

The background is a solid yellow color. On the left side, there are several tulip flowers and leaves, rendered in a lighter yellow shade, appearing as if they are part of the background texture. The bottom right corner features a subtle, repeating pattern of small, stylized floral or geometric shapes.

Welcome to HR Forum

April 8, 2009

Safety Awareness

Connie Deutsch, Director, Work/Life Services & EAP
Chief Robert Dahlstrom, University Police Department

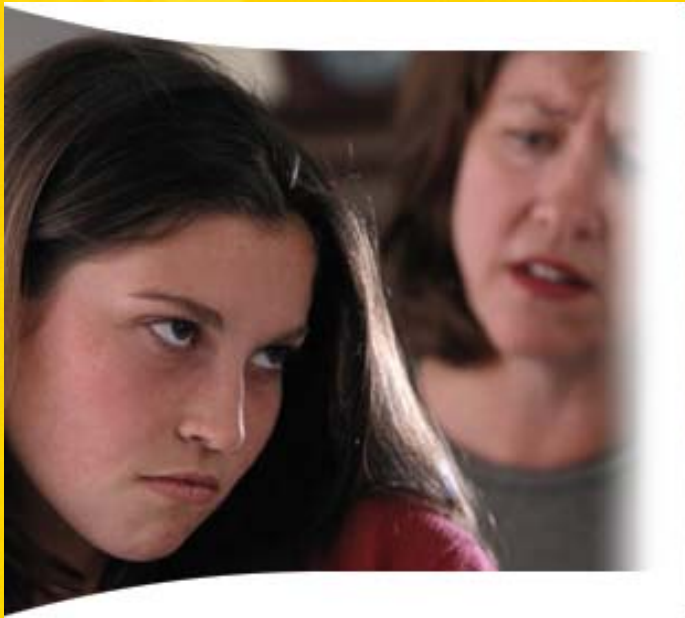
Work/Life Services & EAP Update

Connie Deutsch
Director

Saving Your Sanity:

The Teenage Brain and How to Parent It

Presenter: Kristi Cannon, Ph.D., private practice



Today! April 8, 2009

Noon to 1:00 p.m.

Texas Union

Eastwood Room, UNB 2.102

Contact: eap@austin.utexas.edu

Workplace Rudeness & Incivility

Presenter: Rita Handrich, Ph.D., Psychologist



For Supervisors, Managers
& HR Reps

Thursday, April 9, 2009

8:30 a.m. to Noon

NOA 4.106A

Registration required

Contact: eap@austin.utexas.edu

Manager Series

First-Time Supervisor's Coaching Group

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

Fridays, May 1 through June 19, 2009



1:00 p.m. to 3:30 p.m.

North Office Building A,
Training Room, NOA 4.106A

Registration Required

Contact: eap@austin.utexas.edu

University Compliance Services

Kay Novello
Training Coordinator

Compliance Office



Director - Rudolph (Rudy) Green

Compliance Coordinator – Clay Simmons

Training Coordinator - Kay Novello

Sr. Administrative Associate - Cristy Oliver

Administrative Assistant - Darlette Powell

Compliance Training Modules

Required of all employees:

CW 101 Introduction to U.T. Compliance Program (14 min.)

CW 121 Sexual Harassment (9 min.)

CW 123 Equal Employment Opportunity -EEO- (18 min)

CW 170 IT Security Awareness (12 min.) *

* (required if you have an e-mail address in the directory)



Compliance Training Modules (cont.)

Required of all full-time employees:

- CW 102 Use of U.T. Austin Property (4 min.)
- CW 103 Information and Records (6 min.)
- CW 106 Gifts and Gratuities (4 min.)
- CW 107 Political Activities and Contributions (3 min.)
- CW 108 Copyrighted Property (5 min.)
- CW 122 Drug-Free & Weapon-Free Workplace (6 min.)
- CW 124 Overtime Compensation, Exempt & Nonexempt Timekeeping (3 min.)
- CW 125 Family and Medical Leave Act -FMLA (4 min.)
- CW 126 Outside Employment (5 min.)
- CW 162 Purchasing (9 min.)
- CW 163 Contracts & Agreements (3 min.)



Departmental Compliance Report

Designated HR representatives are authorized to run reports for their unit codes.

Others employees must get authorized by Kay Novello.

To run reports go to

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

Report will show each employee in your unit code that needs training and which modules they need.



