

Welcome to HR Forum

August 13, 2008

Julien Carter

**Associate Vice President
Human Resource Services**

Office of Institutional Compliance

Rudolph H. Green
Director

Office of Institutional Compliance

soon to be

University Compliance Services

Flawn Academic Center 405

(West Mall between Main and Texas Union)

(512) 232-7055 ▪ (512) 232-3722 *(fax)*

www.utexas.edu/compliance

UCS Office Staff

Rudolph H. Green, Director

TBD, Compliance Coordinator

Cristy Oliver, Sr. Administrative Associate

Kay Novello, Training Coordinator

Darlette Powell, Administrative Assistant

Here to serve you.

Compliance and Ethics Program

- ❑ Fined
- ❑ Fired
- ❑ Flogged

Why do we need one?

- ❑ Federal Sentencing Guidelines
- ❑ UTS Policy
- ❑ Good business sense

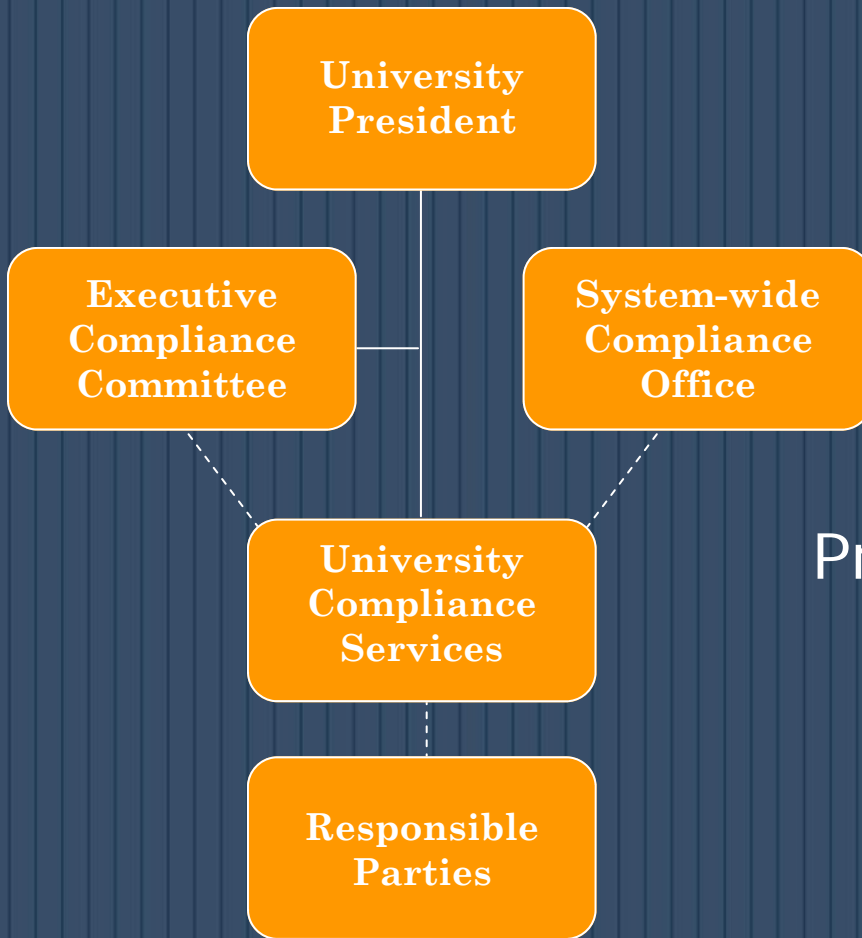
Purpose of Program

To promote and support a working environment which reflects the University's commitment to integrity and ethical standards in its operations

Strategy

- ❑ Create and maintain a culture of integrity and ethics
- ❑ Operate a system to predict, detect and correct compliance and ethics weaknesses
- ❑ Promote awareness of the "curbs"

Program Structure



Risk-based process

Management resource

Proactive problem-solving

How can we help you?

Training

Risk Assessment

Monitoring Plan

Reporting

What about training?

Online system

Mandatory training

Specialized training

Customized reports

Progressive notifications

Alternative training methods

What about risk assessments?

