

HR Forum

June 11, 2008





Welcome!

Cindy Posey
Communication Coordinator



Positions of Special Trust

Cam Beasley :: CISO

Information Security Office

security@utexas.edu

Positions of Special Trust

- **As part of ISO's annual risk assessment, supervisors will be asked to identify positions that**
 - **Manage systems that process and/or**
 - **Have access to Category 1 Data**

Positions of Special Trust

- **Category-I Data**

University data protected specifically by federal or state law or University of Texas rules and regulations (e.g., HIPAA; FERPA; Sarbanes-Oxley, Gramm-Leach-Bliley; the Texas Identity Theft Enforcement and Protection Act; University of Texas System Policies; specific donor and employee data). University data that are not otherwise protected by a known civil statute or regulation, but which must be protected due to contractual agreements requiring confidentiality, integrity, or availability considerations (e.g., Non Disclosure Agreements, Memoranda of Understanding, Service Level Agreements, Granting or Funding Agency Agreements, etc.)

Positions of Special Trust

- **Descriptions of Category I Data:**

<http://www.utexas.edu/its/policies/opsmanual/cat-1data.php>

- Those identified (annually and throughout the year) must read policy and sign agreement.

- **Policy :**

<http://www.utexas.edu/vp/it/policies/uts165/specialtrust.php>

- **Agreement:**

<https://www.utexas.edu/vp/it/policies/uts165/specialtrust/>

Position of Special Trust

- Supports university's compliance:
 - TAC-202 (rule 202.71)(state law)
 - UT-System UTS165 (sec 4)(policy)
 - UT-Austin UTS165 (sec 4)(policy)
- Helps to clearly communicate expectations and responsibilities for university employees who have been provided special access to information resources
- Helps to ensure supervisors are knowledgeable of authorized employees under their purview with a need to access sensitive university data

Department System Contacts

- IT Contacts
 - IT Owners
 - IT Security Custodians
 - IT Systems Custodians
 - IT Networking Custodians
 - IT Application Custodians
- Be sure to communicate to the employee and their respective supervisor as these roles are assigned
- Roles are used for training, compliance, authorization, etc.

Questions? (kwes-chuhns)



HRS Web Update & Rideshare

Cindy Posey
Communication Coordinator



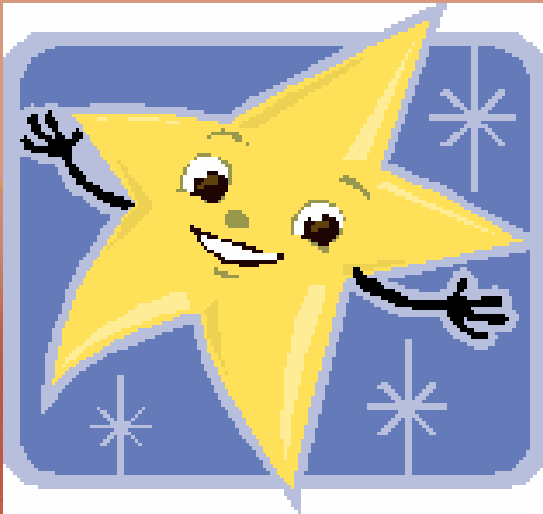
Work/Life Services & EAP

**Connie Deutsch
Director**

Work/Life Services & EAP presents:

StressLess

Thursdays
@ Noon



Guided Imagery – June 12
Quadrangle TU 3.304

Breathing & Meditation – June 19
Quadrangle TU 3.304

Positive Thinking – June 26
PRC, The Commons 1.164

Office Exercises – July 3
Quadrangle TU 3.304

Presenters:

Work/Life Services & EAP Counselors Jeff Stellmach and Connie Deutsch

Work/Life Services & EAP Workshop:

Workplace Rudeness & Incivility

For HR Reps:

Tuesday, June 24, 8:30 a.m. to Noon

Presenter: Rita Handrich, Ph.D.

Psychologist, Work/Life Services & EAP Counselor

Brown Bag Series

Lasting Relationships



Friday, June 20, Noon to 1 p.m.

The Commons, PRC 1.140

Presenter:

Vagdevi Meunier , Ph.D.

Psychologist, Faculty, St. Edwards University



Automated Reappointments Update

Robin Jarman

HR Manager

Human Resource Service Center

Automated Reappointments

- **June 10** submit reappointments to HR for first July payroll
- **June 17** individual appointments to HR for first July payroll
- **6/30** reappointment commands close
- **Automated Reappointment Instructions** available online at:

http://www.utexas.edu/hr/records/reappt_summer08.html



Recruiting Summary Appointment Audit

**Rich Burns
Director**

Staffing & Career Management Services

Recruiting Summary Appointment Audit

- **Went into production May 27th**
- **Requires completion of the recruiting summary prior to processing appointment**
 - **Recruited jobs only**
 - **Audit looks for department level approval**
 - **Multiple vacancy capability**

