

Welcome to HR Forum!

January 12th, 2011.

Occupational health program updates

Adrienne Howarth-Moore

CPR & AED training

Quarterly CPR and automatic external defibrillator (AED) training that is tailored to the needs of staff & faculty.

- + On-campus in NOA 4.106A
- + Normal business hours
- + 2 hours for 2 year certification for \$30
- + Tracked in TXClass - register for PN900

| | | |
|--------|---------|--------------|
| × 1Q11 | March 8 | 1:00p-3:00p |
| × 2Q11 | June 22 | 1:00p-3:00p |
| × 3Q11 | Sept 6 | 9:00a-11:00a |
| × 4Q11 | Dec 7 | 1:00p-3:00p |

Not too late to vaccinate!

- ✘ University Health Services (UHS) is still providing flu shots (while supplies last) for \$10. Shots are provided for faculty & staff at this reduced rate by the Office of the President. **Call 475-8301 to schedule your appointment.**
- ✘ To get your flu shot during work hours FIRST get supervisory approval, then go to either a UHS sponsored clinic or to a medical provider of your choice.
- ✘ For more information on flu shots, please

visit: <http://www.healthyhorns.utexas.edu/flushots10.html>

Preventing the Flu

- ✘ Other ways you can avoid getting the flu include:
 - + frequent cleaning of your hands,
 - + sneezing or coughing into your elbow or sleeve,
 - + and getting plenty of rest and fluids.

- ✘ For more information on flu prevention, please visit: http://www.healthyhorns.utexas.edu/ht_flu.html#prevention

If you have the flu...

- ✘ If you start to display flu-like

symptoms including fever, **stay home** and limit contact with others to avoid infecting them.

- ✘ The Centers for Disease Control (CDC) recommends that you stay home except to get medical care for at least 24 hours after your fever is gone without the use of fever-reducing medications, such as Tylenol®.
- ✘ If you are unsure when to seek medical care for flu-like symptoms and you are a UT Select Plan member, you may contact the 24/7 Nurseline at 1-888-315-9473

WCI Training Class

WCI Training

- × On 1/14/2011 the WCI reporting software will shut down. No injury or supplemental reports can be entered.
- × On 1/18/2011 the WCI reporting software in DEFINE will be replaced by the new web application, WCMenu, 2.0.
- × All HR Reps. who currently use WCMENU in DEFINE

**should sign up for TX Class
PN570 to learn the new
system.**

**✘ Training Coordinator, Mark
Steitle, 512-471-5361**

**✘ Where & When: NOA
4.106A**

+ 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

Benefits Update

Vilma L. Santos
HRS Coordinator

Retiring from UT Austin

- ✘ TXClass, PN 400
- ✘ Time change:
 - + OLD: 3 p.m. to 5 p.m.
 - + NEW: 1 p.m. to 3 p.m.
- ✘ Two presentations this month
 - + Wed., January 12, 1 p.m. – 3 p.m.
 - + Wed. January 26, 10 a.m. – 12 noon
- ✘ Employees retiring January 31, 2011 have until March 3, 2011 to submit forms
 - + Active employee insurance terminates on 1/31/2011

Flexible Spending Accounts

- ✘ Beginning Jan. 1, 2011, federal

law requires a prescription to use your flexible spending account funds for the purchase of certain over-the-counter (OTC) medications (other than insulin).

- ✘ As a result, debit card purchases of certain OTC medications will no longer be authorized

- ✘ www.utflex.com

Early Retiree Reinsurance Program Notification

- ✘ Accountable Care Act (ACA) – signed into law in March 2010

 - + Aim is to reduce the growth of expenditures and improve healthcare under Medicare

- ✘ Early Retiree Reinsurance Program

- + Employers may apply to receive federal funding to assist in offsetting the healthcare cost of early retirees ages 55-64.
- + Notification to all plan participants required

Payroll Update

Krista Hadavi

Tax Administrator

2011 Tax Changes

× Federal Withholding

- + In February 2009, the American Recovery and Reinvestment Act provided for the Making Work Pay Credit of \$400 or \$800 that was paid out through reduced federal income tax withholding for 2009 and 2010. The MWP credit expired on December 31, 2010, and the tax

tables for 2011 reflect that expiration with a slight increase in withholding.

- + The Tax Relief Act (TRA) of 2010 extended the current tax rates through 12/31/2012.

2011 Tax Changes

- **Social Security**

- + The TRA also provides for a 2% Social Security tax holiday for 2011. Social Security Taxes are calculated as follows:
 - × 5.65% on earnings up to \$106,800
 - × 1.45% on earnings over \$106,800

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University compliance services

Jane Shaughness

Jane Shaughness, Training Coordinator
jane@austin.utexas.edu
(512) 232-7842

Careersmart

Beth Egbert

CareerSmart Philosophy

Professional Development

- ✘ Is a life-long process, not a one-time event
- ✘ Needs to be grounded in a model but flexible
- ✘ Jobs & professions constantly evolving
- ✘ Has a cost

CareerSmart Competency

Model

A competency is a measurable characteristic of a person that is related to success at work.

- + Behavioral skill
- + Technical skill
- + An attribute
- + An attitude

Program Revisions

Pilot Program

- ✘ Transition to Management

- ✘ Sharpening Management Skills

- ✘ Moving from Manager to Executive

February 2011

- ✘ Management Essentials

- + “Nuts and Bolts”
- ✘ Managing Beyond the Basics
 - + 360° Feedback, Development Plan, Customized Electives

Fall 2011

- ✘ Leadership Development Program
 - + Experiential Assignment

Management Essentials

Managing Beyond the Basics

Future Offerings

- ✘ Certificates tied to job descriptions and hiring process (*implemented*)
- ✘ Partner with multiple professional development vendors on- and off-campus (*ongoing*)
- ✘ Targeted Marketing
- ✘ New series

- + HR Professionals
- + Administrative Professionals

Conflict Management
Professional Development
Conflict Management
Professional Development
Conflict Management
Professional Development
For: Employees (non-managers)

Class: Conflict 101:
Understanding Conflict
Dynamics

When: February 8, 8:00-12:00
To register: TXClass, PN 546

All classes presented by Tracy
Tarver, Conflict Management
and Dispute Resolution Office
Need more information? Contact
Tracy at 471-4438

**Manager tools for responding to
distress and disruption in the
workplace.**

Mary Bade

Txclass (pn610)

✘ Personal challenges occur in all our lives: divorce, family issues, illness, depression, stress, and sometimes serious mental illness. This 1.5 hour training for managers will provide information and in-class training on managing these difficult

situations that can impact the entire workgroup.

Txclass (pn610)

- ✘ Manager Tools for Responding to Distress and Disruption in the Workplace
- ✘ When: Thursday, January 27, 2011, 1:00-2:30 p.m.
- ✘ Where: NOA 4.106A
- ✘ Register through TxClass (PN610)
- ✘ Instructor: Mary Bade, Ph.D., EAP Psychologist

Next hr forum – wed. February 9th, 2011.

Have a good day!