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.
July 7, 2021 - Welcome!

Hosted today by:
COLLEEN DUTTON, CHIEF HUMAN RESOURCES OFFICER
Welcome
  • General Update:
    1. LOV Task Force
    2. Return to Campus
      • Personal Wellness
      • Daily Health Checks

Guest Presenters:
  • OIT Updates – Frank Feagans
  • Staff Council Elections – Naomi Emmett

HR Updates
  • Electronic Remote Work Agreement Form
  • Talent Development Opportunities
  • RA/TA Fall Hires
  • FY22 Staff Promotion/Reclassifications Process
  • 2021 Virtual Benefits Fair and Annual Enrollment
  • Benefits Changes for Plan Year 2021-2022

Closing Comments
Q & A

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 to 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 in TEAMS

HR Campus Connection is your source for UTD HR News and Updates.

Join us in Teams today to stay connected!

Any employee can join – code no longer needed
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.**
Honor & Respect

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

No updates this month.
BFSA School Supply Drive

BENEFITTING DALLAS INDEPENDENT SCHOOL DISTRICT

BLACK FACULTY & STAFF ALLIANCE

SCHOOL SUPPLY DRIVE

**COLLECTION DATES:**
JUNE 28– AUG 2

**DROP-OFF LOCATIONS:**
Activity Center - Control Desk & Main Gym
AD 3.108
JO 3.534

**DONATIONS NEEDED:**
- washable markers
- no. 2 pencils
- wide ruled notebooks
- pencil sharpeners
- construction papers
- scissors
- glue
- crayons
- tissues
- pencil boxes
- colored paper
- disinfectant wipes
- hand sanitizer
- dry erase markers
- folders
- erasers
- highlighters
- mechanical pencils
- three ring binders
- compass
- protractors
- notebook paper

For questions or concerns please contact:
Chinweolu Greer - chinweolu.greer@utdallas.edu
Tineil Lewis - tlewis@utdallas.edu
• Daily Health Check as of July 1 – Required if not vaccinated
• Personal Wellness – Mask or no mask?
• Crucial Conversations video – Talking about burnout and returning to “normal”

For more tips go to https://www.vitalsmarts.com/crucialskills/category/how-do-i-say-that/ or the BRIGHT Leaders teams group
What is **BRIGHT Leaders**?

- A multi-layer leadership development platform hosted by Office of Human Resources
- Previous design was cohort model; revised program will have core leadership courses and various tracks of learning activities and training sessions from which to choose from based on personal goals and professional development needs.

**BRIGHT Leaders** are:

- **B** - Bold
- **R** - Responsible
- **I** - Inclusive
- **G** - Growing
- **H** - High Performing
- **T** – Transformative
The BRIGHT Leaders teams group is open to all faculty and staff to support, encourage and serve as a resource to cultivate and nurture effective leadership at all levels. Learn about leadership principles, tools, and tips to "Lead From Where You Are" at UTD to further your career development. You will have access to a variety of articles, recommended readings, videos, talent development sessions, round table discussions, guest presentations, and more.

Can join any time, content is currently being loaded and organized. Official launch is September HR Forum.

BRIGHT Leaders is here to enable your success at UT Dallas. If there are topics on leadership development you are specifically interested in, please email BRIGHTleaders@utdallas.edu.
New “Foodie Friends” Teams Group

This Teams Group is open to all UTD faculty and staff. You do not need a code to join.

This is a place to share information on new restaurants, recipes ideas, and all things foodie related.

