

## Welcome to HR Forum

November 10<sup>th</sup>, 2010

Robin Jarman  
Records & Onboarding Team

- Welcome Liz Chalmers!
- Liz is replacing Corina Del Toro
- Team
  - Mary Lopez
  - Regina Garza
  - Jason Clark
  - Liz Chalmers
- Thanks for your patience

### Preparing for Vacation Payout (OV6)

- At least two days in advance
  - Timesheets final approved?
  - Separation entered in HRMS?
- Submit at least 2 days before the deadline – in case HRS identifies a problem
- Do you have an internal checklist or instruction document to share?

### Preparing for Hourly Payroll

- Check I-9 status of new employees well in advance

- HRS needs the complete I-9 at least two days before the deadline

Vilma L. Santos  
HRS Coordinator  
Financial & Retirement Planning Fair  
Pickle Research Campus

- Tuesday, November 16, 2010
  - FROM 8AM to 2PM
  - Commons Learning Center
- Retirement provider tables all day
- Presentations by:
  - Teacher Retirement System (TRS)
  - Medicare and Human Resource Services, and
  - Social Security Administration

Financial & Retirement Planning Fair  
Pickle Research Campus

- Email was sent on Monday, November 8.
- For more information visit the Retirement Fair Website:
  - <http://www.utexas.edu/hr/current/retirement/fairs.html>
- Spring retirement fair
  - March 22 and 24
  - Look for postcard and e-mail announcement

## UT Flex Deadlines for 2009-2010

- UT System, Office of Employee Benefits (OEB) sent reminder e-mail to UT Flex participants on October 25, 2010
- The grace period to incur eligible medical expenses for 2009-2010 is November 15, 2010
- Deadline to file both medical and day care claims with Payflex is November 30, 2010
  - Items must be postmarked by November 30, 2010

## UT Flex Deadlines for 2009-2010

- For additional information regarding medical grace period, filing deadline, claims status or account balances:
  - Call Payflex at 866-887-3539
  - Visit UT Flex Web site: [www.utflex.com](http://www.utflex.com)

## UT Flex Deadlines for 2009-2010

### One-Time Merit Payment-2010

#### One time Merit Processing

- Method of Payment
  - Off-Cycle Pay Adjustment (OPA)
    - Mass payment feature for the following employee types: Tenure/Tenure Track Faculty, Non-tenure Track Faculty, Administrative and Professional/ Librarian,

## Classified, School Teachers, and Extension Instructors.

- Dates Available November 1 – November 24
- Assistance:
  - [http://www.utexas.edu/business/erp/hrms/help/off\\_cycle\\_pay\\_start.php](http://www.utexas.edu/business/erp/hrms/help/off_cycle_pay_start.php)
  - Training Video:  
<http://www.utexas.edu/business/erp/hrms/videos.html>

### One time Merit Processing

- Method of Payment (cont.)
  - **HRMS Modify Document**
    - Used to add new one time merit payment OR additional pay adjustments
    - Individual Employee Types: tenure and tenure track faculty, non-tenure track faculty, administrative and professional/librarian, classified, school teachers, and extension instructors.

### One time Merit Processing

- Method of Payment
  - **OV2 Vouchers**
    - One time merit payments made to the following employee types: Teaching Assistants (TAs), Assistant Instructors (AIs), Graduate Research Assistants (GRAs), as well as other academic and non-academic

student employees.

- OV2 command in \*DEFINE with pay period listed as 11/01/2010 to 11/01/2010. Use pay type “OM”
- Processing period November 19 – December 2.

### One time Merit Processing

- Deductions from Payment

- Retirement

- Retirement deductions will be made from One Time Merit payments made to employees in benefits eligible positions using the standard rates of 6.4% for TRS participants and 6.65% for ORP participants.

- Social Security and Medicare Taxes

- OASI taxes will be withheld at the standard rate of 7.65% for employees whose cumulative 2010 earnings are below the Social Security Wage Maximum of \$106,800 and 1.45% for employees who have already exceeded the Social Security Wage Maximum.

- Income Taxes

- In accordance with IRS Supplemental Wage rules, Federal Income Taxes will be withheld at a flat rate of 25% of the taxable gross.

- Taxable Gross = Gross Pay – Retirement Deduction.

Jane Shaughness

Launching an updated training module

### **CW 122 A Safe Workplace: Policies on Campus Violence, Drugs, Alcohol, and Weapons**

- Required for all new benefits eligible employees within the first 30 days of employment

Find Compliance Training Easily

Pat Ortega

Office Of Institutional Equity

- Name Change
- Annual Fall Report
- Scheduled workshops

Office of Institutional Equity

- Formerly, Equal Opportunity Services has been changed to the Office of Institutional Equity (OIE).
- To better reflect the mission of the office of the Associate Vice President for Institutional Equity and Workforce Diversity.

