

# Welcome to HR Forum



**MAY 13, 2009**

# New Safety Video



**Terry McMahan**  
**Assistant Chief of Police**

# Relocation Program



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

# Relocation Program



- Through a partnership with Global Mobility Solutions, Human Resource Services offers relocation assistance to prospective employees and new hires. These tools include:
  - A dedicated relocation coach;
  - Candidate needs assessment;
  - Homeowner support; financial services;
  - Pre-move; and
  - Van line services.

# Relocation Program



## Step-by-Step Process

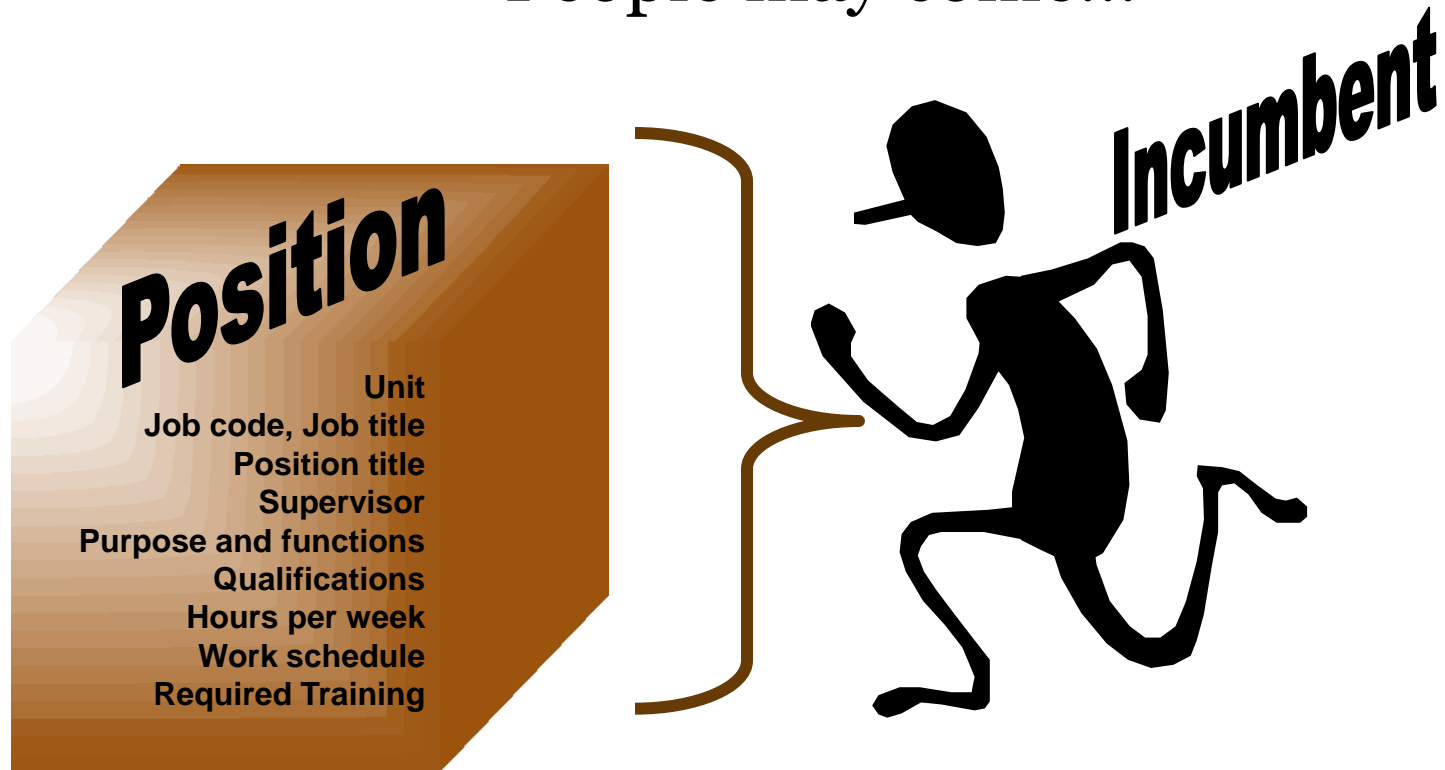
1. Department completes the Relocation Request Form. For questions about the relocation program, departments may contact their SCMS Representative in HRS-Staffing and Career Management Services.
2. GMS Relocation Coach (GMS-RC) calls relocating employee to perform needs assessment and reviews the process.
3. GMS-RC refers relocating employee to service provider based on their specific needs, i.e., real estate, van lines, rental assistance, or mortgage.
4. Service Providers will make contact and provide appropriate information.
5. Broker/sales professional arranges home finding trip and area tours for either rental or purchase.
6. GMS-RC follows up to ensure seamless move in.