THE UNIVERSITY OF TEXAS AT AUSTIN

OFFICE OF INSTITUTIONAL COMPLIANCE

Compliance by Class

UT-Austin	0000	241628 of 248752	97%
Office of the President	5000	823 of 823	100%
VP-Student Affairs	4000	21650 of 21751	99%
VP-Empl & Campus Services	5002	27544 of 28020	98%
VP-Info Technology	5003	6078 of 6121	99%
VP-Public Affairs	5004	603 of 614	98%
VP-Diversity & Community Engagement	5008	2967 of 2995	99%
VP-Resource Development	5010	1885 of 1900	99%
Exec VP & Provost	5020	155430 of 161510	96%
Architecture	0040	2055 of 2092	98%
Jackson School of Geology	0077	5640 of 5740	98%
Natural Sciences	0083	34208 of 36231	94%
Liberal Arts	0085	23455 of 24322	96%
Business	0820	10774 of 10897	98%
Communication	0940	6578 of 6639	99%
Education	1020	8130 of 8431	96%
Engineering	1220	21694 of 22548	96%
Fine Arts	1500	8975 of 9400	95%
Law	1640	4688 of 5393	86%



THE UNIVERSITY OF TEXAS AT AUSTIN

OFFICE OF INSTITUTIONAL COMPLIANCE

Compliance by Class (cont.)

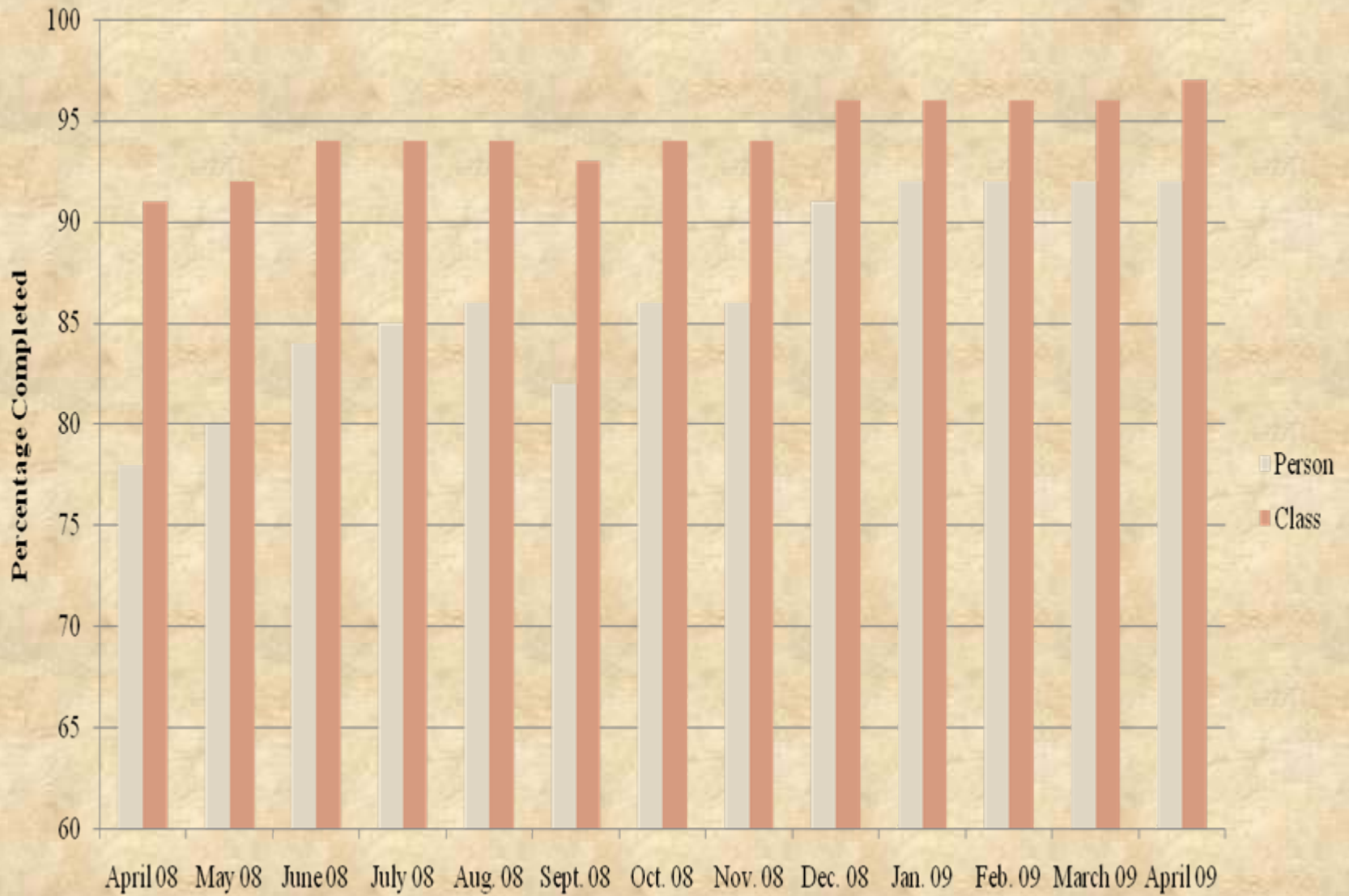
04/02/09

Exec VP & Provost (cont.)

