

A 3D-rendered quill pen is positioned in the lower-left corner of the slide. The quill is light brown with fine feather details and is held in a dark, cylindrical inkwell. A long, dark shadow of the quill extends from the inkwell towards the right side of the frame. The background is a solid, deep red color.

# **Welcome to HR Forum**

February 13, 2008

A quill pen is positioned in the upper left quadrant, resting in a dark red inkwell. The quill is light brown with fine, dark brown feather-like details. The inkwell is a simple, dark red cylindrical container. The background is a solid dark red color with a subtle gradient and a dark, wavy shadow-like shape extending from the bottom left towards the center.

Welcome!

Jim McElroy  
Director

Human Resource Service Center

A 3D rendered quill pen is positioned in the lower-left corner, resting in a small, dark, cylindrical inkwell. The quill is light brown with fine, dark lines representing feather texture. A long, dark shadow of the quill and inkwell is cast across the background, extending from the bottom left towards the right side of the frame. The background is a solid, dark brown color.

# March Merit

A quill pen is positioned vertically on the left side of the slide, resting in a dark red inkwell. The quill is light-colored with a dark tip. The background is a solid dark red color with a subtle gradient and a dark, wavy shape at the bottom.

# Compliance Training

Kay Novello  
Training Coordinator  
Office of Institutional Compliance

# Compliance Office

Director - Rudolph (Rudy) Green

Training Coordinator - Kay Novello

Sr. Administrative Assistant - Cristy Oliver

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## Compliance Training Modules

Required of all employees:

[CW 101](#) Introduction to U.T. Compliance Program (10 min.)

[CW 121](#) Sexual Harassment (9 min.)

[CW 123](#) Equal Employment Opportunity -EEO- (18 min)

[CW 170](#) IT Security Awareness (12 min.)

(required if you have an email address in the directory)



# Compliance Training Modules (cont.)

Required of all full-time employees:

CW 102 Use of U.T. Austin Property (4 min.)

CW 103 Information and Records (6 min.)

CW 106 Gifts and Gratuities (4 min.)

CW 107 Political Activities and Contributions (3 min.)

CW 108 Copyrighted Property (5 min.)

CW 122 Drug-Free & Weapon-Free Workplace (6 min.)

CW 124 Overtime Compensation, Exempt & Nonexempt  
Timekeeping (3 min.)

CW 125 Family and Medical Leave Act -FMLA (4 min.)

CW 126 Outside Employment (5 min.)

CW 162 Purchasing (9 min.)

CW 163 Contracts & Agreements (3 min.)



# Required of Specific Employees:

CW 500 General HIPAA Privacy Training (30 min.)

(required if you can access medical records)

CW 502 SSN Training (10 min.)

(required if you can access SSNs)

CW 504 FERPA (5 min.)

(required if you can access student records)

CW 506 High Level Cash Control (9 min.)

(required of some accounting managers)

CW 510 Managing Financial Risks (30 min.)

(required of some accounting managers)

There are other modules, but they only apply to small specific groups.



# Departmental Compliance Report

Designated HR representatives are authorized to run reports for their unit codes.

Others employees must get authorized by Kay Novello.

To run reports go to

<https://utdirect.utexas.edu/cts/> and select “Department Compliance Status”.

Report will show each employee in your unit code that needs training and which modules they need.



# Compliance Violations

✦ Contact Rudy Green (232-7055) or  
Patti Ohlendorf (471-1241)

✦ Consult your supervisor.

✦ Use the Compliance Helpline  
1-877-888-0002

*(Callers are not required to  
give their name or department)*

-or email the helpline at-

[Helpline@compliance.utexas.edu](mailto:Helpline@compliance.utexas.edu)



# New Conflict of Interest Policy

- ✦ Mandated by the state.
- ✦ Every employee should review the policy and the law that lead to it at <http://www.utexas.edu/vp/irla/legalaffairs.html>



**THE UNIVERSITY OF TEXAS AT AUSTIN**  
**OFFICE OF INSTITUTIONAL COMPLIANCE**  
**Compliance by Class**

01/22/08

UT-Austin	0000	205530 of 224547	91%
Office of the President	5000	404 of 406	99%
VP-Student Affairs	4000	20295 of 20518	98%
VP-Empl & Campus Services	5002	24789 of 26115	94%
VP-Info Technology	5003	5793 of 5841	99%
VP-Public Affairs	5004	613 of 676	90%
VP-Diversity & Community Engagement	5008	2776 of 2931	94%
VP-Resource Development	5010	1622 of 1776	91%
Exec VP & Provost	5020	126263 of 142195	88%
Architecture	0040	1360 of 1748	77%
Jackson School of Geology	0077	4754 of 4891	97%
Natural Sciences	0083	25708 of 30968	83%
Liberal Arts	0085	19204 of 21595	88%
Accessibility Institute	0112	36 of 39	92%
Business	0820	9315 of 9810	94%
Communication	0940	5828 of 5995	97%
Education	1020	6813 of 7757	87%
Engineering	1220	17754 of 20060	88%
Fine Arts	1500	6624 of 7576	87%
Law	640	3759 of 4687	80%



