

# HR FORUM

**April 9, 2008**



# Welcome!

**Julien Carter**



# Payroll Services

**Leslie Saucedo**  
**Director**



# IRS Changes – Section 409A

**The change in law specifically affects deferred compensation arrangements beginning in FY 08-09.**

**So, what does this mean to YOU?**

**Employees who elect to have their nine month salary spread over a twelve month period will be impacted.**

**These rules do NOT apply to situations where employees are not given a choice about deferring compensation.**

# Rules for Salary Spread Participation

- **The election must be made before the beginning of the work period:**
  - **Fall 2008 deadline is August 31, 2008**
  - **Spring 2009 deadline is January 15, 2009 and is available only to NEW faculty as of that semester**
- **This is a one-time election that will remain in effect until the employee opts out of participation but it is irrevocable for that fiscal year once the work period begins**

## Rules for Salary Spread Participation (cont.)

- **Employees who do not meet the stated deadlines will not be eligible to participate in salary spread until the following fiscal year.**
- **Lump sum payment of deferred amounts will occur in the event of participant's retirement, termination or death during the fiscal year.**
- **Election does not apply to payments from federal grants.**

# **Payroll Services will communicate this to employees as follows:**

- **Notify current participants by mid- April 2008**
- **Update our Web site with revised Salary Spread instructions and election form by mid- April 2008**
- **Send email to all faculty by early May 2008**



**Questions?**

# Summer Reappointments

**Robin Jarman**  
**HR Manager**  
**Human Resource Service Center**



# Summer Reappointments

- **Summer reappointments open May 1**
- **Available for faculty, students, and hourly employees**
- **Reappointment instructions will be available on the Employee Records Web page**
- **<http://www.utexas.edu/hr/records/index.html>**

# Summer Reappointments, (cont.)

- **June 10**

**Reappointments due to HRS**

- **June 17**

**Individual appointments due to HRS**

# Summer Insurance Coverage

**Kelly Lomasney**  
**HR Manager**  
**Human Resource Service Center**



# Summer Insurance Coverage

- **9-month employees automatically pre-pay for summer insurance coverage**
- **Communication will be sent via email on Monday, April 14**
- **Can cancel pre-payment with signed authorization**
- **Cancellation form must be returned to Human Resource Service Center (J5600) no later than Monday, May 5**

# Cancellation of Pre- Payment

- **If pre- payment is declined, employee must be working and earning enough money monthly to pay for insurance**
- **If not working or not making enough money monthly, insurance may be cancelled**
- **Re- enrollment must occur during Annual Enrollment and EOI Requirements will apply**

# Summer Insurance: GRA's

- **GRA's do not have the option to pre-pay for summer insurance coverage**
- **GRA's must be appointed to work 20 hours or more each week for a period of 135 days or more to receive insurance coverage**

# **Work/Life Services & EAP**

**Connie Deutsch  
Director**



# **Work/Life Services & EAP Brown Bag Series**

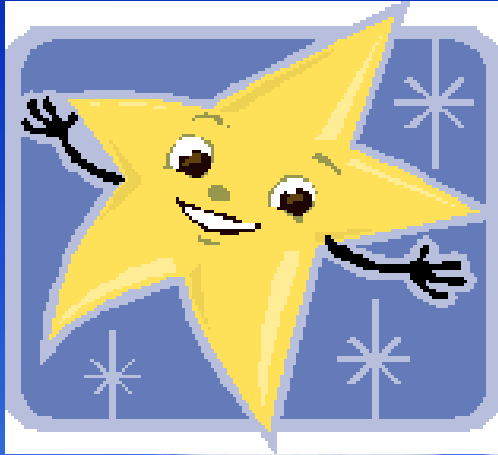


## **Changing Roles: Parenting Your Parents**

**Presented by: Barbara Deguzis, Ph.D.**

**April 10, Thursday, Noon to 1 p.m.  
Texas Union, Eastwood Rm (TU 2.102)**

**April 11, Friday, Noon to 1 p.m.  
PRC Commons (PRC 1.106)**



# **Work/Life Services & EAP** *StressLess*

## **Techniques and Strategies for Reducing Stress**

Presented by:

