

# Welcome to HR Forum

Julien Carter  
Associate Vice President  
Human Resource Services

# Payroll Services

Krista Hadavi  
Tax Administrator

# Changes to Income Tax Withholding

- As part of the American Recovery and Reinvestment Act of 2009 (ARRA), the IRS has issued new withholding tables to reflect the Making Work Pay credit.
- The new tables will reduce the amount of income tax withheld from employees' wages and increase net (take home) pay.
- The change is effective for salary payments made on or after April 1, 2009.

# Changes to Income Tax Withholding

- Employees are not required to submit a new Form W-4 to receive the credit.
- If employees do not want to have their withholding reduced, they may update their withholding on [My Paycheck Profile](#) in UT Direct or submit a new [Form W-4](#) to Payroll Services.
- Employees are encouraged to review their personal withholding tax situation to determine whether changes are needed.
- For additional help, employees can review IRS Publication 919 on the IRS website: [www.irs.gov](http://www.irs.gov)

# Federal Minimum Wage Increase

JoAnn Haley

Sr. HR Representative

Staffing & Career Management Services

# Federal Minimum Wage Increase

## History

- Phase 1 July 24, 2007 \$5.85/hour
- Phase 2 July 24, 2008 \$6.55/hour
- Phase 3 July 24, 2009 \$7.25/hour

# Federal Minimum Wage Increase

- Affected Non-Academic Student Titles
  - Student Assistant (0074)
  - High School Student Worker (0078)
  - Non-Affiliated Student Worker (0079)
- Effective July 16, 2009, the minimum rate at UT Austin will be \$7.26 per hour for these titles
- Minimums for other non-academic student titles will remain the same

# Appointment Begin Dates & Position Origination Dates

Kirsha Del Pino

Interim Assistant Director

Staffing & Career Management Services

# Appointment Begin Dates

According to Texas State Comptroller guidelines, when the first calendar day of the month falls on a Saturday, Sunday, or is preceded by a holiday, then the appointment begin date must correspond with that date rather than the first actual workday.

Months where this will occur throughout the remainder of 2009 are:

- Sunday, March 1, 2009
- Saturday, August 1, 2009
- Sunday, November 1, 2009

# Position Origination Dates

As HRMS positions are created near these dates, document creators will want to keep this in mind as they establish the position's origination date.

For example, if a position origination date had been established for the first workday, Monday February 2, then the appointment begin date could not occur February 1 as required by the comptroller's guidelines.

For more information about HRMS, please see the [HRMS FAQs](#).

Please contact your [Staffing and Career Management Representative](#) for additional information.

# More about HRMS Position Origination Dates

- The origination date is on the first screen—“details” screen—when creating a new position.
- The default is today’s date.
- It is the first date that the position can be active in HRMS.
  - Users cannot place an employee in the position earlier than the origination date.
  - Users can change the origination date to an earlier date if the position has never been filled. To change the origination date, select Modify from Position Details in HRMS.

# Flexible Hiring Freeze

Kirsha Del Pino

Interim Assistant Director

Staffing and Career Management Services

# Follow-up and Action Items

Follow-up Items	Action
<input type="checkbox"/> Develop Flexible Hiring Freeze Guidelines	Dean/VP office communicates portfolio hiring freeze guidelines to all sub-units
<input type="checkbox"/> Dean/VP HRMS Document Routing	Dean/VP office changes document routing as necessary
<input type="checkbox"/> Submit Designee Info to HRS	Dean/VP office sends HRS memorandum or e-mail if delegating authority
<input type="checkbox"/> Vacant Position Currently Posted	Dean/VP office reviews current postings and notifies HRS of any cancellations
<input type="checkbox"/> Positions Authorized to be Filled	Dean/VP office adds exemption criteria to "Funding Statement" text box authorizing the position and/or recruitment effort

# Funding Statement

- Position documents require Funding Statement\*

*\*even when exempt from the hiring freeze.*

- Document creators should first work with Dean/VP Office to obtain authorization to fill existing positions and create new positions
- Authorization is necessary prior to approval of Recruiting Summary for existing documents

# Verbiage for Funding Statement

[Name], [Title] in [Dean, VP, or Designated Officer Name]'s office confirmed this requests meets the [Portfolio Name] guidelines for exemption to the hiring freeze based on [Reason].