# Position Management Concepts



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

A Position is a box on your organization chart.  
People may come...



...or go, but the Position stays the same.



# Position Management

It may be filled



or it may remain  
vacant for a while.

# Position Management

## Position Life Cycle

### Create a New Position

Workload or additional business creates need for new position within the organization.

### Recruit

Create a **Posting** - not a Position - to advertise the vacancy. (Can be combined with *Create a New* in HRMS.)

### Hire

Complete the Recruiting Summary and welcome your new employee.

### Vacancy Occurs

Employee resigns or retires.

### Decision Making: Is the position still needed?

No – End the position

Yes, later – Make the position Inactive

Yes, right away – Return to “Recruit” step



# Position Management



- If you have a Position that you do not need *right now* but may need again in the future, you do not have to *End* it.
- You can make it ***Inactive***.
- You may reactivate a position at any time.
- Inactive positions will not encumber funds in Phase II.

# Position Management



- To make a position Inactive in *HRMS*, choose to *Modify* the position.
  - Select Position Status: Inactive
  - Set the effective date and, if you know it, the “until” date.
  - Save and route for approval: go to the Document Review tab to route forward.

# HRSC Employee Records



**Robin Jarman**  
**Human Resource Manager**  
**Human Resource Service Center**

# Appointments and Timekeeping



- Departments distributed between
  - Jason Clark - 475-8043
  - Pam Clements - 475-8058
- General Appointments Number – 475-8383
- E-mail: [hrsc@austin.utexas.edu](mailto:hrsc@austin.utexas.edu)
- HRS Web site: [Find Your HRS Representatives](#)

# Automated Reappointments



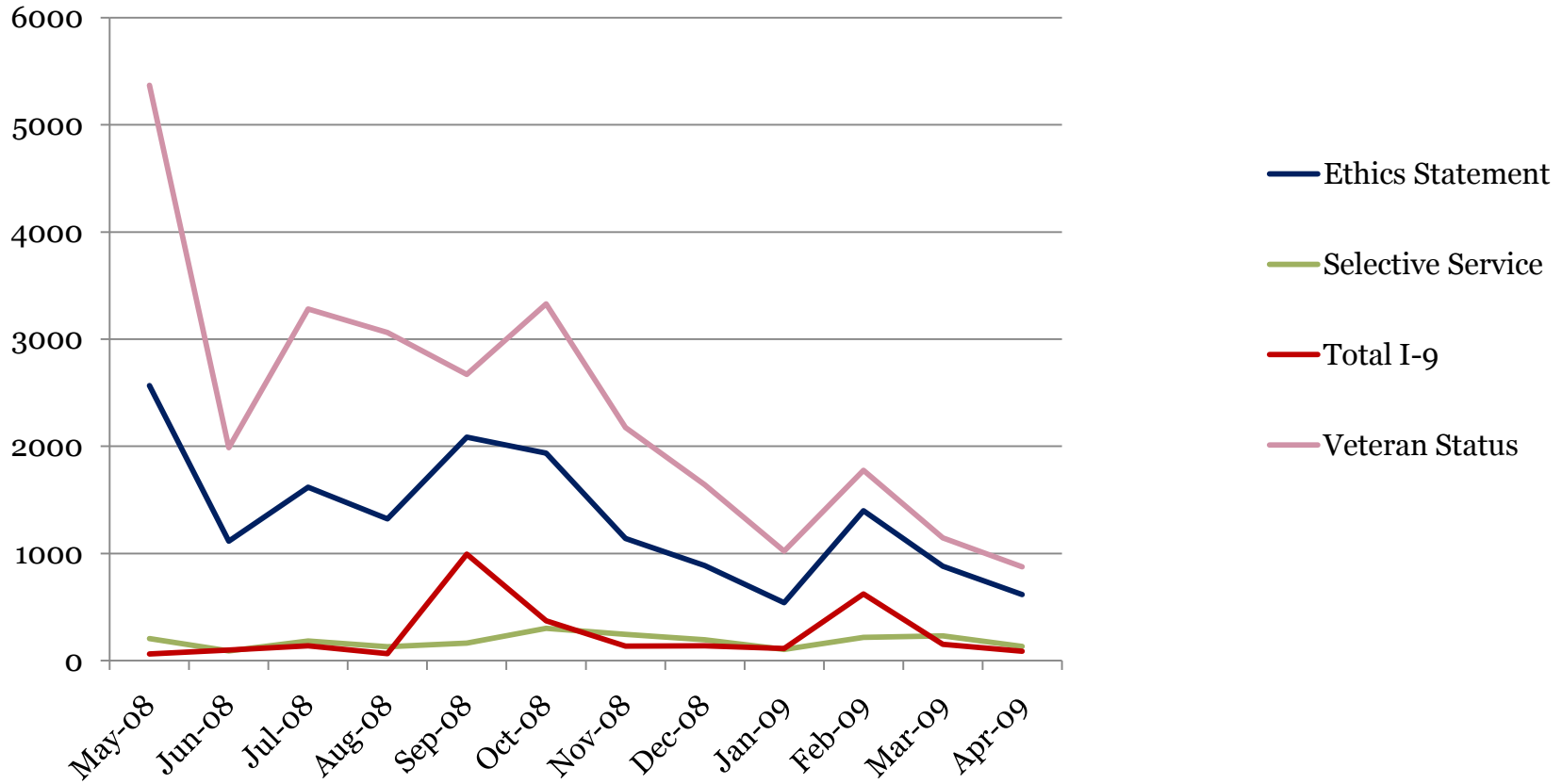
- 5/01 Commands open
- 6/10 Deadline for ARM documents
- 6/17 Deadline for individual documents
- 6/30 Commands close