Recruiting Summary Appointment Audit

- Recruiting summary document must be approved on the final signer desk**
- Document routing is unique to each department**
- Recruiting summary document may route to multiple desks before department level approval has been reached**



OV2 Voucher Process

Kirsha Torres

HR Manager

Staffing & Career Management Services

OV-2 Payments

- **The OV-2 voucher process is a mechanism used to pay certain regular employees if appropriate.**
- **It is also used to pay “flat rate” or “casual” workers. These employees are not in our pay plan, they do not receive benefits and they are not appointed.**

OV-2 Payments

- **Where all employee pay is outside the appointment, there is the potential for problems:**
 - **The employees are not shown in the employee file, only in payroll records.**
- Affects**
 - **History of positions, job codes, etc. in the employee file.**
 - **Not shown in time keeping system.**

OV-2 Payments

- **The casual or flat rate worker category should only be used for “event-driven” employment. Examples are:**
 - **Sports events—ushers, security, ticket takers, etc.**
 - **Entertainment events—ushers, stage hands, security, ticket takers**
 - **Certain sporadic events that occur infrequently**
- **Examples of users of flat rate workers are PAC, Erwin Center, Intercollegiate Athletics.**

OV-2 Payments

- **Some voucher payments are appropriate for current employees**

- **Correct administrative error**
- **Other lump sum pay adjustments**

** Consult with your SCMS representative to determine if a voucher payment is appropriate.*

OV-2 Payments

- **When reviewing a flat rate or OV-2 request, SCM verifies:**
 - **The type of work, do we have these in our pay plan system, e.g. administrative assistants, building attendants.**
 - **The estimated duration of the work and the hours per day.**
 - **Consultant will review and make a determination for appropriateness of voucher payments.**

OV-2 Payments

- **Request authorization from the Staffing and Career Management Services section of Human Resource Services before initiating an OV2 voucher payment.**

OV-2 Payments

- To request authorization, use the **OV2 Request form**. Through this form the department will provide:
 - the unit code
 - job code
 - maximum amount per check
 - time period the payment will be made
 - a brief explanation of the payment
 - two levels of approval—one must be a signer on the account

OV-2 Payments

- **Complete the new OV2 request form:**
<http://www.utexas.edu/hr/PDF/documents/ov2form.pdf>
 - **Fax the form to the SCMS Fax Number:**
512-232-3523
- or**
- **Email a scanned copy to:**
ov2@utlists.utexas.edu

OV-2 Voucher Request

This voucher is used for making payments to employees outside of the appointment system. It may be used for flat rate employees (casual workers), or lump sum payments for certain specific reasons. The authorization will be set up by a job code for a limited period of time and cannot cross a fiscal year. Please complete the information in each field and have a Dean/AVP or a designated final approver sign.
The form may be forwarded to: Staffing and Career Management Services "OV-2 Desk" Campus Mail Code J6600 or faxed to 512-232-3523.



Human Resource Services

Committed to Employee and Organization Effectiveness

Staffing and Career Management Services

Campus Mail: NOA J5600

US Mail: P.O. Box V

Austin, TX 78713-8922

Phone: 512-475-8027 Fax: 512-232-3523

Date of Request:

Department Information

Department:

Unit Code:

Requestor Name:

Phone:

Job Information

Effective Date:

End Date:

Est. Hours / Week:

Limit Amount: \$

Job Code:

Job Title:

Job Code:

Job Title:

Job Code:

Job Title:

Job Code:

Job Title:

Job Code:

Job Title:

Please provide justification in the space below:

Signed By Dean/AVP

Date

Approved By

Date

Printed Name of Dean/AVP

Printed Name of Approver

[Print Form](#)

Please allow 3 business days for processing from the date your request is received.

OV-2 Payments

- **Download the SCMS form from the HRS website:**

<http://www.utexas.edu/hr/PDF/documents/ov2form.pdf>


- **For Payroll's OVM Web Tutorial, please see:**

http://www.utexas.edu/payroll/slideshow/de216_ovm.ppt

- **For SCMS consultation, please contact:**

Staffing and Career Management Services

475-8027



Annual Enrollment
July 1 – 31, 2008

Kelly Lomasney
Interim Assistant Director
Human Resource Service Center

UT Touch

- **Enhancement to online enrollment system**
- **Will be able to update dependent biographical information or remove dependent**
- **Previously, could only add dependents to the system and had to submit a paper form to update biographical information or remove dependent**

Communication

- **Postcard should be arriving soon via Campus and U.S. Mail**
- **Includes:**
 - **Benefit fair and informational session information**
 - **Annual Enrollment Web site**
 - **New wallet card to cut-out and carry**

Important Reminders

- **Must re-enroll in UT Flex**
 - **Must re-elect medical debit card**
- **Must complete, print, sign and then mail Evidence of Insurability forms to insurance company**
 - **Postmarked no later than August 15, 2008**

See you next time...

July 9, 10 a.m.