# Exemptions to Hiring Freeze

- Essential to operations (per Dean/VP)
- Funded fully by sponsored projects
- Funded by a sponsored account
- Temporary, not eligible for benefits
- Hourly positions, not eligible for benefits
- Associated with the health, security, and protection of the campus

# Flexible Hiring Freeze Funding Statement

General | **Salary & Funding** | Purpose & Functions | Qualifications | Working Conditions | Justification

[View job description](#)

## Salary & Funding

Reset Save & Verify Save & Continue

## Funding Statement (optional)

(238 of 320 character limit)

[Dean, VP, or Designated Officer Name], [Title] has confirmed that this request meets the [Portfolio Name] established guidelines for exemption to University hiring freeze. The reason for this request is that this position is [Reason].

Reset

Save & Verify

Save & Continue

# UTemps

- Non-benefits eligible and temporary positions are not subject to the flexible hiring freeze
- UTemps is an option
- Added benefits when using UTemps:
  - ✓ pre-employment screening
  - ✓ compliance training
  - ✓ timekeeping
  - ✓ payroll
  - ✓ employment documents



**is still hiring**

# **HRSC Records**

**Robin Jarman**

**HR Manager**

**Human Resource Service Center**

# Records Updates

- New Work Schedule
- Work Schedule Resource

# New Work Schedule

- HRMS/appointments/electronic timesheet
- Work Monday through Friday, on-call or off Saturday and Sunday
- Exempt, weekend work from home

SAT	SUN	MON	TUE	WED	THU	FRI
(on call)	(on call)	8	8	8	8	8

# Work Schedule Resource

- Timekeeper FAQ/Resource in the works
  - Transitioning electronic timesheet to flexible work schedule
- Suggestions wanted
  - What works?
  - What are the challenges?

# Performance Appraisals

Lisa Milne

Interim Assistant Director  
Employee Management Services

# Changes to the University's Form

- The new form will have a three-tiered rating scale to be consistent with state statutes
  - Meets expectations: Overall performance is good and solid
  - Exceeds Expectations: Performance overall exceeds expectations
  - Does not meet expectations: Performance has not met key responsibilities

# The following are new additions to the form:

- An area to describe the overall purpose of the position
- A note on requiring a performance action plan if deficiencies are noted
- A designation if this is a position of special trust
- An employee comment box

# Changes to Probationary Form

- A designation if this is a position of special trust has been added
- The time periods for reviews have been updated to show even progression: 45, 90, 135 days

# Certification Process

- All systems not complying with the new form will require certification or recertification through EMS
- The certification process should address:
  - A high level description of the performance appraisal approach
  - A sample of the proposed instrument with instructions
  - Expected outcomes for use of the proposed approach that are not addressed by a currently certified approach
- The overview should also indicate if a cross-section of the organization was used to either develop or select the proposed approach.

# Certification Process (Cont.)

- Once the memo requesting approval has been submitted, the next steps are:
  1. Introduce the system to your employees.
  2. Train supervisors to use the overall approach and form.
  3. The system becomes a part of the university's performance management options.
- Other criteria are detailed in the Certification Process on our Web site.

# Web Site

- Forms available on the HRS Web site
  - University Appraisal and Instructions
  - Goal-Based Appraisal and Instructions
  - Peer Review Form for Goal-Based Appraisal
- Certification process is described at <http://www.utexas.edu/hr/manager/pm/certification.html>

# **HR Forum SharePoint Site**

**Cindy Posey  
Communication Coordinator  
Human Resource Services**

# HR Forum SharePoint Site

- Will provide a place to share resources
- Will provide an avenue for communication on HR issues (team discussions)
- Please send us your feedback on any ideas you might have for the site
- E-mail: [Hrscomm@austin.utexas.edu](mailto:Hrscomm@austin.utexas.edu)

