFICE OF LEGAL AFFAIRS**

## Elements of Records Management Program:

- Maintain UT Dallas Records Retention Schedule
- Approve requests to dispose of state records
- Education and Outreach
  - update contact list to have at least one person of contact from each department

Shred bins are managed by Facilities Management – [shredding@utdallas.edu](mailto:shredding@utdallas.edu)



## Department/Employee Obligations:

- Retain records for their full retention period
- Use the **NEW** UT Dallas Records Retention Schedule
  - New numbering system
  - New series added
  - Descriptions added to records series
  - Changes to certain retention periods
- Submit a Records Disposal Request **BEFORE** disposing records
- Securely dispose of records (paper and electronic)
- Let us know when and how records are dispositioned



## Contact Us:

- Employees responsible for Records Management functions – sign up on our website
- More information available - [www.utdallas.edu/legal/records-management](http://www.utdallas.edu/legal/records-management)
- Email – [recordsmanagement@utdallas.edu](mailto:recordsmanagement@utdallas.edu)

Thank You!

Questions?





# The Work Number by Equifax

## EMPLOYEE RELATIONS

Ellen Ammons, Director Employee Relations and Talent Development (Interim)

- Database that allows a simple, secure and private way to get verification of your employment and income information to credentialed companies when needed
- Available 24 hours a day/7 days a week via [www.theworknumber.com](http://www.theworknumber.com)
- Available to staff, faculty and student employees

- Employee applies for services (lending institution, property manager, government agency, etc.)
- Employee will notify verifier that **UTD** uses The Work Number
- Verifier will access The Work Number via website or 800 number
  - Search under Employer Name or,
  - Use **UTD** Code (**20838**)
- Verifier will
  - Confirm authorization via application process or,
  - Provide salary key – single use, six-digit code to provide to verifier
    - Employee creates account on The Work Number Website to provide key(**need link**)



## Information

[utdallas.edu/hr/employment/verification](http://utdallas.edu/hr/employment/verification)

## Questions

[employverify@utdallas.edu](mailto:employverify@utdallas.edu)

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Tina Sharpling, HRIS Manager

## **BENEFITS & WELLNESS PROGRAM**

# IRS Form 1095-C

- You will receive the IRS Form 1095-C if you enrolled in the UT Medical Plan or if you worked an average of 30 or more hours per week or are considered a full-time employee in 2020.

|  |               |   |                                |  |  |                 |      |   |     |   |     |     |     |
|--|---------------|---|--------------------------------|--|--|-----------------|------|---|-----|---|-----|-----|-----|
| <b>Form 1095-C</b><br>Department of the Treasury<br>Internal Revenue Service |               | <b>Employer-Provided Health Insurance Offer and Coverage</b><br>▶ Do not attach to your tax return. Keep for your records.<br>▶ Go to <a href="http://www.irs.gov/Form1095C">www.irs.gov/Form1095C</a> for instructions and the latest information. |                                |  |  |                 |      | <input type="checkbox"/> VOID<br><input type="checkbox"/> CORRECTED |     | OMB No. 1545-2251<br><b>2020</b>          |     |     |     |
| <b>Part I Employee</b>   |               |   |                                |  | <b>Applicable Large Employer Member (Employer)</b> |                 |      |   |     |   |     |     |     |
| 1 Name of employee (first name, middle initial, last name)                   |               |   | 2 Social security number (SSN) |  | 7 Name of employer                                 |                 |      | 8 Employer identification number (EIN)                              |     |   |     |     |     |
| 3 Street address (including apartment no.)                                   |               |   |                                |  | 9 Street address (including room or suite no.)     |                 |      | 10 Contact telephone number   |     |   |     |     |     |
| 4 City or town   |               | 5 State or province   |                                | 6 Country and ZIP or foreign postal code |  | 11 City or town |      | 12 State or province  |     | 13 Country and ZIP or foreign postal code |     |     |     |
| <b>Part II Employee Offer of Coverage</b>                                    |               |   |                                | <b>Employee's Age on January 1</b>       |  |                 |      | <b>Plan Start Month (enter 2-digit number):</b>                     |     |   |     |     |     |
|  | All 12 Months | Jan   | Feb                            | Mar                                      | Apr  | May             | June | July  | Aug | Sept                                      | Oct | Nov | Dec |
| 14 Offer of Coverage (enter required code)                                   |               |   |                                |  |  |                 |      |   |     |   |     |     |     |
| 15 Employee Required Contribution (see instructions)                         | \$            | \$  | \$                             | \$                                       | \$   | \$              | \$   | \$  | \$  | \$  | \$  | \$  | \$  |
| 16 Section 4980H Safe Harbor and Other Relief (enter code, if applicable)    |               |   |                                |  |  |                 |      |   |     |   |     |     |     |
| 17 ZIP Code  |               |   |                                |  |  |                 |      |   |     |   |     |     |     |