# THE UNIVERSITY OF TEXAS AT AUSTIN

## OFFICE OF INSTITUTIONAL COMPLIANCE

### Compliance by Class (cont.)

01/22/08

#### Exec VP & Provost (cont.)

Information	1680	770 of 854	90%
Nursing	1690	2233 of 2545	87%
Pharmacy	1700	2621 of 2694	97%
Social Work	1720	1871 of 2150	87%
Humanities Research Ctr	2600	1424 of 1448	98%
UT Libraries	3800	5342 of 5409	98%
UT Elementary School	4035	332 of 498	66%
Continuing and Innovative Education	4400	4009 of 4162	96%
Crt Sci & Prac Sustain	5021	50 of 51	98%
Undergraduate Studies	5028	610 of 640	95%
Graduate Studies	5030	816 of 857	95%
Center American History	5031	539 of 603	89%
Information Management	5055	277 of 308	89%
Office of Admissions	5115	2335 of 2607	89%
International Office	5180	660 of 766	86%
UT Press	6130	590 of 696	84%
Office General Faculty	6430	32 of 39	82%
LBJ Public Affairs	6480	1647 of 1844	89%
VP-Research	5025	15723 of 15926	98%
VP-Financial Affairs	5040	3276 of 3288	99%
VP-Legal Affairs	5047	145 of 145	100%





# Retirement Savings and Spring Financial & Retirement Planning Fair

Kelly Lomasney  
HR Manager  
Benefit Applicant Services

# Turn Unused Annual Leave into Retirement Savings

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- Announcement in UT System Office of Employee Benefits (OEB) January newsletter
- Beginning 1/1/08, employees separating from the university may defer their unused annual leave payment into a UTSaver DCP 457(b) account



# Turn Unused Annual Leave into Retirement Savings (cont.)

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- May defer any portion of the unused annual leave payment, not to exceed the annual DCP contribution limit
  - \$15,500 for anyone under age 50 during 2008
  - \$20,500 for anyone age 50 or over during 2008



# Turn Unused Annual Leave into Retirement Savings (cont.)

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- Federal income tax will not be withheld from the amount deferred, but Social Security and Medicare will be withheld
- *Purchase Agreement for Unused Annual Leave* must be submitted to HRSC by last employment date
- Form available online at [www.utretirement.utsystem.edu](http://www.utretirement.utsystem.edu)



# Turn Unused Annual Leave into Retirement Savings (cont.)

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- DCP account with an approved provider must be in place before employment ends
- Upon notice of separation, please update appointment and separation reason code as soon as possible to allow HRSC to send notification of this option to the employee prior to last employment date



# Spring Financial & Retirement Planning Fair

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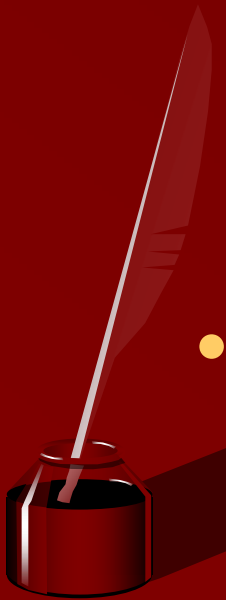
- All employees welcome!
- No registration required
- The Texas Union
- Tuesday, March 18, 8:30 a.m. – 3 p.m.
  - Approved Retirement Providers available
  - Financial education presentations




# Spring Financial & Retirement Planning Fair (cont.)

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- Thursday, March 20, 8:30 a.m. – 5 p.m.
  - TRS, Social Security, Medicare & UT Retiree Insurance and Estate Planning
- Final Schedule will be sent to campus



A quill pen is positioned vertically on the left side of the slide, with its tip pointing upwards. The quill is dark and has a white feather-like texture. It is held in a dark, cylindrical inkwell. The background is a solid dark red color with a subtle gradient and a dark, wavy shape that resembles a shadow or a stylized wave on the right side.

