

Welcome to HR Forum

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HealthPoint EAP Update

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

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

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?

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 30th from 11a-2p

WHY - Fun, Free & Educational. Internal & external vendors participating. Lots of goodies!

Culture of Wellness

Benefits Updates

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

Review October Paychecks

October paycheck reflects changes made during Annual Enrollment

If premiums deducted do not reflect appropriate coverage, contact 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](http://www.utexas.edu/hr/student/Insurance%20and%20Benefits)

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 pay 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

Email will be sent to campus

FML Clarification

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!