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 60705M

Form 1095-C (2020)





- Jan. 14, 2021 is the deadline to provide a one-time online consent to access your IRS Form 1095-C via Galaxy under Staff Tools > ACA Form 1095-C.
- IRS Form 1095-C can be accessed online by Jan. 31
- Instructions and FAQs are posted on the [HR Website](#)
- If you do not provide online consent, your form will be mailed to your home/ mailing address on record.
- Email [benefits@utdallas.edu](mailto:benefits@utdallas.edu) for any questions.



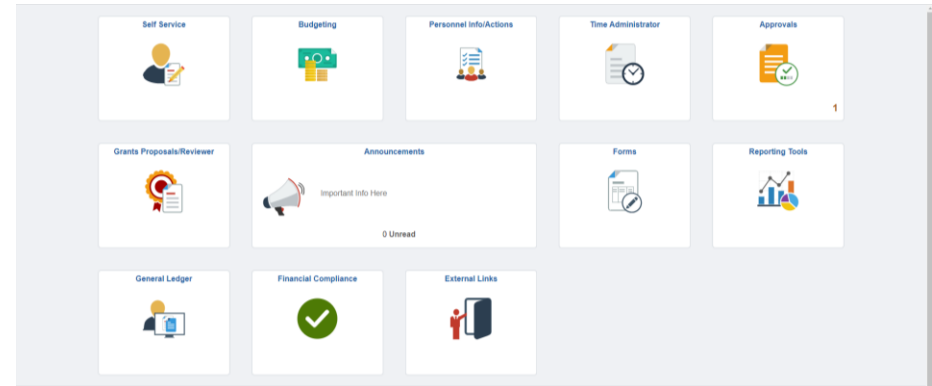
**UTD – upgrade of PeopleSoft Campus Solutions, HCM and FMS - Orion, Gemini HR and Gemini Financials**  
**Upgrade scheduled for Spring 2021**

**What to Expect**

**\*Different look & feel\***

**\*Tiles\***

**\*Homepages\***



**Status**

- BPAs and Functional teams continue development with OIT
  - Testing functionality is underway
  - Technical Tools upgrade is included



Thank You!

Questions?



# HRforum

Evelie Giddings, Employment and Compensation Specialist II

## **EMPLOYMENT AND COMPENSATION**

## For New and Rehire RA/TA/GAs only

| Department  | RA/TA/GA   |
|---|--|
| 1. Create RA/TA/GA Posting, if needed (check with your ECS). Send posting link to RA/TA/GA.           | 1. Complete short RA/TA/GA informational application form on PeopleAdmin 7 (PA7)                     |
| 2. Send the instructional script to the RA/TA/GA  | 2. Complete HireRight's online Criminal Background Check   |
| 3. Create and submit the PA7 Hiring Proposal  | 3. Complete online employment forms via PA7 Onboarding Tasks   |
| 4. Create the ePAR 30 days out after CBC clearance  | 4. Make HR appointment to provide I9 documents by DayOne (January 1, 2021)                           |
| 5. Remind RA/TA/GA to complete onboarding tasks and to make an HR appointment to provide I9 documents | 5. Complete University Health Check the day of HR appointment. Provide I9 documents and I20, if F-1. |



Thank You!

Questions?