EIS & PIS Enhancements,  
Veteran Status Form Changes,  
New I-9 Form Reminder,  
Appointment Deadlines, &  
I-9 Federal Compliance Issues

Robin Jarman  
HR Manager  
Human Resource Service Center

# Employee Information System

## EIS Follow-up Enhancements

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- Monthly email notice to departmental HR contacts now includes:
  - A list of affected employees (no need to request the report online)
  - Employee name, EID, and email address
  - Specific information about which items are missing:
    - | I9 | SSN | EMR | SEL | BIO | ETH |



# Employee Information System

## EIS Follow-up Enhancements (cont.)

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- EMR –Emergency Contact information will be removed from future emails.

HR Contacts can still request a report from online EIS Follow-up:

[https://utdirect.utexas.edu/pnethc/eis\\_list.WBX](https://utdirect.utexas.edu/pnethc/eis_list.WBX)



# Personal Information Status Page Enhancements

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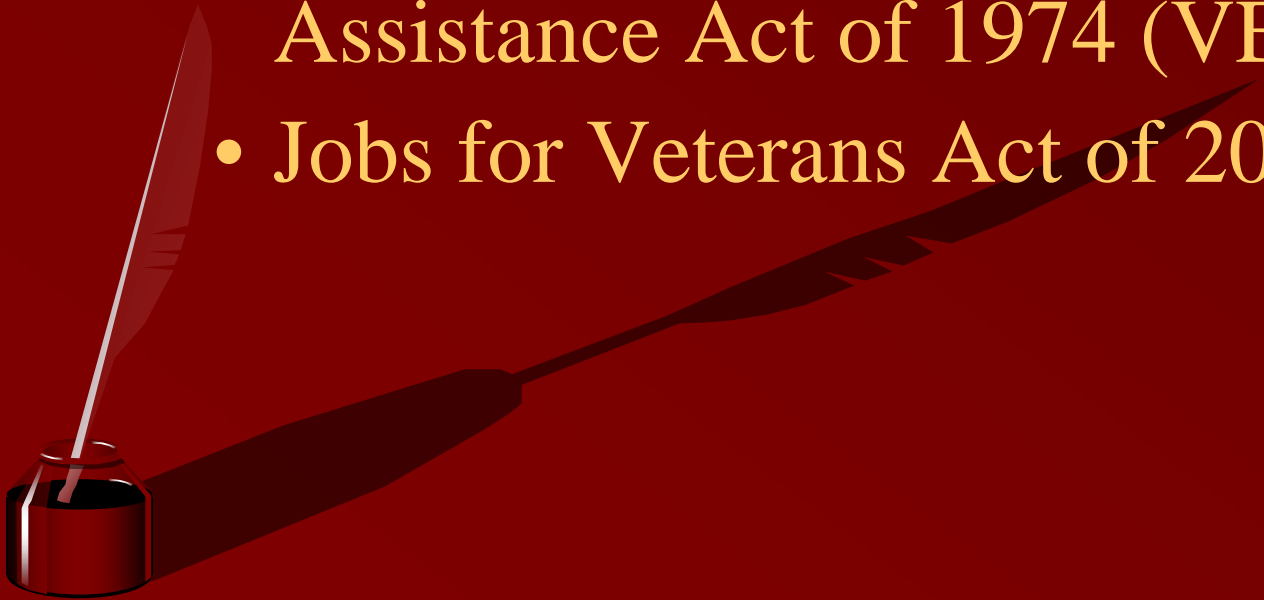
- By request: You asked for a way to check that a new employee has completed all required documents
- HR Contact for the unit code can view this page for anyone appointed within the unit code
- See which items the employee needs to complete in their record in the Employee Information System
- <https://utdirect.utexas.edu/pnbiog/status.WBX>



# Veteran Status Form Changes

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- New categories mandated in August 2007 based upon:
  - Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA)
  - Jobs for Veterans Act of 2002 (JVA)



# Veteran Status Form Changes (cont.)

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- Online, mainframe, and paper versions of the form will be revised
- New paper form is two pages; old version will not be accepted after March 10
- Resurvey of current employees will occur; date to be determined



# New I-9 Form Reminder

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- All new I-9 Verification of Employment Eligibility forms must use the current form version (rev. 06/05/07)
- HRSC, Records will return any outdated form signed after 12/01/07 to the departmental representative who processed the form



# Appointment Deadlines

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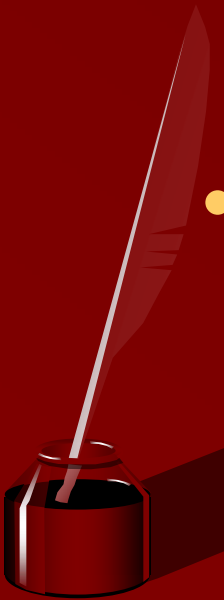
- Please be aware of appointment processing deadlines - HR is experiencing a high volume of submissions after the deadline
- Documents received after the processing deadline may not be approved before the payroll