Information	1680	1031 of 1031	100%
Nursing	1690	2863 of 2976	96%
Pharmacy	1700	2772 of 2832	97%
Social Work	1720	2378 of 2490	95%
Humanities Research Ctr	2600	1603 of 1606	99%
UT Libraries	3800	5676 of 5716	99%
UT Elementary School	4035	470 of 540	87%
Continuing and Innovative Education	4400	4009 of 4162	99%
Crt Sci & Prac Sustain	5021	34 of 34	100%
Undergraduate Studies	5028	803 of 823	97%
Graduate Studies	5030	842 of 845	99%
Center American History	5031	791 of 797	99%
Information Management	5055	338 of 338	100%
Office of Admissions	5115	2652 of 2691	98%
International Office	5180	1476 of 1507	97%
UT Press	6130	724 of 745	97%
Office General Faculty	6430	37 of 37	100%
LBJ Public Affairs	6480	1889 of 1968	95%
VP-Research	5025	16564 of 16598	99%
VP-Financial Affairs	5040	3393 of 3397	99%
VP-Legal Affairs	5047	168 of 168	100%



Compliance Training



2008-2009



Thank You!!!

- ✦ I am retiring from UT Austin effective April 30, 2009.
- ✦ Our training numbers are excellent. This is due to your hard work and constant vigilance.
- ✦ You have made my job easier and I greatly appreciate it.
- ✦ I will always remember the many friends I made here.



Attach-A-File

Jim McElroy

Director

Human Resource Service Center

Attach-A-File

- Allows job applicants to create a “formatted” resume, letter of interest, and list of work references
 - Job Application System
 - Document Management (Resume Information)
 - 15 Resumes
 - 15 Letters of Interests
 - 5 Work References
 - “Do I Qualify”
 - Job posting Additional Materials will display
 - Hard audit
 - Other Material

Attach-A-File

- HRMS – Recruiting Summary (JZ8)
 - Only those job applicants who selected the required Additional Materials (resume, letter of interest and/or work reference list) will appear
 - Hiring manager determines what Additional Materials are required for selection
 - Resumes are always required
 - New columns added to Applicant List to view required Additional Materials
 - If Other Materials (transcripts, coursework, work samples) is selected, allow 5 days for mailing after the job closes
- Roll-out in early May



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 if you have not done so already
- 30 years and above will be presented at the President's Awards for Outstanding Staff Members
 - Thursday, May 7, 2009
 - 2:00 – 4:00 p.m.
 - Texas Union Ballroom

Federal COBRA Subsidy

Kelly Lomasney
Interim Assistant Director
Human Resource Service Center

Summary

- Result of American Recovery and Reinvestment Act of 2009 (ARRA)
- 65% COBRA premium reduction effective March 1, 2009 for medical, dental and vision coverage
- “Assistance eligible individual”
 - Qualified COBRA beneficiary as the result of an involuntary termination during the period of September 1, 2008 through December 31, 2009
 - Eligible for COBRA continuation coverage during that period
 - Elects the coverage and pays 35% of the premium

Summary

- Premium reduction ends
 - If individual becomes eligible for coverage under any other group health plan,
 - After 9 months of the reduction, or
 - When the maximum period of COBRA coverage ends
- Employer is reimbursed for the 65% premium through a credit against its payroll taxes

Involuntary Terminations

- For staff and A&P employees, separation reason codes will be used to determine subsidy eligibility
 - Dismissal
 - Layoff
- Separation reason code may not reflect subsidy eligibility if
 - Employee resigned or retired in lieu of termination
 - Employee does not accept a reduction in hours, and resigns, retires or is terminated

Involuntary Terminations

- For faculty, the Provost's Faculty Separation Profile will be used to determine subsidy eligibility.
- For graduate student employees, we will rely on departments or graduate students to report dismissals to determine subsidy eligibility.
- HRS may contact you for assistance and any documentation available to determine subsidy eligibility.

Communication

- UT System Office of Employee Benefits (OEB) will send a special notice to all employees who lost eligibility for coverage after September 1, 2008
 - Notice must be provided by April 18
- Going forward, HRSC will include notice about the subsidy with the regular COBRA notice that is sent to individuals who have lost eligibility for coverage

The background is a solid yellow color with a subtle texture of crumpled paper. In the lower-left and center areas, there are faint, semi-transparent images of tulips and their leaves, adding a decorative touch to the slide.

