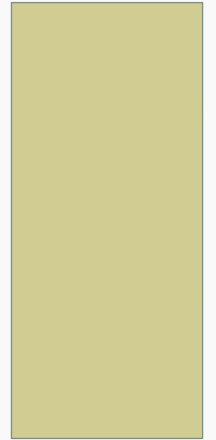


# WELCOME TO HR FORUM

SEPTEMBER 2011



Fall 2011 |

# University Compliance Services

at the University of Texas at Austin





# What's **new** and **improved**

CW 101 | Introduction to the Compliance and  
Ethics Program - *online*

CW 401 | Compliance and Ethics for Supervisors  
- *classroom*

Responsible Conduct for Researchers

Training Quick Facts

# Contact

JANE SHAUGHNESS, TRAINING COORDINATOR  
**UNIVERSITY COMPLIANCE SERVICES**

THE UNIVERSITY OF TEXAS AT AUSTIN

[WWW.UTEXAS.EDU/COMPLIANCE/TRAINING](http://WWW.UTEXAS.EDU/COMPLIANCE/TRAINING)

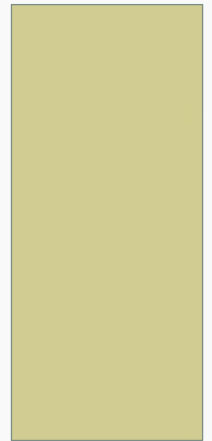
512 **232** 7842

[JANE@AUSTIN.UTEXAS.EDU](mailto:JANE@AUSTIN.UTEXAS.EDU)

# HEALTHPOINT EAP UPDATE

DEBORAH SHARP, EAP SENIOR COUNSELOR, WELCOMES AND INTRODUCES **ROBIN LAWSON** AS THE NEW EAP INTERN.

TO SCHEDULE A CONFIDENTIAL APPOINTMENT WITH EAP, CALL 512-471-3366 OR EMAIL [EAP@AUSTIN.UTEXAS.EDU](mailto:EAP@AUSTIN.UTEXAS.EDU)



# WILDFIRE ASSISTANCE

- Staff affected by the wildfires resulting in significant financial hardship may apply for financial assistance through the Staff Emergency Fund
  - <http://www.utexas.edu/hr/current/services/sef.html>
- Counseling is available for staff and faculty and their covered family members.
  - Call 512-471-3366 or email [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)

# WORK-LIFE BALANCE & WELLNESS UPDATE

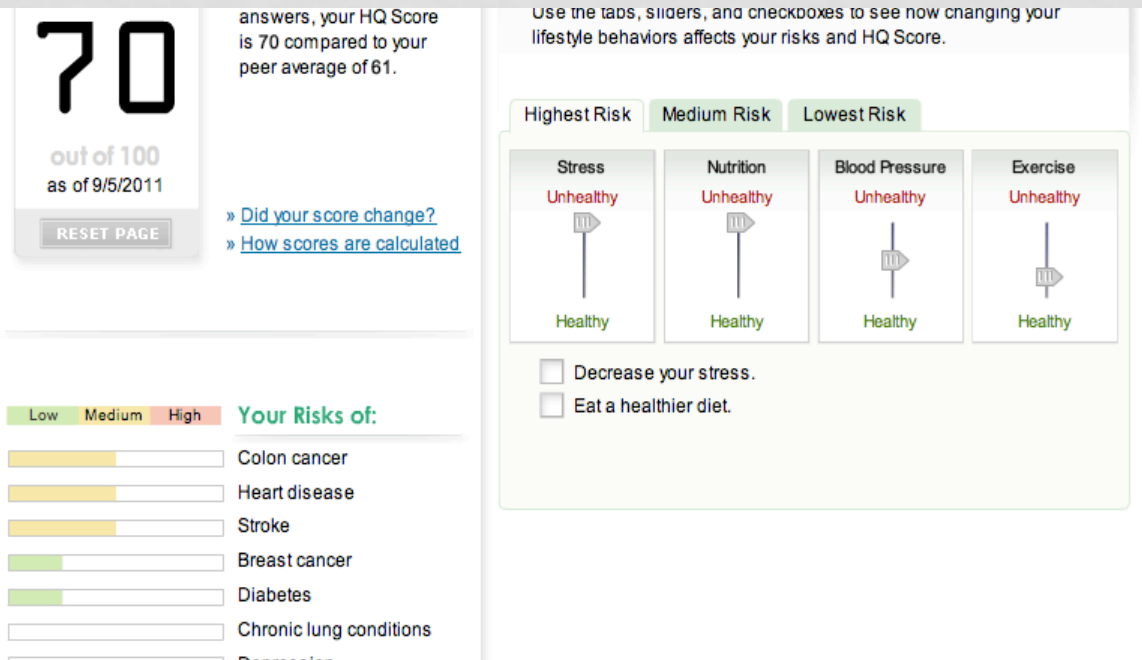
- Claire Moore, Work-life Balance & Wellness Coordinator