- Currently assisted by the Office of Internal Audit and the Office of Accounting
- UCS soon to offer these services directly

What should be reported?

Conflicts of interest

Kickbacks, favors or fraud

Questionable accounting or auditing practices

Falsifying payroll/company records

Use or sale of illegal drugs

Theft

How can it be reported?

www.reportlineweb.com/utaustin

(877) 888-0002

hotline@compliance.utexas.edu

PO BOX 8118 Austin, Texas 78713

How can you help?

- Model the desired behavior
- Manage conscientiously
- Prevent retaliation

University Compliance Services

Enhancing a Commitment to Integrity

www.utexas.edu/compliance

Texas Workforce Commission Audit



**Lisa Milne
HR Manager
Employee and
Management Services**

Texas Workforce Commission Audit

Thanks to the following colleges/departments for working with Employee and Management Services to provide performance management/evaluation materials for last month's TWC Audit:

- Cockrell School of Engineering
 - Center for Transportation Transportation Research
 - Mechanical Engineering
- College of Communications
- College of Fine Arts
 - Performing Arts Center
- College of Liberal Arts
- College of Natural Sciences Sciences
 - Marine Science Institute
 - McDonald Observatory
 - Texas Memorial Museum Museum
- Facility Services
- Frank Erwin Center



Texas Workforce Commission Audit

- Harry Ransom Center
- Information Technology Services
- McCombs School of Business
- Office of Admissions
- Office of Technology Commercialization
- Office of the Registrar Registrar
- Texas Union
- University Services
- UT Elementary School School



FML Changes



**Lisa Milne
HR Manager
Employee and
Management Services**

FML and Holidays

- Background
- Raised as a question and clarified in law
- Will begin counting holidays as FML days for forms received as of August 15th; will not do it retroactively

FML and Holidays (cont.)

- Exception – Holiday break at end of year, because we are considered closed
- System changes will happen in the next FY; in the meantime manual adjustments will need to be made

How to do a Manual Adjustment (ETA)

Winsock 3270 Telnet - 127.0.0.1

Connect Close Exit Edit Print Screen Setup Help

>>Add manual adjustments for this individual; Press PF5 to update <<
 Name: CLEMENTS, PAM UT EID: pc2482 Mth/FiYr:
 More: + Page 1 of 3

Vacation			Sick Leave			Float Hldy			S-L Pool			Overtime		Comp Time		
Hrs	D/A	F	Hrs	D/A	F	Hrs	D/A	F	Hrs	D	F	Hrs	D/A	EX/NE	Hrs	D/A
---	---	---	---	---	---	---	---	---	---	---	---	---	---	NE	---	---
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PF2 = 'Reason' window with cursor on selected amount
 PF3 = Daily breakout with cursor on selected amount
 PF4 = Access additional options (i.e. LWOP-FML)
 PF5 = Update what you've entered **Updates NOT made until PF5**
 CLEAR = Return to ETA screen

--- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 8/04/08 4:36 PM ---
 NUM 16:39:23 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SvsReq

Manual Adjustment (cont.)

Winsock 3270 Telnet - 127.0.0.1

Connect Close Exit Edit Print Screen Setup Help

>>Add manual adjustments for this individual; Press PF5 to update <<
 Name: CLEMENTS, PAM UT EID: pc2482 Mth/FiYr:
 More: + Page 1 of 3

LWOP-FML			Exemplary Svc			Directions for adding Exemplary Service:
Hrs	D	F	Hrs	D/A	Corr?	
_____	-	X	_____	-	-	'D' is a deduction 'A' is an addition If you are making an addition to correct a previous deduction, place an 'X' in the 'Corr?' field.
_____	-	X	_____	-	-	
_____	-	X	_____	-	-	
_____	-	X	_____	-	-	
_____	-	X	_____	-	-	
_____	-	X	_____	-	-	
_____	-	X	_____	-	-	
_____	-	X	_____	-	-	
_____	-	X	_____	-	-	

PF2 = 'Reason' window with cursor on selected amount
 PF3 = Daily breakout with cursor on selected amount
 PF5 = Update what you've entered **Updates NOT made until PF5**
 CLEAR = Return to previous screen

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 8/04/08 4:36 PM --
 NUM 16:42:26 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
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FML and STD/LTD

- Recent clarification from State Auditor's Office
- If an employee is approved for STD/LTD and is on FML, he or she may elect not to use their remaining leave balances (other than sick) during the time period they are approved for STD/LTD forward AND on FML and instead go on LWOP (L/A-FM) during this time

FML and STD/LTD (cont.)

