Thank you for joining the HR Forum, we will begin shortly.

This session is being recorded and will be posted on the HR Forum website after the event.

For those who want or need captioning, you can click the symbol in the lower right hand side of your Teams screen. The Callier Center has a list of additional resources. Click here for that list.

Please submit questions via the Q&A box or HRForum@utdallas.edu.
February 3 - Welcome!

Hosted today by:
MARITA YANCEY, SENIOR DIRECTOR OFFICE OF HUMAN RESOURCES
Agenda

– Welcome
– Updates:
  • Return to Campus
  • Living Our Values Task Force

– Guests Presenter:
  • New Human Resources Website

– HR Updates
  • HCM Fluid Update
  • ACA 1095-C Form
  • Wellness Update
  • Find Out Fridays
  • Talent Development Updates and New Admin U Cohort

– Closing Comments
How questions will be addressed:

1. Please type your questions in the Q&A feature or send an email to HRForum@utdallas.edu if unable access the Q&A feature. Both will be monitored throughout the forum.

2. Questions will be addressed periodically throughout the forum.

3. We will do our best to answer as many questions as possible during the presentation and respond to them individually if needed. For unanswered questions, please email the appropriate HR contact or HRForum@utdallas.edu.
HR Campus Connection is your source for UTD HR News and Updates. Join us in Teams today to stay connected!

Join in 3 Easy Steps:

1- In the MS Teams App, click on the “Teams” icon to the left

2- Click on the “Join or Create Team” button in the upper right corner

3- Enter the following code to join: 4NSTAB6
The Office of Human Resources

Mission:
To enable the success of others.

What we do should help others be their best at what they do best.
A Value Added HR Department:

• **Makes it easier for people to get their job done.** Reduces unnecessary roadblocks that derail the flow of teaching, research, and service to students.

• **Proactively partners with schools and divisions on recruitment and retention activities** that will recognize and develop high performers, and in anticipating future staffing needs.

• **Promotes competitive pay and benefits** that are of value to faculty and staff. Provides ongoing benefits education so employees fully utilize and understand the *total rewards* offered at UTD.

• **Partners with schools and divisions to raise the performance standards across campus** to encourage and support positive employee relations and career development.

• **Develops faculty and staff leaders** to advance the strategic plan of UTD.

• **Serves as a role model for customer service excellence.**
ONE UTD emblem was created in 2013. You are welcome to apply to your websites, trainings, etc., to help spread the message that diversity is valued at UTD.
Living Our Values Task Force

and

Return to Campus Updates

Co-Chair: Dr. Rafael Martin, Vice President and Chief of Staff
– Continue to work remotely or as directed by your supervisor

– **Complete your daily health screening!! (Yes, even holidays, breaks, and vacation.)**

– **Wear your mask – please!**

– **Practice social distancing even on breaks, meal times, etc.**

– **Wash your hands/use hand sanitizer – frequently**

– **Take precautions in your personal life too – exposures increase when connecting with family and friends**
Joe Wilson – Director
OFFICE OF COMMUNICATION – WEB SERVICES

HUMAN RESOURCES NEW WEBSITE
The New Website Will Launch Today!
Tina Sharpling – HCM Fluid Update, ACA

BENEFITS & WELLNESS PROGRAM
• You will receive the IRS Form 1095-C if you enrolled in the UT Medical Plan or if you worked an average of 30 or more hours per week or are considered a full-time employee in 2020.
IRS Form 1095-C can be accessed online now if you provided online consent by Jan. 14. To access the form online, log in to Galaxy, go to Staff Tools and select ACA Form 1095-C. In Tax Form Management, select the 1095-C for 2020.

Please do not click on the Postal Mail button to avoid additional charges for mailing. Do not download and print 2019 or any prior years' forms as you will be charged. If you need copies of prior years' form, email benefits@utdallas.edu.