**Jeff Stellmach, LCSW, other EAP  
counselors and various presenters**

**Thursdays beginning April 10, Noon to 1 p.m.  
@ the Texas Union**

**See EAP website for room schedule.**

# **Work/Life Services & EAP Campus Safety Presentation**

## **Responding to Distress or Disruption on Campus**

**Presented by:**

**Jeff Stellmach, LCSW**

**Friday, April 4 at 12:30 p.m.  
North Office Building A, NOA 4.106A**



# **Work/Life Services & EAP Presentation**

**Work/Life Balance: Why it's Good for Employees and Business**

Presented by: **Connie Deutsch, Ph.D., CEAP**

**Session for HR Reps**

**May 13, Tuesday 10:30 a.m. to Noon**

**Session for Managers**

**May 20, Tuesday 10:30 a.m. to Noon**

**Session for employees, TBA, June 2008**

# **Annual Performance Appraisals & April EMS Programs**

**Lisa Milne  
HR Manager  
Employee Management Services**



# Annual Performance Appraisals

## Reminder

- **Every regular employee should be evaluated annually.**
- **Purpose:**
  - (1) **To provide a fair assessment of the employee's performance,**
  - (2) **To assist the employee to improve performance,**
  - (3) **To provide a basis for an appropriate level of compensation, and**
  - (4) **To support and provide documentation for personnel actions under approved policies.**

# EMS Programs in April

- **Workshop and policy discussions for employees – *Learning About University Policies*, April 24**
- **Monthly *Performance Management Plus* overviews and workshops**
- **Upcoming Manager Series in collaboration with EAP – *Creating Solutions for Management Challenges*, starting April 23**

# Changes to the Employment Application

**Ray Scott**  
**HR Representative**  
**Human Resource Service Center**



# Employment Application Changes

- **Based on customer feedback concerning difficulty in navigating the EID process to search for open jobs, changes have been made to the system.**
  - **A new look job search:**  
<http://utdirect.utexas.edu/pnjobs/index.WBX>
  - **Simplified interface to help recover or establish an EID:**  
[http://utdirect.utexas.edu/pnjobs/direct.WBX?comp=0&job\\_nbr=](http://utdirect.utexas.edu/pnjobs/direct.WBX?comp=0&job_nbr=)

# Employment Application Changes (cont.)

- We do want to continue to take your feedback on these changes.
- You may send any comments and concerns directly to:

- Ray Scott

Email: [ray.scott@austin.utexas.edu](mailto:ray.scott@austin.utexas.edu)

Phone: 471-7586

# Great Colleges to Work For

**John Moore**

**Director of Workforce Planning and  
Total Rewards**



# Great Colleges To Work For

- **UT Austin is participating in a project to recognize institutions of higher education that have built great places to work.**
- **On April 11, 2008, 600 randomly selected faculty and staff will receive a 15- 20 minute survey by e- mail from “Chronicle at ModernThink.”**
  - **Must be completed by April 25, 2008**
- **After *The Chronicle* publishes the findings this summer, we will receive a report that summarizes the data about trends in compensation, benefits, and other employment issues.**

# **Staff Recognition and President's Reception**

**Jim McElroy**  
**Director**  
**Human Resource Service Center**



# **2008 Staff Recognition and President's Reception**

**Date: Thursday, May 1, 2008**

**Time: 2:00 p.m. – 4:00 p.m.**

**Location: Texas Union Ballroom**

**Parking: Lot 108 (Frank Erwin Center)  
Shuttle Service provided.**

**PLEASE PICK UP YOUR DEPT CERTIFICATES BEFORE YOU LEAVE**



**See you next time...**

**May 14, 10 a.m.**