OIE – Annual Fall Report

- Required as a part of Executive Order 11246
  - to continue to receive federal funding
  - UT must prepare an Annual Affirmative Action Report

- Notice was sent to Deans, Directors, and other Administrative Officials
  - Report faculty **recruitment and selection** efforts & goals
  - Academic departments, academic centers and units
  - Reports are due by **December 5, 2010**
- Report is available online at:  
<https://www.utexas.edu/eos/reporting/>
- For Questions, contact Pat Ortega 471-1849

OIE – Workshops

The Inclusive Workplace - PN611:

- Nov 16,2010
- Dec 7,2010

Part of Career Smart Program

Amy Greenspan  
Student Employment Coordinator  
HRS

National Student Employment Week

- Celebrated the second full week of April each year

- April 10 – 16, 2011
  - Purpose: to recognize the contributions and efforts of students working on campus
  - Activities involving student employees
  - Departmental recognition of student workers
  - Student Employee of the Year awards ceremony
- Student Employee of the Year
- Competition open to all students employed in student-status positions other than TA, AI, or GRA
  - Supervisors and co-workers may nominate
  - Nomination form will be available on HRS student employment web page: <http://www.utexas.edu/hr/student/>
  - Nominations due by Friday, January 28
  - Reviewed and ranked by advisory committee

### Selection Criteria

- Student employees rated on:
  - Reliability
  - Quality of Work

- Initiative
- Attitude
- Professionalism
- Unique Contribution

## Recognition

- Certificate and cash award presented at ceremony during National Student Employment Week in April
- Campus winner entered in regional competition sponsored by Southern Association of Student Employment Administrators (SASEA) - \$200 savings bond
- SASEA winner entered in national competition sponsored by National Student Employment Association (NSEA) - \$1,000 cash award

## **Cristy Oliver**

Senior Administrative Associate  
University Compliance Services  
HFSA Public Relations Officer

## **Who we are**

- We are a faculty/staff organization helping our colleagues enjoy a nice holiday by providing a holiday meal.
- The Holiday Assistance Committee (HAC) is part of the Hispanic Faculty/Staff Association (HFSA). HFSA was

formed in 1991; the Holiday Assistance Program was formed in 1996.

- HAC has standing volunteers including the entire office staff from the Vice-President for Business Affairs, and the Vice-President for Legal Affairs offices; and HFSA members.

### **What we do**

- We are a group of UT Austin employees working together with deserving families in the university community.
- In order to provide UT Austin families the ingredients for a full-course holiday meal (plus gift cards, when available) during the winter holidays, the HAC pulls together every year to fulfill this community service initiative, by:
  - Soliciting, collecting, and sorting university and committee donations of food and money,
  - Recruiting and organizing volunteers, and
  - Soliciting, compiling, reviewing, and selecting program applications
- Distribution takes place in a lively, welcoming environment during the third week of December.

### **Our goal this year**

- Each year we strive to grow our program so that we can

increase the number of families served

- Increase assistance with recruiting program recipients
- Raise awareness about our program
- Increase volunteer base
- Increase donations

### **What YOU can do**

*We are very proud of the opportunity to make a difference in the UT Austin community*

- Volunteer
- Organize a food drive
- Contribute money or canned goods
- Refer a UT employee in need to the Holiday Assistance Program

### **Bragging Rights**

- Since its inception in 1996, the HAC has provided a holiday meal to over 1,750 UT Austin families
- In 2009, the Holiday Assistance Program provided meals and gift cards to 335 families.
- We are an award-winning program—*2006 Outstanding Faculty/Staff Organization Award for Community Service, and 2008 Tower Award Winner*

### **13 Years Serving Fellow Co-Workers**

Housing & Food and Facilities Services

## **Distribution Day and Location**

- **DATE:** Friday, December 17, 2010
- **TIME:** From 2:00 PM to 6:00 PM
- **LOCATION:** SSB G1.310G

The Staff of the Commons Learning Center

### **Contact**

2010 Holiday Assistance Program

<http://www.utexas.edu/staff/hfsa/events/assistance.html>

2010 HAC Co-Chairs: Twiggy Aguilera (Budget Office)  
or Rebeca Treviño (School of Nursing)

HFSA is proud to call this **award winning** program its  
signature program!

The next HR Forum will be on Wednesday, December 8<sup>th</sup>, 2010.