

Welcome to HR Forum

September 10, 2008



Human Resource Services
Committed to Employee and Organization Effectiveness
THE UNIVERSITY OF TEXAS AT AUSTIN

University Compliance Services



Kay D. Novello
Training Coordinator

University Compliance Services

Formerly Office of Institutional Compliance



Compliance Training Modules

Required of all employees:

CW 101 Introduction to U.T. Compliance Program

CW 121 Sexual Harassment

CW 123 Equal Employment Opportunity (EEO)

CW 170 IT Security Awareness*

*(required if you have an email address in the directory)



Compliance Training Modules (cont.)

Required of all full-time employees:

CW 102 Use of U.T. Austin Property

CW 103 Information and Records

CW 106 Gifts and Gratuities

CW 107 Political Activities and Contributions

CW 108 Copyrighted Property

CW 122 Drug-Free & Weapon-Free Workplace

CW 124 Overtime Compensation & Timekeeping

CW 125 Family and Medical Leave Act –FMLA

CW 126 Outside Employment

CW 162 Purchasing

CW 163 Contracts & Agreements



Departmental Compliance Report

Designated HR representatives are authorized to run report for their unit codes. (Other employees must get authorized by Kay Novello.)

Go to <https://utdirect.utexas.edu/cts/> and select “Department Compliance Status” to run report.

Report will show the employees in your unit code who need training and which modules they need (along with their UTEID and e-mail address).



THE UNIVERSITY OF TEXAS AT AUSTIN
OFFICE OF INSTITUTIONAL COMPLIANCE
Compliance by Class

08/13/08

UT-Austin	0000	94%
Office of the President	5000	100%
Intercollegiate Athletics	2705	93%
VP-Student Affairs	4000	99%
VP-Employee & Campus Services	5002	96%
VP-Info Technology	5003	99%
VP-Public Affairs	5004	97%
VP-Diversity & Community Engagement	5008	98%
VP-Resource Development	5010	99%
Exec VP & Provost	5020	92%
Architecture	0040	97%
Jackson School of Geology	0077	97%
Natural Sciences	0083	88%
Liberal Arts	0085	92%
Business	0820	97%
Communication	0940	98%
Education	1020	91%
Engineering	1220	91%
Fine Arts	1500	92%
Law	1640	90%



THE UNIVERSITY OF TEXAS AT AUSTIN
OFFICE OF INSTITUTIONAL COMPLIANCE
Compliance by Class (cont.)

08/13/08

Exec VP & Provost (cont.)

Information	1680	99%
Nursing	1690	99%
Pharmacy	1700	97%
Social Work	1720	91%
Humanities Research Ctr	2600	99%
UT Libraries	3800	99%
UT Elementary School	4035	67%
Continuing and Innovative Education	4400	99%
Crt Sci & Prac Sustain	5021	100%
Undergraduate Studies	5028	99%
Graduate Studies	5030	98%
Center American History	5031	92%
Information Management	5055	95%
Office of Admissions	5115	94%
International Office	5180	89%
UT Press	6130	87%
Office General Faculty	6430	100%
LBJ Public Affairs	6480	96%
VP-Research	5025	98%
VP-Financial Affairs	5040	99%
VP-Legal Affairs	5047	99%



State Law Compliance Requirements

Two modules are mandated by state law to be taken during the first 30 days of employment and every two years thereafter. They are:

CW121 Sexual Harassment

CW123 EEO

Our %'s have to improve this year.



State Law Compliance Requirements

30-Day Taking of Modules

New employees:

59.4% Fiscal Year **2007**

5,405 New Employees

3,209 Complaint at 30th day of employment

40.1% Fiscal Year **2006**

5,996 New Employees

2,416 Complaint at 30th day of employment

36.0% Fiscal Year **2005**

5,679 New Employees

2,047 Complaint at 30th day of employment



State Law Compliance Requirements

24-Month Retaking of Modules

Continuing employees:

57.0% Fiscal Year **2007**

9,801 Employees due to renew

5,590 Compliant at 24 month period

40.1% Fiscal Year **2006**

5,996 Employees due to renew

2,416 Compliant at 24 month period

36.0% Fiscal Year **2005**

5,679 Employees due to renew

2,047 Compliant at 24 month period



Work/Life Services & EAP Update

Connie Deutsch, Ph.D.
Director



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Thinking Healthy

September 11 @ Noon-1 p.m.