# Appointment Deadlines (cont.)

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- January volume:
  - Automated Reappointments: 1314 received January 15 to January 22, 828 approved manually
  - Hourly appointments received on day of voucher deadline: 697, 512 approved manually



# Ensure Federal Compliance

## I-9 Employment Eligibility Verification

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- New Employees
  - Employee must produce documents by the 3rd work day
  - End the appointment immediately if no documents
  - Urgent notice to HR Contact by email if appointment continues and paycheck is issued – don't wait for it!

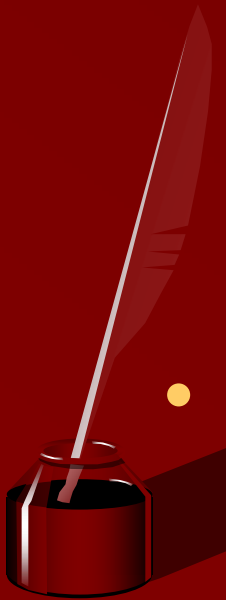


# Ensure Federal Compliance

## I-9 Employment Eligibility Verification (cont.)

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- Work Authorization to Expire
  - Notice to employee and HR Contact
    - 90, 60, 30 days prior to expiration
  - Notices sent by email, campus mail if no email on file
  - Employee must not work past expiration date
- Notices have been revised, and now notify employee that they cannot continue to work

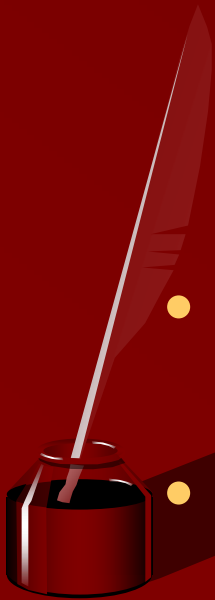


# Ensure Federal Compliance

## Work Authorization Extraordinary Situations

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- Coordinate with International Office, Payroll and/or HR *immediately if*:
  - Delay in documents from immigration
  - International employee waiting for SSN
  - Academic employees who no longer work, but pay continues through January 15
- No payroll holds, so compliance depends upon departmental level processing
- HR will intervene and escalate when necessary



A quill pen is shown in an inkwell on the left side of the slide. The quill is white with a dark tip and is positioned diagonally. The inkwell is a simple, dark-colored container. The background is a solid dark red color with a subtle gradient and a dark, curved shadow-like shape on the right side.

# Sys-Aid Update

Ray Scott  
Sr. HR Representative  
Call Center/HR Reception

# Sys-Aid Update

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- Sys-Aid is the software that we are utilizing to track customer requests that come through the Service Center, by allowing call center members to set up service requests for HR Representatives.
- We are preparing for Sys-Aid Phase II (Feb. 25<sup>th</sup>) which will include a couple of new features

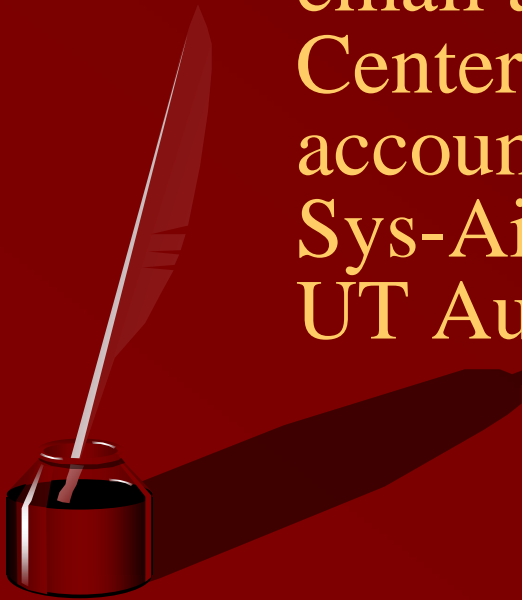


# Sys-Aid Update (cont.)

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## New Features

- Service requests will automatically be generated for customers with UT Austin email addresses who contact the Service Center via the [hrsc@austin.utexas.edu](mailto:hrsc@austin.utexas.edu) account. We are continuing to work on Sys-Aid automation for customers without UT Austin emails.



# Sys-Aid Update (cont.)

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## New Features (cont.)