- Once FML ends, even if the employee is still on STD/LTD, they will be required to use their paid leave balances

Procedure:

- It is up to the employee to make this one time election
- LWOP benefits' rules will remain the same

FML and STD/LTD (cont.)

Procedure:

- FML award letters will be revised soon to include this change along with a deadline for the employee to select this option
- A new letter to advise departments when an employee is awarded STD/LTD and concurrently on FML will be developed soon

Scenario

- Lisa is awarded FML for surgery.
- Her FML begins on October 1st.
- She has enough sick leave for 30 days of her absence.
- She is awarded STD on the 31st day of her absence.

Scenario (cont.)

- She may elect at this point to freeze her remaining leave balances and instead go on LWOP for the time period of her STD/LTD *AND* FML award dates.
- Her STD/LTD ends before her FML ends.
- Lisa now has to begin using any available leave.

Revised FML/SLP Forms


FML/SLP Forms have been simplified:

- Reduced from a large packet to a two-page set of forms
- Authorization to release records included as part of the request form rather than as a separate form
- Easier for employee to provide all required information
- One Page Certification of Healthcare Provider (CHP) for ease of completion by physician

Revised FML/SLP Forms (cont.)

- One CHP for use for both FML and SLP (although additional information may still be required for SLP)
- EMS will begin using the new forms immediately
- The new forms will be available on the Web later today and will be made interactive by September 1st
- Old forms will still be accepted

EAP Update



Christopher Solis
Administrative Associate
Work/Life Services &
Employee Assistance
Program



Thinking Healthy

August 14 @ Noon-1 p.m.

Texas Union, Eastwood Room, TU 2.102



Breathing & Meditation

August 21 @ Noon-1 p.m.

Texas Union, Governors Room, TU 3.116



Guided Imagery

August 28 @ Noon-1 p.m.

PRC, The Commons, PRC 1.106



Physical Stress Relief in the Workplace

September 4 @ Noon-1 p.m.

Texas Union, Eastwood Room, TU 2.102

Tools for Managing Distress and Disruption in the Workplace:

When to Consult with EAP

Presenter: Rita Handrich, Ph.D., Psychologist, EAP Counselor



Tuesday, September 9, 2008

9:00 a.m. to Noon

North Office Building A

NOA 4.106A

Contact: eap@austin.utexas.edu

Parenting Preschool- Aged Children

An Essential Toolbox for Parents of Young Children

Presenter:

Suzanne Duncan, Ph.D., Behavioral Consultant, Private Practice



Thursday, September 18, 2008

Noon to 1:00 p.m.

Texas Union

UNB 3.128

Contact: eap@austin.utexas.edu

HRSC Employee Records



Robin Jarman
HR Manager
Human Resource
Service Center

Employee Information System (EIS) HR Contact E-mails

- HR Contact message improvements
 - New e-mail subject line
 - EIS Compliance Follow-up (was HR Info)
 - Abbreviation key
 - ETH = Standards of Conduct “Ethics”
Acknowledgement needed
 - SSN = Social Security Number Policy
Acknowledgement needed

Employee Information System (EIS) HR Contact E-mails

- Abbreviation key (cont.)
 - ETH = Standards of Conduct “Ethics” Acknowledgement needed
 - SSN = Social Security Number Policy Acknowledgement needed
 - SEL = Selective Service Registration Verification needed
 - I-9 = Employment Eligibility Verification Form needed or expired
 - BIO = Employee Biographical Information incomplete
 - Ethnicity, Birth Date, Gender, Veteran Status incomplete
 - US Mail or E-mail address invalid

New EIS Notice to Employee

- Subject line
 - Important: Your employee record is incomplete
- Sent 15th of the month, same day as HR Contact notice
- By paper when no e-mail is available

I-9 Form, Verification of Employment Eligibility

- Check for expiration date June 30, 2009, upper, right corner
- The HRS page has a direct link to USCIS
- You may notice the revision date at bottom, right reverted back to 2007 – no wonder we couldn't find any changes!