If you did not provide online consent, your form is being mailed to your home/mailing address on record. Forms were mailed on Friday, Jan. 22.

Email benefits@utdallas.edu for any questions.
PeopleSoft Upgrade to Fluid

**Upgrade of Orion (CS), HCM (Gemini HCM) and FMS (Gemini FMS)**

**Spring 2021**

**What to Expect**

*Different look & feel*
*Tiles*
*Homepages*

**Status**

- Business Process Analysts, functional testers and focus group continue testing and working with OIT on issues and tweaks
- Communications in February
  - Look for emails and a website soon
  - Virtual Training Sessions with User Guides
- New Galaxy site

*Homepages / tiles not final*
Homepage may have tiles/links from Orion, Gemini HCM and Gemini FMS. No need to click “Return to Galaxy”
New Galaxy site – links on Galaxy page or after login
By clicking the green ‘Submit’ button, you are certifying that no leave (Sick, Vacation, Jury Duty, Bereavement, etc) was taken during the month shown:

January 2021

SUBMIT
**Via Enter Time tile**

<table>
<thead>
<tr>
<th>Time Reporting Code / Time Details</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTR - Nothing to Report</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**1 January - 31 January 2021**

- Month Period: PS Delivered
- Scheduled: 168.00
- Reported: 8.00

[View Legend]

<table>
<thead>
<tr>
<th>Week 5 of 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled: 0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Details</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
</tbody>
</table>

**Comments**

- [ ]
- [ ]
- [ ]
Self Service - Time

Enter Time
01/01/21 - 01/31/21
Reported 0.00

Job Title: HRIS Manager

View Legend

1 January - 31 January 2021
Month Period - P5 Delivered
Scheduled 169.00 / Reported 0.00

Request Absence  Save for Later  Submit

<table>
<thead>
<tr>
<th>Week 4 of 5</th>
<th>Scheduled 0.00</th>
<th>Reported 0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday 27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday 28</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Leave and Compensatory Time Balances

<table>
<thead>
<tr>
<th>Compensatory Time Off Plan</th>
<th>Plan Type</th>
<th>DONATEDSCK</th>
<th>End Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>DONATEDSCK</td>
<td>Comp Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Taylor Tran, Employee Health Program Manager

BENEFITS & WELLNESS PROGRAM
Wellness Update

UT System Heart Walk and National Wear Red Day

- Friday, February 5 @ 10 am
- Walk around campus or at home for 10 minutes
- Share your heart walk experience on social media with #utheartwalk
- Email your pics or videos to employeewellness@utdallas.edu to receive a heart-healthy reward!
Wellness Update

The Livongo Diabetes Management and Hypertension Solutions programs provide advanced devices, free strips, personalized insights, and expert support — working together to help you improve and simplify your health.

- **Date:** February 17, 2021
- **Time:** 12:00 - 12:30PM CST
- **Register for the Livongo webinar** to learn more.
- These programs are available at no cost to UT SELECT Members.
Wellness Update

2021 Live Healthy Campaign:

– Challenge Dates: January 18 – February 28
– Health habits: steps/exercise, sleep, no-sugar added beverages
– Earn 150+ points and receive a “Wellness Recharged” wireless charging pad to keep you moving and to continue the healthy habits all year round. Top 3 participants will receive a prize!

2020 Fall Wellness Challenge:

– UT Dallas received the award for:
  Highest Completion Rate
– Congrats to the top 3 participants:
  Beckie Quach
  Margaret Zotter
  Linda Elgin

A Healthy YOU is a Healthy UTD 😊
Schools/Divisions Wellness Day Program

- Now accepting applications! employeewellness@utdallas.edu

- Opportunity for schools/divisions to promote wellness in their areas.
- Funding available up to $1000 for event.
  - Limit 1 per year per school/division.

- Application form must be completed and submitted to HR for approval.
  - Must have a designated Wellness Ambassador/Coordinator.