# Employee Information Compliance



- Summer 2008
  - Records Team mails forms to employees
  - Employee details added to HR Contact report
- October 2008
  - Notice goes directly to employee

# Employee Information Compliance



# Employee Information Status



- How do I know if this employee has completed all the required forms?
- HR Contact – Go to Personal Information Status page in Employee Information System
- Not an HR Contact – Call Records
  - [hrsc@austin.utexas.edu](mailto:hrsc@austin.utexas.edu)
  - 471-5127

# Annual Enrollment



**Vilma Santos**  
**Interim Human Resource Manager**  
**Human Resource Service Center**

# Highlights



- Medical premium and plan design changes
  - May or may not involve changes to the prescription program
- Disability plans - new administrator is Ft. Dearborn Life as of 9/1/2009
  - Decrease in premiums
  - NO EOI needed – guaranteed coverage

# Highlights



- CNA – Long Term Care
  - Employees currently enrolled can “buy up” to the next benefit level without EOI
  - Dependents still have to do EOI
- Superior Vision
  - Decrease in premiums for all coverage levels
  - New CL fitting benefit - \$35 co-pay

# Highlights



- Custom Health Risk Assessment and New Living Well Health Manager
  - Services will be provided by WebMD effective 9/1/09
  - Personalized health program that gives you and your family free and easy access to information you need to make smart choices about your health

# Highlights



- Must re-elect UT Flex accounts every year
  - Must also re-elect medical Flex card every year

# Highlights



- Make selections early in July!
- Confirmation e-mails are sent the day after a successful change is made – review carefully!
- Confirmation e-mail is not sent if no changes are made
  - You can always review the Benefits Summary page in UT TOUCH

# Communication



- Monthly UT System OEB newsletter; first Wednesday of each month
- HRS postcard mailed to everyone in June
- Your UT Benefits Enrollment Options notice sent July 1 by e-mail
- Annual Enrollment Web site available by July 1

# Educational Opportunities



- Benefit Fairs provide an opportunity to speak directly to insurance vendors and to attend presentations by each vendor
- Wednesday, July 8, PRC, Commons Center
- Thursday, July 9, Texas Union, Santa Rita

# Educational Opportunities



- Additional educational opportunities will be available throughout July in NOA – look for dates on the postcard and the Annual Enrollment Web site
- Insurance vendor presentations will also be available on the OEB Web site

# Work/Life Services & EAP Upcoming Events



**Christopher Solis**  
**Office Manager**

# Workplace Rudeness & Incivility

Presenter: Rita Handrich, Ph.D., Psychologist



For HR Reps & Managers

Thursday, June 4, 2009

8:30 a.m. to Noon

NOA 4.106A

Registration required

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

# Playful Parenting

Lunchbox Series

Kirsten Nottleson, Ph.D. Psychologist



**Thursday, June 11, 2009**

Noon to 1 p.m.

Texas Union

Sinclair Suite

UNB 3.128

Contact: [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**

**Wednesday, June 17, 2009**

9:00 a.m. to Noon

NOA 4.106A

**Registration required**

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

# Quiet/Lactation Rooms on Campus

Open Forum - Co-hosted by:

**Work/Life Services & EAP and  
Institutional Equity & Workforce Diversity**



**Faculty, Staff & Students**

Today, May 13, 2009

Noon to 1 p.m.

Engineering Teaching  
Center II, ETC 7.146

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

# HR Forum SharePoint Site



**Cindy Posey**  
**Communication Coordinator**  
**Human Resource Services**

# HR Forum SharePoint Site



- Link to site:  
[https://ecs.austin.utexas.edu/HRShare/HR\\_Forum](https://ecs.austin.utexas.edu/HRShare/HR_Forum)
- Requires you to sign in with your EID and password
- Manual for the site is available [online](#)
- Now available for posting discussion items, shared documents, links, etc.

**See you next time...**



**June 10, 2009**

**10 a.m.**