- Along with the service request, an automated email response will be sent to these customers. This response will provide confirmation that your email has been received and a service request number for reference.
- An automated email notification will be sent to the customer when their service request has been closed.



# Call Center

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- We *do* want your feedback
- You may email us at:  
hrsc@austin.utexas.edu
- You may also contact Ray Scott at  
471-7586 or ray.scott@austin.utexas.edu



# Recruiting Summaries, Changing Resumes in the Application System, & Retroactivity

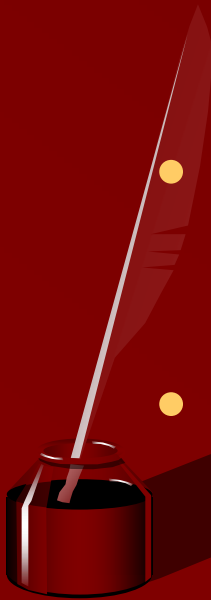


Linda Casarez  
Director  
HR Information Systems

# Recruiting Summaries

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- Last year we were able to simplify completion of the recruiting summary.
- There are still a number of outstanding documents.
- This has lead to serious issues in responding to inquiries.
- We will be contacting departments to request assistance in completing these.



# Changing Resumes in the Application System

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- In the current configuration of the electronic application, applicants can edit resumes after they have submitted.
- In order to ensure that the resume considered is the resume that was submitted, we will be “locking down” the resume after it has been submitted for a posting.
- Applicants can store up to 15 resumes.



# Retroactivity

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- **Retroactivity**—retroactive appointments was a major audit finding for another Texas public institution last year.
- We are still seeing this problem, especially in academic appointments, both faculty and students. We are sending back appointments that arrived in January dating back to September 07.
- We ask cooperation of departments to put controls in place to address this issue.





Time Off for Voting,  
FML New Legislation,  
& Shift Worker Inquiry

Lisa Milne  
HR Manager  
Employee and Management Services

# Time Off for Voting

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- March 4, 2008, Primary Election
- Time Off for Voting
  - The University of Texas at Austin provides an employee sufficient time off, without a deduction in salary, to vote on a national, state or local election day.
  - The employee shall notify the supervisor of the intent to use work time in order to vote. There is no need to record the time taken to vote; this time is reported as time worked.
  - The supervisor has the discretion to schedule voting absences.



# FML New Legislation

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- Effective January 28, 2008:

Spouse, son, daughter, parent or next of kin eligible for up to 26 weeks of leave in a single 12 month period to care for service member who is undergoing medical treatment, recuperation, or therapy or is otherwise on the temporary disability retired list, for a serious illness or injury.



# Qualifying Exigency Leave

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- Effective when DOL issues regulations:  
Employee may also take FML for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is on active duty or has been notified of a pending call or order to active duty in the support of a contingency operation.



# Shift Worker Inquiry

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- How many of your departments have 24-hour operations?
- Approximately how many employees work the second and third shifts?





Family Friendly Policies &  
Resources for Faculty,  
Workplace Rudeness & Incivility,  
and Pre-Tenure Faculty  
Discussion Group

Connie Deutsch  
Director  
Work/Life Services

## *Work/Life & EAP Faculty Series*

### *Family Friendly Policies and Resources for Faculty*

Thursday, February 14, Noon to 1pm

Texas Union Eastwood Room (TU 2.102)

Guest Speaker:

Dorothea Adams

Associate Vice President,  
Office of the Executive  
Vice President and Provost

Discussion for Pre-tenure faculty regarding leave and other policies and procedures which may have an effect on the tenure clock. Additionally other resources for faculty.

*Work/Life & EAP Manager Workshop Series*

*Workplace Rudeness & Incivility*

Special Session for Departmental HR Reps

**HR Reps:** Wednesday, March 5, 8:30am to Noon

*Register Immediately After this Forum in the Back  
of the Room*

**Managers:** Wednesday, March 19, 8:30am to Noon



Facilitator: Rita Handrich, Ph.D.,  
Psychologist

# *Work/Life & EAP Faculty Series*

## *Pre-Tenure Faculty Discussion Group – 4 Parts*

Wednesdays, 1:30-2:30 pm

Texas Union, Board of Director's Room TU 4.118

February 20, 27 and March 5, 19



Facilitated by: Susan Harnden, LCSW with Presenters including, Professors Steinhardt, Ritter, Jacobwitz, Kockelman & Srinivasan

Focus: Maintain a resilient approach to stress while preparing for tenure, creating work/life balance and more.

# Next HR Forum

Wednesday, March 12<sup>th</sup>

10:00 am



*Don't forget, tomorrow is Valentine's Day!*