- Still flexible for Spring 2021 semester – **but no guarantees starting June 2021.**
  - **All approved remote work location arrangements are considered temporary and will be re-evaluated no later than May 31, 2021.**

Supervisors and unit leadership should have conversations with employees as soon as possible to discuss work location expectations as of June 1, 2021 (or before), and/or as campus and unit demands change requiring more employee to perform their duties on campus.
  - This does not mean all employees will work remotely until June. Some may be asked to return sooner depending on business needs of campus and increased activities.
  - A P.O. Box does not qualify as a residence under the remote work guidelines.

# If residing and working outside of Texas for Spring 2021 ONLY

- Out of state location must be pre-approved by supervisor/unit leadership. Business needs and expectations of on campus work will be given priority consideration.
- Any employee (faculty, staff or student) who is residing and performing work outside of Texas for UTD, **are required** to report out of state residence to UTD via Galaxy (via self-service under Staff Tools).
- UTD will apply all state and local tax and employment requirements of the city and state for which the employee resides and is performing work for UTD. This may result in additional personal or state taxes to the employee, impact the level of coverage of benefits and co-pays/out of pocket expenses, impact FMLA and other leave options, worker's compensation coverage, and other related laws and regulations.
  - **Employees are responsible for being informed and aware of any personal impact to their tax status, employment status, benefit coverage, worker's compensation coverage, and all other state, local or federal laws or requirements that apply to their out of state address of residence.**



- If residing and working outside of Texas
  - Payroll tax and employment laws may impact you. UTD must abide by the laws and regulations of the state in which the work is performed. May mean additional taxes taken from paycheck.
  - FMLA, ACA, Sick Leave, Vacation requirements can change from state to state.
  - UTD must register with as an employer with that state for unemployment insurance .
  
- Impact to employee's benefit coverage benefit coverage
  - UT Health Select insurance area is Texas.
  - Out of Texas = out of area coverage; could be higher co-pays or other impact to coverage. Refer to Benefits website.



Immigration status may be impacted if residing and working outside of the DFW area.

- Dept. Homeland Security determines geographical area for residence if on an immigration visa.

Out of state restrictions/requirements do not apply to summer research projects, short term and temporary living arrangements or visits.

- Questions??





# HRforum

**Q & A**

# Calling all Readers!

Join the *Reading Roundup Team* to share a recommendation and see what other UTD Community members are reading!



To join, visit the “Teams” tab in MS Teams, click “Join or create team” and enter the code

# XK2J8W4



- [hr@utdallas.edu](mailto:hr@utdallas.edu) – issues relating to general HR concerns.
- [employverify@utdallas.edu](mailto:employverify@utdallas.edu) – to request employment verification.
- [compensation@utdallas.edu](mailto:compensation@utdallas.edu) – issues relating to compensation including PRR, reclassifications, job descriptions, FLSA, and reorganizations.
- [employmentservices@utdallas.edu](mailto:employmentservices@utdallas.edu) – questions relating to general employment, onboarding and Employment Express.
- [jobs@utdallas.edu](mailto:jobs@utdallas.edu) – issues relating to jobs including access to PA7 and job postings.
- [visashr@utdallas.edu](mailto: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](mailto:benefits@utdallas.edu) – issues relating to benefits and retirement.
- [hcm-timereporting@utdallas.edu](mailto:hcm-timereporting@utdallas.edu) – issues relating to time reporting.
- [loa@utdallas.edu](mailto:loa@utdallas.edu) – questions relating to Family & Medical Leave (FMLA), leaves of absence, and other leave programs.
- [employeerelations@utdallas.edu](mailto:employeerelations@utdallas.edu) – employee relations related questions.
- [serviceawards@utdallas.edu](mailto:serviceawards@utdallas.edu) – questions related to service awards.
- [appraisals@utdallas.edu](mailto:appraisals@utdallas.edu) – questions relating to appraisals and to submit appraisals.
- [hrtraining@utdallas.edu](mailto:hrtraining@utdallas.edu) – questions relating to training or to request specific training.

# HRforum

**THANK YOU FOR COMING!**

**No HR Forum in January**

The next HR Forum via TEAMS

**February 3, 2021**

10:00 AM – 11:30 AM