

Welcome to HR Forum

July 9, 2008

Cindy Posey
Communication Coordinator
Human Resource Services

Texas Workforce Commission Audit

**Cindy Posey
Communication Coordinator
Human Resource Services**

Texas Workforce Commission Audit

- Thanks to these colleges/departments for providing recruiting file materials on short notice for the TWC Audit
 - McCombs
 - Performing Arts Center
 - TX Student Media
 - Housing and Food
 - UT Libraries
 - Univ. Health Services
 - Engineering
 - Parking & Transportation
 - IC2
 - Psychology

Prior Fiscal Year Appointment Changes – Moving Expenses from One Account to Another

Robin Jarman

HR Manager

Human Resource Service Center

Prior FY Changes to C&G

- All changes being processed after the last business day in December must be electronically routed (FYA) to the assigned accountant *before* being routed to HRS
 - C&G 26
 - ARP/ATP 14-9708-XX, 14-9709-XX, 14-9710-XX, 14-9718-XX, 14-9719-XX, 14-9728-XX, 14-9729-XX

Prior FY Changes to E&G

- ALL prior year changes moving charges *to* E&G accounts must be electronically routed (FYA) to the assigned accountant *before* being routed to HRS
 - E&G 14 & 20
- Even in September and October, all retro changes with an effective date of 8/31 or earlier must go thru the E&G accounting for review

Determining the Assigned Accountant

- Find Your Accountant on the Office of Accounting Web site
- Or use *DEFINE GB1

Employee Names

- When creating a new master employee record (DEFINE OVE/ANN) use the employee's 'legal' name – the one on file at Social Security Administration
- If any other name is on file, the employee should go to Payroll with documentation to have their record corrected

Why Does It Matter?

- Exact match between the name and SSN record ensures the employee's service will be credited at Social Security Administration
- Potential for official 'no-match' notices from SSA
- Can cause delay in Employment Eligibility (I-9) processing

Form I-9 Employment Eligibility Verification Revised (Again!)

- Version released in June 07 has expired.
- Revised version released 6/18/08
 - A link is available on the Human Resource Services WebPage
 - <http://www.uscis.gov/files/form/I-9.pdf>
- HR cannot accept expired I-9 forms
 - New hires signing after June 30 must use the most recent version

Work/Life Services & EAP Update

**Connie Deutsch
Director**



Thinking Healthy

July 10 @ Noon-1 p.m.

Texas Union, Quadrangle Room, TU 3.304



Guided Imagery

July 17 @ Noon-1 p.m.

Texas Union, Quadrangle Room, TU 3.304



Breathing & Meditation

July 24 @ Noon-1 p.m.

Texas Union, Quadrangle Room, TU 3.304



Physical Stress Relief in the Workplace

July 31 @ Noon-1 p.m.

Texas Union, Quadrangle Room, TU 3.304

Workplace Rudeness & Incivility

Presenter: Rita Handrich, Ph.D., Psychologist



For All Employees

Tuesday, August 5

8:30 a.m. - Noon

NOA 4.106A

Registration required

Contact: eap@austin.utexas.edu

Quiet/Lactation Rooms on Campus

Presenters:

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

Linda Millstone, MPA, Associate Vice President for Institutional Equity & Workforce Diversity



Wednesday, July 15

Noon to 1 p.m.

Texas Union, Sinclair Suite

TU 3.128

Contact: eap@austin.utexas.edu

Manager Series

First-Time Manager Group

Co-presented by Work/Life Services & EAP
and Employee Management Services (EMS)

Fridays, July 11 through September 5, 2008



9:30 a.m. – 11:30 a.m.

NOA 4.106A/B

Registration Required

Contact: eap@austin.utexas.edu

Manager Presentation

Moving from Peer to Supervisor

Facilitator: Monica Scamardo, Ph.D., Psychologist, EAP Counselor



Wednesday, August 6, 2008

1:30 to 4:30 p.m

NOA 4.106A/B

Registration Required

Contact: eap@austin.utexas.edu

Federal Minimum Wage Stickers

Remember to pick yours up
before you leave today.

See you next time...

August 13, 10 a.m.