E-Verify

- Still no clear guideline about whether we must enroll or when
- HRS will administer the program and will authorize E-Verify users at the departmental level
- Plan is to use the HR Contact system
- Consistent with the current compliance role of HR Contacts

E-Verify

- Benefits
 - Improved I-9 compliance
 - Better management of 3-day deadline and tentative non-confirmations
- Challenges
 - Impact on departmental on-boarding processes
 - Some will need additional HR Contacts (Contacts will be allowed to verify for any unit/sub-unit)

New Separation Checklist



Ray Scott
Sr. HR Representative
Human Resource Service
Center

New Separation Checklist

- A new checklist has been created to be used as a general guide and aide in the separation process
- The list includes links and other instructions that will assist departments and employees with items and actions necessary for separation

New Separation Checklist

- The checklist for managers can be found on the new HRS Web site at <http://www.utexas.edu/hr/manager/tools/separation.html>
- The checklist for employees can be found on the new HRS Web site at <http://www.utexas.edu/hr/current/separation.html>

New Separation Checklist

We do want your feedback

- You may e-mail us at hrsc@austin.utexas.edu
- You may also contact Ray Scott at:
471-7586 or ray.scott@austin.utexas.edu

Annual Enrollment Statistics



Ray Scott
Sr. HR Representative
Human Resource Service
Center

Annual Enrollment Statistics

- We've wrapped up this year's enrollment period. Here is a look at the stats:

Service Center

4643 Calls received

89% Answer rate

923 Walk-ins

769 E-mails

854 Sys-Aid service request tickets

UT Touch System

9201 Updates

Benefits for New Employees



Kelly Lomasney
Interim Assistant Director
Human Resource Service
Center

Insurance Enrollment

- New benefits eligible employees often need to visit a doctor or fill a prescription immediately
- To facilitate their benefits enrollment, please approve appointments as soon as possible

Insurance Enrollment (cont.)

- Once the appointment is final approved, eligible full-time and graduate student employees will be automatically enrolled in the Basic Coverage and we can enroll them and their dependents in any optional coverage selected within their 31-day enrollment period

Insurance Enrollment (cont.)

- Eligible part-time employees are not automatically enrolled and must submit enrollment forms within their 31-day enrollment period so we can complete their insurance enrollment
- If a new employee contacts you about an urgent need to utilize their insurance, please refer them to the HRSC Customer Center
 - HRSC@austin.utexas.edu or 471-HRSC (4772)

Benefit Orientations

- **Graduate Student Insurance Orientation**
 - Presented by HRS
 - Schedule and registration link available on the HRS Web site:
www.utexas.edu/hr/student/insurance.html
- **New Faculty Teaching, Learning, and Orientation Seminar**
 - Sponsored by Division of Instructional Innovation and Assessment (DIIA)
 - Schedule and registration available on the DIIA Web site:
www.utexas.edu/academic/diia/nfs/
 - Benefits orientation on Friday, August 22

Benefit Orientations (cont.)

- **New Employee Welcome & Orientation**
 - Presented by HRS
 - Information and registration available on the HRS Web site:
www.utexas.edu/hr/current/new/newo.html
- **Insurance Enrollment Forms**
 - Available on HRS Web site:
www.utexas.edu/hr/current/forms

Benefits Administration System

- Fiscal year based system with a “blackout period” each September 1 to change to new fiscal year
- Affects when insurance enrollment for new employees can be completed

Benefits Administration System (cont.)

- Blackout period expected to be only one day this year, on September 1, thanks to no plan changes and because September 1 falls on a holiday
 - May be longer in future years, but we will always minimize as much as possible

Benefits Administration System (cont.)

- Once enrollment is completed it will take a few days for the insurance company to update their information
 - If there is an urgent need to utilize insurance coverage, please direct employees to the HRSC for assistance

**Remember to Pick Up Your
Compliance Poster Stickers
Before You Leave Today!**



See you next time...

September 10, 2008
10 a.m.