# **Staff Service Award Certificates**

**Kelly Lomasney  
Interim Assistant Director  
Human Resource Service Center**

# Certificates

- Please pick-up your department's 10-25 year award certificates
- 30 year and above will be presented at the President's Awards for Outstanding Staff and Supervisors and Staff Service
  - Thursday, May 7, 2009
  - 2:00 – 4:00 p.m.
  - Texas Union Ballroom

# **Work/Life Services & EAP Update**

**Christopher Solis  
Office Manager**

# Sandwiched Between Children & Aging Parents: Balancing Demands on Dual Caregivers

**A 6-Week Support Group.**

**Facilitator: Marion Trapolino, Intern, Work/Life Services & EAP**



**Tuesdays, March 24 – April 28**

**Noon to 1:00 p.m.**

**Texas Union**

**UNB 4.108**

**Registration required**

**Contact: [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)**

# Are You Prepared?

## Organizing Your Personal Records for Peace of Mind

Amy Praskac, Founder of "On the Record"



Thursday, March 26, 2009

Noon to 1 p.m.

Texas Union, Chicano Culture  
Room, UNB 4.206

And again...

Thursday, April 2, 2009

Noon to 1:00 p.m.

The Commons, PRC 1.162

Contact: [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)

# Workplace Rudeness & Incivility

Presenter: Rita Handrich, Ph.D., Psychologist



**For Supervisors, Managers  
& HR Reps**

Tuesday, March 31, 2009

8:30 a.m. to Noon  
NOA 4.106A

And again...

Thursday, April 9, 2009

8:30 a.m. to Noon  
NOA 4.106A

Registration required

Contact: [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)

# Pre-Tenure Faculty Discussion Group

Facilitators: Mary K. Bade, Ph.D., and Susan Harnden, LCSW

Wednesdays, Noon to 1:00 p.m.

April 1 through May 6, 2009

Location TBD

Registration required. Send request to:

[eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)

# Tools for Responding to Distress & Disruption in the Workplace

Presenter: Rita Handrich, Ph.D., Psychologist



For Managers & Supervisors

Thursday, April 2, 2009

9:00 a.m. to Noon

NOA 4.106A

Registration required

Contact: [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)

# Working with Challenging Adolescents

Presenter: Kristi Cannon, Ph.D., Psychologist



Wednesday, April 8, 2009

Noon to 1:00 p.m.

Texas Union

Eastwood Room, UNB 2.102

Contact: [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)

# CareerSmart

**Tom Rapp**

**Senior Program Coordinator**

**Organization Development Services**

# CareerSmart Supervisor/Manager Series

- We are implementing a multi-faceted marketing strategy
- We are going to market to people who have completed Managing@UT
- We are working with the Professional Development Center (PDC) to determine who is working on CareerSmart series certificate

# Spotlight on Upcoming Classes

(Classes with empty seats that are coming up before next HR Forum)

- Coaching and Counseling for Peak Performance (PDC), March 12\*
- Supervisory Leave Policy Overview (PN604), March 17\*
- Electronic Timesheets and Define ETM (PN163)
- The Inclusive Workplace (PN611), March 24\*
- Managing Projects (PDC), March 25 and 26\*

\* Indicates classes that are part of the CareerSmart Series

# Spotlight on Upcoming Classes

- PMP-Overview for Supervisors (PN566), March 26
- Behavioral Interviewing (PDC), March 26\*
- Manager Tools for Responding to Distress & Disruption in the Workplace (PN610), April 2\*
- Crucial Communication Strategies (PDC), April 7\*

# For More Information

- CareerSmart Web Page
- TxClass
- Professional Development Center
- Tom Rapp  
[tom.rapp@austin.utexas.edu](mailto:tom.rapp@austin.utexas.edu)  
512-475-8060

# Telecommuting Agreement

Luther Johnson  
Assistant Director  
Employee Management Services

# Telecommuting Agreement

- A revised telecommuting policy is being reviewed and vetted by campus constituencies
- Until policy is passed, telecommuting agreements will continue to be submitted to HRS for review and approval
- Revised policy will authorize departmental review and approval
- HRS will serve as a consultant and will be available for any questions

**See you next time....**

**April 8, 10 a.m.**