# WEBMD'S HEALTHQUOTIENT

- **Let WebMD do the math for you!**
  - Fill out the HealthQuotient, a free & confidential questionnaire about your health and lifestyle.
  - [www.webmdhealth.com/ut](http://www.webmdhealth.com/ut)
  - WebMD calculates your health score and gives you an individualized report. Based on your health risks, you may be eligible for up to 12 months of free coaching from a WebMD Wellness Coach.

# WHY THE HEALTHQUOTIENT?

## Mary Jane Doe's Confidential Results



- Learn about your health and how making healthy behavior changes can improve your health.
- Help UT Austin know the aggregate health status of the campus to develop wellness programs and advocate for wellness resources specific to our

View a YouTube video about the WebMD HealthQuotient to learn more.

[http://www.youtube.com/watch?v=tztMOaR\\_6Fc&feature=player\\_embedded#](http://www.youtube.com/watch?v=tztMOaR_6Fc&feature=player_embedded#)!

# HEALTH & LIFESTYLE EXPO

Did you miss the main campus Health & Lifestyle Expo back in June? Don't worry, you have another chance to attend.

- **WHERE - Pickle Campus in the J. Neils Thompson Commons Building, Indoor Atrium**
- **WHEN - September 30<sup>th</sup> from 11a-2p**
- **WHY – Fun, Free & Educational. Internal & external vendors participating. Lots of goodies!**

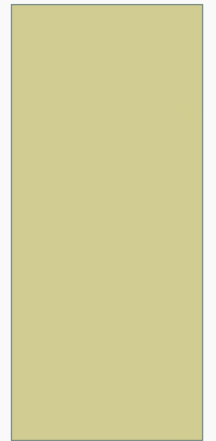
All UT Austin employees are welcome to attend

# CULTURE OF WELLNESS

**Be the change!**

# BENEFITS UPDATES

VILMA L. SANTOS, HRSC COORDINATOR



# INSURANCE ENROLLMENT

- To facilitate newly benefits eligible employees' insurance enrollment, please final approve assignments as soon as possible
- Employee must update their Paycheck Profile
- HRSC cannot make any insurance updates unless there is a final approved assignment and Paycheck Profile is completed

# INSURANCE ENROLLMENT, CONT.

- Full time employees and graduate student academic employees will be automatically enrolled in the Basic Coverage
- Eligible part-time employees must complete paperwork to have any insurance
- All newly benefits eligible employees must submit forms and proof of relationship documents within their 31-day enrollment period

# BENEFITS ADMINISTRATION SYSTEM (BAS)

- Once enrollment is completed it will take a few days for the insurance companies to update their information
- If a new employee has an urgent need to utilize their insurance, please refer them to the HR Service Center (HRSC)
  - [HRSC@austin.utexas.edu](mailto:HRSC@austin.utexas.edu)

# REVIEW OCTOBER PAYCHECKS

- October paycheck reflects changes made during Annual Enrollment
- If premiums deducted do not reflect appropriate coverage, contact [HRSC@austin.utexas.edu](mailto:HRSC@austin.utexas.edu)