- Wellness activities:
  - Financial Wellness Seminar from UT System retirement vendor
  - Health/Nutrition Seminar
  - Fitness / Exercise Class
  - Stress Management – Airrosti Training, Yoga, Meditation
  - Other Wellness Activities, i.e. Mental Health, Sustainability

- Funds available until August 31, 2021.
Wellness Update

Schools/Divisions Wellness Day Program

DiversAbility Employment Awareness Summit
Finding the Right Words: Conversations Around Mental Health

Save the Date
Wellness on a Budget
Friday
January 10, 2020

Llano conf. room - 1x1 with Voya Financial Rep after lunch
1:30 - 4:30pm
EMPLOYMENT AND COMPENSATION

Nancy Joseph – Find Out Fridays
The Employment and Compensation Team is hosting an event called “Find Out Fridays.” The next session will be held at 10:00 – 11:00 am on Friday February 19, 2021.

These sessions are intended to complement our HR Forum by providing the opportunity to take a deeper dive into the Employment, Compensation and Immigration processes and procedures in a fun, casual, informal setting. Please come with your questions, topics and innovative ideas.
Here is a peek at the topics that will be covered
• Hiring Process for Staff
• Electronic On-Boarding Process
• I9 Process during COVID-19
• Employment and Compensation, Onboarding and Immigration Updates

Future Find out Friday sessions in 2021 include: April, May, July, October, November
If you are involved with the employment process for your department and did not receive an invitation, please reach out to us and we will send an invitation your way.

Nancy.Joseph@utdallas.edu
Thank You!

Questions?
Jillian McNally – Talent Development Specialist

TALENT DEVELOPMENT
Admin U is back for Spring 2021!

- Certificate series designed to enable Admin success
- 8 Core 2hr Classes
- Spring classes fall between February and July
- Opportunity to “level up” from basic certificate to Ruby, Sapphire, Emerald, or Diamond level through completion of additional elective courses
- Requires supervisor permission

Interested? Send Supervisor permission to talentdevelopment@utdallas.edu, or email us for more info!

Already started Admin U but need some classes to complete the series? No problem! Your registration permission is still active!
Many Other Great Trainings Available in February!

- Launch of Dignity and Respect Series
- Emotional Intelligence Practicums 1 & 2
- As well as trainings from Audit, Procurement, Central Business Office, and more!

March and April Training Schedule Coming Soon!

Want to be the first to know about new training opportunities? Join the HR Campus Connection Team in Microsoft Teams!
Thank You!

Questions?
Q & A
HR Contact Emails

- **hr@utdallas.edu** – issues relating to general HR concerns.
- **employverify@utdallas.edu** – to request employment verification.
- **compensation@utdallas.edu** – issues relating to compensation including PRR, reclassifications, job descriptions, FLSA, and reorganizations.
- **employmentservices@utdallas.edu** – questions relating to general employment, onboarding and Employment Express.
- **jobs@utdallas.edu** – issues relating to jobs including access to PA7 and job postings.
- **visashr@utdallas.edu** – issues relating to international hiring, hiring of foreign nationals, or immigration including (but not limited to) J-1 (for scholars) and H1-B requests, travel signatures, and I-765 completion.
- **benefits@utdallas.edu** – issues relating to benefits and retirement.
- **hcm-timereporting@utdallas.edu** – issues relating to time reporting.
- **loa@utdallas.edu** – questions relating to Family & Medical Leave (FMLA), leaves of absence, and other leave programs.
- **employeerelations@utdallas.edu** – employee relations related questions.
- **serviceawards@utdallas.edu** – questions related to service awards.
- **appraisals@utdallas.edu** – questions relating to appraisals and to submit appraisals.
- **hrtraining@utdallas.edu** – questions relating to training or to request specific training.
THANK YOU FOR COMING!

The next HR Forum via TEAMS
March 3, 2021
10:00 AM – 11:30 AM