Texas Union, Eastwood Room, UNB 2.102



Breathing & Meditation

September 18 @ Noon-1 p.m.

Texas Union, Eastwood Room, UNB 2.102



Guided Imagery

September 25 @ Noon-1 p.m.

Texas Union, Eastwood Room, UNB 2.102

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

Flexible Work Arrangements (FWA)

and Work/Life Balance

Presenter:

Connie Deutsch, Ph.D., CEAP

For All Employees



Tuesday, September 16, 2008

Noon to 1 p.m.

PRC

The Commons, PRC 1.102

Contact: eap@austin.utexas.edu

Flexible Work Arrangements (FWA)

and Work/Life Balance

Presenter:

Connie Deutsch, Ph.D., CEAP

For Managers & HR Reps

Friday, September 19, 2008

11:30 a.m. to 1 p.m.

North Office Building A

NOA 4.106A



Contact: eap@austin.utexas.edu

Behavior Concerns Advice Line: Responding to Distress & Disruption on Campus

Presenter: Jeff Stellmach, LCSW, EAP Counselor
and Officer William Pieper, UTPD



All Employees

Thursday, September 25, 2008

Noon to 1 p.m.

NOA 4.106A

Contact: eap@austin.utexas.edu

HRSC Records

Robin Jarman
HR Manager
Human Resource Service Center



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SSN Policy Acknowledgment No Longer Required

- New employees are no longer required to sign the form
- New Employee Checklist revised
- Paper form removed from Web site
- Online Employee Information System will say "Employee does not currently need to sign the SSN Policy Statement"
- No longer reported on the EIS Compliance Reports or notices to employees

EIS Compliance Messages

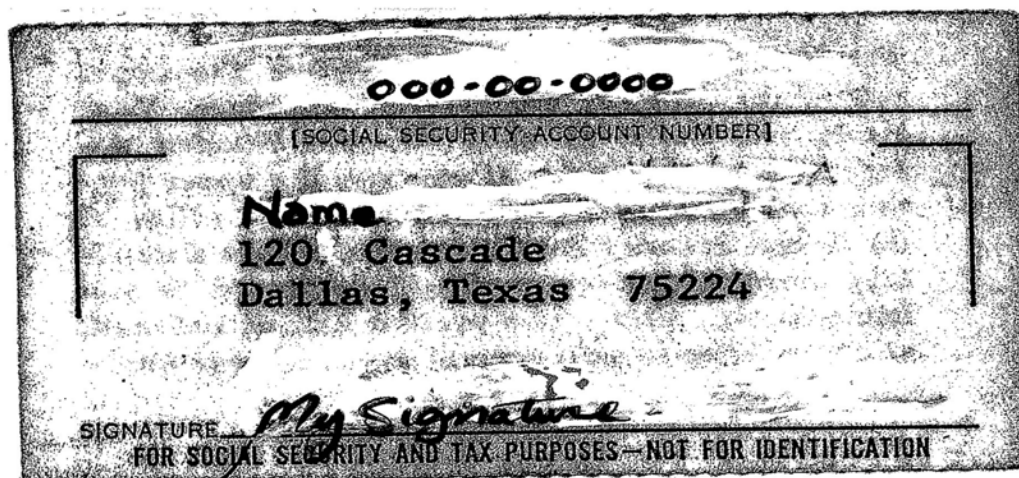
- First round of messages to employees went out on 8/15 with subject line "Your employee information is incomplete"
- HR Contact message now called "EIS Compliance Report" sent the same day
- Next round of messages will be sent on 9/15
- Feedback so far has been positive
- Your feedback is welcome!
robin.jarman@austin.utexas.edu

New US Passport Card

- US Passport in ID card form, rather than booklet
- Acceptable 'List A' document for form I-9 Employment Eligibility Verification
 - Verifies identity AND
 - Verifies authorization to work in the US
- Expedites travel to Canada, Mexico, the Caribbean, and Bermuda
- Can't be used for international air travel

Social Security Card 'Stub'

- Original Social Security Cards arrive with this stub attached. The stub is not acceptable for I-9 documentation.



See you next time...



October 8, 2008, 10 a.m.