

# **HR Forum**

**May 14, 2008**

The background is a vibrant yellow with a subtle, repeating pattern of stylized flowers. In the center, there is a faint, darker silhouette of a tree with a dense canopy. The text is centered and rendered in a white, serif font with a black outline.

**Welcome!**

**Julien Carter**

# Shots Fired

<https://www.utexas.edu/police/shotsfired/>

Julie Gillespie

UTPD

# **Annual Enrollment**

## **July 1 – 31, 2008**

**Kelly Lomasney**

**HR Manager**

**Human Resource Service Center**

# Highlights

- No premium changes
- No benefit design changes (copayments, deductibles, coinsurance amounts)
- Must re-elect UT Flex accounts every year
  - Must re-elect Flex Convenience Card for medical account every year
- Medical, term life, short term and long term disability Evidence of Insurability (EOI) is completed online using the UT Touch online enrollment system

# Highlights (cont.)

- The completed EOI must be printed, signed and mailed to the insurance company
  - Must be postmarked no later than August 15
- Make selections early, in July
- If successful changes are made, a confirmation email is sent the next day
  - Review carefully!
- If no changes are made, no confirmation email is sent
  - Review Benefits Summary in UT Touch

# Communication

- Monthly UT System Office of Employee Benefits newsletter
  - First Wednesday of every month via email
- HRS postcard mailed to everyone in June
- Your UT Benefits Enrollment Options notice sent by July 1
  - Sent via email for those with email address
- Annual Enrollment Web site available by July 1

# Educational Opportunities

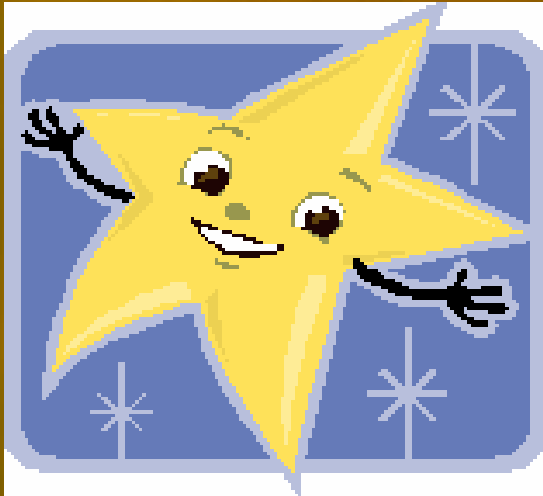
- Benefits Fairs provide an opportunity to speak directly to the insurance vendors and attend presentations by each vendor
  - Tuesday, July 8, 10 a.m. – 2 p.m.
    - Pickle Research Campus, Commons Center
  - Wednesday, July 9, 10 a.m. – 2 p.m.
    - Texas Union, Santa Rita Room
- Insurance vendor presentations will also be posted on the Annual Enrollment Web site

# **Work/Life Services & EAP**

**Connie Deutsch  
Director**

# *Work/Life Services & EAP Presents*

## *StressLess*



Relaxation Exercises—May 15, noon  
Eastwood Rm. TU 2.102

---

Breathing & Meditation—May 22, noon  
Asian Culture Rm. TU 4.224

---

Thinking Healthy – May 29, noon  
Asian Culture Rm. TU 4.224

### *Presenters:*

*Jeff Stellmach, LCSW, Work/Life Services & EAP*

*Counselor, other EAP Counselors and various presenters*

# *Work/Life Services & EAP Presents*

## *Work/Life Balance*

*What is it and why is it important for  
UT Austin?*



For Managers & Departmental  
HR Reps, 5/20, Tuesday  
10:30 a.m. to Noon, NOA 4.106A

---

For All Employees, 5/27, Tuesday  
10:30 a.m. to Noon, NOA 4.106A

*Presenter:*

*Connie Deutsch, Ph.D., CEAP, Director, Work/Life Services & EAP*

*Work/Life Services & EAP  
and Child Development Center Present*

*Parenting Adolescents: Setting Boundaries*



Thursday, May 15, Noon to 1 p.m.  
PRC Commons 1.106

*Presenter:  
Rick Thompson, Ph.D.  
Psychologist*

# Employee Discount Program

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

Cindy Posey  
Communication Coordinator

# **New Technical Job Titles**

**Rich Burns**

**Director**

**Staffing & Career Management Services**

# New Technical Job Titles

- Project in work over the past year to revamp obsolete job titles for technical staff employees
- Partnership between HRS, ITS, “Tech Deans” and other campus subject matter experts.

# New Technical Job Titles

- Key points:
  - Replaces obsolete titles with more descriptive and appropriate job descriptions
  - Provides for career paths and development within the technical fields
  - Some are dependent of scope
    - Enterprise wide
    - College or department
  - Additional titles are in work

# New Technical Job Titles

Below are new titles that have been added to the pay plan

9312	<u>Help Desk Representative</u>
9311	<u>Help Desk Specialist</u>
9314	<u>Desktop Support Specialist</u>
9313	<u>Sr. Desktop Support Specialist</u>
9324	<u>Media Support Technician</u>
9323	<u>Sr. Media Support Technician</u>
9318	<u>Systems Administrator</u>
9317	<u>Sr. Systems Administrator</u>
9331	<u>Database Analyst</u>
9330	<u>Database Administrator</u>
9329	<u>Sr. Database Administrator</u>
9805	<u>Sr. Project Manager</u>
9383	<u>Network Engineer</u>
9382	<u>Sr. Network Engineer</u>

# New Technical Job Titles

- Titles and job descriptions will be available at a link on the Internet: HRS Compensation page, “Spotlight”
- Staffing and Classification Consultants will work with departments to migrate existing employees to the new titles as appropriate

# **Update on Background Checks**

**Rich Burns**

**Director**

**Staffing & Career Management Services**

# Update on Background Checks

- New “writable” PDF background check form available
- Download the form and type in details
  - Offers convenience
  - Typed form greatly enhances accuracy
- Please continue to FAX and do not email the forms (creates a security issue)

# **Recruiting Summary Appointment Audit**

**Rich Burns**

**Director**

**Staffing & Career Management Services**

# Recruiting Summary/ Appointment Audit

- Discussed at previous HR Forum
- Requires completion of the recruiting summary prior to processing appointment
  - Recruited jobs only
  - Audit looks for department level approval
  - Multiple vacancy capability
- Due to go into production May 27

# **Update on Relocation**

**Rich Burns**

**Director**

**Staffing & Career Management Services**

# Update On Relocation

- Vendor will provide all services and communication to prospective employees—
  - HRS coordinates the contact but does not discuss details, e.g., moving expenses
- Only a limited amount of relocation discussion with job *applicants*
  - Exception being area tours for those being interviewed/recruited (differs from relocation services)
- For more information:  
<http://www.utexas.edu/hr/relocation>

# New Compliance Poster

Luther W. Johnson

Assistant Director

Employee and Management Services

# Military Family Leave

<http://www.dol.gov/esa/regs/compliance/posters/fmla.htm>

**See you next time...**

**June 11, 10 a.m.**