Holiday Schedule

Lisa Milne
Interim Assistant Director
Employee Management Services

2009-2010 Holiday Schedule

Holiday	University Status	Date	Day of Week
Labor Day	University closed	9/7/2009	Monday
Thanksgiving Day	University closed	11/26/2009	Thursday
Day after Thanksgiving	University closed	11/27/2009	Friday
Winter Break*	Skeleton crew required	12/22/2009	Tuesday
Winter Break*	Skeleton crew required	12/23/2009	Wednesday
Winter Break	University closed	12/24/2009	Thursday
Winter Break	University closed	12/25/2009	Friday
Winter Break*	Skeleton crew required	12/28/2009	Monday
Winter Break*	Skeleton crew required	12/29/2009	Tuesday
Winter Break*	Skeleton crew required	12/30/2009	Wednesday
Winter Break*	Skeleton crew required	12/31/2009	Thursday
New Year's Day	University closed	1/1/2010	Friday
Martin Luther King, Jr. Day	University closed	1/18/2010	Monday
Memorial Day	University closed	5/31/2010	Monday

Please note: December 26, 2009 and June 19, 2010 fall on Saturdays, and July 4, 2010 falls on a Sunday.

Summer Insurance

Vilma Santos

Interim Human Resource Manager
Human Resource Service Center

Summer Insurance

- Summer Insurance Coverage
 - 9-month faculty, TAs and AIs automatically pre-pay for summer insurance coverage
 - Communication will be sent via e-mail on Monday, April 13

Summer Insurance (cont.)

- Cancellation of Pre-Payment
 - To cancel pre-pay, employees must be working and earning enough during the summer months to pay for insurance premiums
 - Cancellation may be possible if the employee experiences a Qualified Status Change

Summer Insurance (cont.)

- To cancel pre-payment, must submit signed authorization
- Cancellation form must be returned to HRSC (J5600) no later than Monday, May 4
- Re-enrollment must occur during Annual Enrollment and EOI requirements will apply

Summer Insurance (cont.)

- Summer Insurance: GRAs
 - GRAs do not have the option to pre-pay for summer insurance coverage
 - GRAs must be appointed in a benefits eligible position

The background is a solid yellow color. In the lower-left and lower-center areas, there are faint, stylized images of tulips. The bottom right corner features a subtle, repeating pattern of small, interconnected shapes, possibly representing a network or a textured surface.

Academic Advising Job Title Series

**Kirsha Del Pino
Interim Assistant Director
Staffing & Career Management Services**

Background

Provost's Council on Academic Advising worked with SCMS to form a subcommittee to review Academic Advising job title series.

- Issue 1: Lack of an entry level job title for those wishing to gain access to the professional field.
- Issue 2: Job Descriptions needed review and updating.
- Issue 3: Career path was defined by numbers in the series.

Recommendations

- The subcommittee developed an entry level job title and job description.
- Updated and modernized the job descriptions to
 - Reflect common tasks and language;
 - Increase level of responsibility; and
 - Incorporate feedback from key stakeholders.

Recommendations

- Addressed the series designation (I, II, and III)
 - Dropped numerical designation
 - Adapted the prefix series that is used in academic and research titles and in other jobs families on campus
- Job titles, purpose, functions and qualifications are now consistent with trends published by NACADA
- Received favorable feedback during informational sessions

Title Comparison

Existing Title	New Title
N/A (Entry Level Title) →	Assistant Academic Advisor (JC 3098)
Academic Advisor I → (JC 3087)	Associate Academic Advisor (JC 3097)
Academic Advisor II → (JC 3086)	Senior Academic Advisor (JC 3096)
Academic Advisor III → (JC 3085)	Academic Advising Coordinator (JC 3095)

Migration Plan

- All titles have an Effective date of 03/01/2009 within the UT Austin Pay Plan
- Salary ranges are identical to existing classifications; **no financial impact**
- Options for implementation: Use the new titles or wait until 9/1/2009
- 9/1/2009 all current incumbents in existing Academic Advising titles will be moved to the new titles
- SCMS will work with lead HR departmental contacts to ensure there is proactive communication to employees prior to 9/1/2009

HRMS End User Training

SCMS offers a hands-on computer lab course that covers creating documents for new positions, reclassifying, modifying and recruiting for positions.


Next class:

Wednesday, April 15, 2009 from 9:00am – 12:00pm

To enroll:

PN 704 - <https://utdirect.utexas.edu/txclass>

Online **training videos** available on HRMS Project website:
<http://www.utexas.edu/business/erp/hrms/training.html>



FMLA Compliance Poster

Cindy Posey
Communication Coordinator
Human Resource Services

Compliance Poster

- Spanish version of the Family and Medical Leave Act poster is now available at

<http://www.dol.gov/esa/whd/regs/compliance/posters/fmlasp.pdf>

The background is a solid yellow color. In the lower-left and center areas, there are faint, semi-transparent images of tulip flowers and their leaves. The text is centered on the page.

See you next time...

May 13, 10 a.m.