

Welcome to the HR Forum Benefits Update

Vilma L. Santos
HRS Coordinator

Retirement ENROLLMENT INTO RETIREE INSURANCE

- Insurance does not continue automatically
- Employee has 31 days to submit forms
- Retiring From UT Austin presentations
 - TXClass listing: PN 400
 - 2nd Wednesday of each month,
 - 3-5PM, NOA 4th floor
 - Wednesday, January 12, 3-5PM
 - Extra Session – Wed., 1/26/10, 10AM-12 Noon

UTSaver Contribution Limits for 2011

- No changes from 2010
 - \$16,500 Base limit
 - \$5,500 Age 50+ Catch Up
 - \$3,000 15 Years of Service Credit Catch Up
- Email sent to participating employees
- Updated information on Retirement Programs web page, under Current Employees tab on HRS web site

New Employee Welcome and Orientation Update

Jim McElroy

Director, Human Resource Services

NEWO Update

- Monday, January 10, 2011
 - “Campus Walking Tour”
 - Partnership between HRS and the new Visitor Center
 - Immediately following NEWO (approximately 12:30 p.m.)...
OPTIONAL
 - Sign-up on NEWO Pre-Registration form or at NEWO registration (Monday morning)

NEWO Update

(cont.)

- The tour will take 1 ½ hours.
Tour route:

- NOA down University Avenue to Main Building. Go by Six Pack over to Garrison Hall and Waggener Hall to Gregory Gym and the new Student Activity Building. Finishing up on 21st Street by the Littlefield Memorial Fountain.
 - Employee can take Forty Acre (FA) bus by Harry Ransom Center on 21st Street back to NOA (University Ave stop)
- For more information regarding the new Visitor Center and campus tours. Visit:

<http://bealonghorn.utexas.edu/meetus/visit/visitor-center/>

Change to Workers Compensation Insurance

Mark Steitle

Change Is Coming to Workers' Compensation Insurance

- Mainframe Application will no longer be available as of 1/17/2011
- Web Based System Replacing Mainframe System
- WCMENU Will Have a Totally New Look!
- The Reporting Process Will Change
- The Reporting Requirements Will Not Change
- Training Available – PN 570 (sign up on TXCLASS)

Training for WCIWeb is being provided by Mark Steitle, WCI Mgr. (1-5361)

All HR Reps. who currently use WCMENU should sign up for the TX Class (PN570)

Class Dates:

- 1/5/11 9 – 11
- 1/7/11 9 – 11
- 1/11/11 9 – 11
- 1/13/11 9 – 11

◦ 1/19/11 9 – 11

WHERE: NOA 4.106A

Spring 2011 Student Employment Timeline

Amy Greenspan
Student Employment Coordinator

Timeline Highlights

- Student positions and assignments can be created at any time
- Graduate students in student academic positions must have registered and paid before

- assignment can route forward
- Undergraduate students and students in non-academic positions must have registered before assignments can route forward

Work Periods

- **December 1 – May 31:** Students may work in student non-academic positions for the spring semester
- **January 16 – May 31:** Students may work in student academic positions for the spring semester
- **January 18 – May 17:** Students may work in Federal Work-Study positions for the spring semester
- **March 4:** Last day to hire a Federal Work-Study student

Tuition Payment Deadlines

- **January 6, 5:00 pm:** Deadline for undergraduates who registered by November 5, 2010
- **January 14:** Deadline for undergraduates who registered after January 10, 2011
- **January 21:** Deadline for graduate and law students (4th class day)
- **Students with \$0 tuition bills must confirm attendance!**

Tuition Assistance Deadlines

- **January 27:** Assignment deadline for TAs and AIs to receive Tuition Assistance payment on February 7 semi-monthly payroll payday

- **January 31:** Final day Tuition Assistance credits for TAs and AIs can be applied to student tuition bills
- Questions? Contact Blake Michaelsen:
 - blake@austin.utexas.edu
 - 232-3610

Monthly Payroll Deadline

- **January 19:** Assignments must be final approved for monthly payment on 2/1/11
- For new employees, the Paycheck Profile must also be completed by January 19
- Questions? Contact Payroll Services:
 - pr.prpostman@austin.utexas.edu

- 471-5271

Where to find the timeline?

- HRS Student Employee website:

<http://www.utexas.edu/hr/student/>

- Timeline:

<http://www.utexas.edu/hr/student/StudentEmploymentDatesSpring2011final.pdf>

- Payroll Dates:

<http://www.utexas.edu/payroll/deadlines/index.html>

Reminder:

- Nominations for Student Employee of the Year now being accepted!

- Information can be found online at:
<http://www.utexas.edu/hr/student/celebrate.html>

HealthPoint EAP

Connie Deutsch

Director of *HealthPoint*:

Occupational Health, EAP, and Work/Life Balance

HealthPoint EAP

Upcoming class: ***Manager Tools for Responding to Distress and Disruption in the Workplace***
(Part of the *CareerSmart* series)

For: Supervisors and managers

Presenter: Dr. Mary Bade, EAP counselor

When: January 27, 1:30-3:00

Where: NOA 4.106 (training room)

To register: TxClass, PN610

*Need more information? Contact Mary Bade,
471-3366*

That's All Folks!

The next HR Forum will be January 12th, 2011!
Happy Holidays and a Happy New Year!