# GRADUATE STUDENTS

- New Graduate Student Academic Employee Orientation
  - TXClass, PN 200
  - Sept. 15, 2-3PM
  - Sept. 21, 11AM-noon
  - Sept. 23, 1-2PM
- Student Employee Webpage:  
<http://www.utexas.edu/hr/student/>
  - Insurance and Benefits

# GRADUATE STUDENTS, CONT.

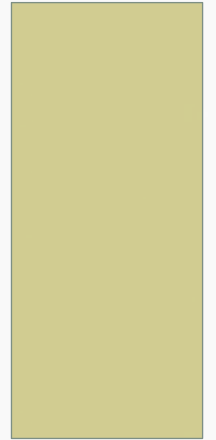
- Graduate Student Fellows:  
<http://www.utexas.edu/hr/student/gradfellows.html>
- Stipend must be \$10,000 or greater per year in order to access UT group health insurance
- Students pays total medical premiums
  - No premium sharing

# ON-SITE RETIREMENT PROVIDER APPOINTMENTS

- Opportunity to discuss investment options
  - Optional Retirement Program (ORP)
  - UTSaver TSA
  - UTSaver DCP
- Appointments available as of October 2011: [http://www.utexas.edu/hr/current/retirement/provider\\_appointments.html](http://www.utexas.edu/hr/current/retirement/provider_appointments.html)
- Email will be sent to campus

# FML CLARIFICATION

LISA MILNE



# DEADLINES

- University is required to notify employee of FML rights within 5 business days
  - It is the department's responsibility to notify LM immediately (email is best)
- Centrally done and tracked within Leave Management
- If you give employee FML information from web, must still notify LM for tracking and Rights and Responsibilities Notice

# DEADLINES, CONT.

- The employee has 15 calendar days to submit required paperwork to LM
  - This is from the date LM send the packet to the employee
- If incomplete, LM will notify employee in writing of insufficiency and give 7 calendar days to rectify
  - Common issues include no duration or frequency of absences
- If employee either does not meet the 15 day requirement or fails to correct the paperwork within 7 days, their request will be denied
- LM will review late submissions on a case by case basis

# EMPLOYEE RESPONSIBILITIES

- When an employee is aware of a need for an initial FML award, up to 30 days in advance, they must notify their supervisor
- If an employee is not aware of a need in advance, they are required to notify their supervisor as soon as practicable
- Notice to LM is not considered notice and LM communicates this

# EMPLOYEE RESPONSIBILITIES, CONT.

- If an employee is awarded intermittent FML, they are required to work with their supervisor to schedule known absences at times that are convenient for the department whenever possible
- If the employee knows in advance of a need to be gone during intermittent leave, they are required to notify their supervisor, up to 30 days in advance, of this need
- If an employee is medically unable to notify the supervisor in advance, they should notify them as soon as practicable following the call in procedure for the department

## EMPLOYEE RESPONSIBILITIES, CONT. 2

- Employees must adhere to the schedule of absences approved by their doctor; if circumstances change, they must provide new certification to LM
- When manager becomes aware of change to approved schedule, they should notify LM
- If employee fails to submit required documentation of change, manager should contact SWS for assistance

# EMPLOYEE RESPONSIBILITIES, CONT. 3

- To return from a continuous FML absence, the employee is required to provide a return to work release either prior to or upon their return to work
- Supervisors should not allow an employee who has not provided a release to work to return to work
- Employees will be out on their own leave until a release is obtained
- If the release includes restrictions, please consult with SWS prior to allowing the employee to return to work
- SWS may also consult with the ADA Coordinator regarding reasonable accommodations
- Employees on approved intermittent FML do not have to provide notes for each absence; however, if they are absent more than three days, they are required to provide a return to work release

# QUESTIONS

- For questions regarding FML leave approvals or denials, please contact LM
- For questions regarding managing leave or an employee's failure to adhere to FML guidelines, please contact SWS
- Both LM and SWS can be reached at 475-7200

THAT'S ALL FOLKS!

SEE YOU NEXT TIME,  
OCTOBER 12, 2011