Leigh Hausman will manage this Team moving forward so please send any ideas or topics or channels to Leigh.
Frank Feagans – Vice President and Chief Information Officer

IT UPDATE
Technology Updates

- WebEx contract expires on August 9th, 2021
- Campus wireless refresh and expansion
- Student TechKNOWledgy Bar in the SU
- New Punchout on eProcurement to order headsets and conferencing devices
Expanded Wireless Coverage
Upcoming Events

• Tech Talks – Selected Tuesdays at 2pm

• Hybrid Meeting short videos and checklists are coming this Summer

• Teams Tips sessions schedule for the summer can be found here: https://oit.utdallas.edu/o365/training/

• IT Forum – August 19th. Focus on Hybrid Meetings

• IT Summit – April 7th, 2022. Davidson-Gundy Alumni Center. Focus on Research, Instruction, Productivity, Security.
IT Forum QR Code
• OIT’s UTD Web Site – https://oit.utdallas.edu/

• LinkedIn – https://linkedin.com/company/utdinfotech

• Instagram – https://www.Instagram.com/utdinfotech

• Facebook – https://www.facebook.com/UTDInfoTech

• Twitter – https://twitter.com/utdinfotech

• Teams Channel – Search for “Campus Communicators” and come join the conversation!
https://oit.utdallas.edu/about/digital-transformation/mobile-applications-development/
Naomi Emmett – President, Staff Council

STAFF COUNCIL
Staff Council Elections

• The Staff Council is constituted by the President and by the Board of Regents of the University of Texas System, with the goal of continually improving university operations and the well-being of UT Dallas' Staff.

• Elections for staff to run for Staff Council representative are opening Monday, July 12 for FY22. The elections will occur in July. There are 21 representatives that will be elected across the 6 Staff Council Districts.

• Each staff will receive an email with a link to their district ballot. You may only vote for representatives for your district.

• We encourage all staff to participate in electing their representatives and to connect with your district representatives and Staff Council.

• All ballots must be submitted by July 25th

• Thank you – Questions?
FY22 staff promotions, etc.....

- Access to CASPIO is now closed. E&C Specialist will contact department if any questions and/or once review is completed.
- Target date for review by HR to be completed is July 31.
- Process is for staff promotion, reclassification, internal equity or external market review only.
  - Some requests were actually merit requests and pushed back to department to submit via the merit/budget process.
- Confirmation of merit program for FY22 is pending. Will share information as soon as possible.
Ellen Ammons, Director of Employee Relations & Talent Development

ELECTRONIC REMOTE WORK ARRANGEMENT FORM
<table>
<thead>
<tr>
<th>Department</th>
<th>RA/TA/GA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create RA/TA/GA Posting, if needed (check with your ECS). Send posting link to RA/TA/GA.</td>
<td>1. Complete short RA/TA/GA informational application form on PeopleAdmin 7 (PA7)</td>
</tr>
<tr>
<td>2. Send the instructional script to the RA/TA/GA</td>
<td>2. Complete HireRight’s online Criminal Background Check</td>
</tr>
<tr>
<td>3. Create and submit the PA7 Hiring Proposal</td>
<td>3. Complete online employment forms via PA7 Onboarding Tasks</td>
</tr>
<tr>
<td>4. Create the ePAR 30 days out after CBC clearance</td>
<td>4. Make HR appointment to provide I9 documents by DayOne (August 16, 2021)</td>
</tr>
<tr>
<td>5. Remind RA/TA/GA to complete onboarding tasks and to make an HR appointment to provide I9 documents</td>
<td>5. Provide I9 documents and I20, if F-1 visa holder to HR Onboarding Team.</td>
</tr>
</tbody>
</table>
• Enter the quick posting link on the RA/TA/GAs Checklist
• Submit ePARS by **August 6, 2021**; for international students, save the ePAR and submit upon confirmation of entry into the U.S.
• Use **August 16, 2021** as the Start Date
• For International students use the date eligible to work in the U.S. (i.e. entry date listed on the I-94 form)
• **I-9 Document Review Dates:**
  July 27, August 3,10,17,19
  9:00 a.m. – 1:00 p.m.
  Classroom AD2.216
  *Appointment required*
Marita M. Yancey, Sr. Director, Benefits & Wellness

BENEFITS AND WELLNESS PROGRAMS
Annual Enrollment

2021 Benefits Annual Enrollment
July 15 – July 31

• Review the annual enrollment information.
• Enroll or change your Plan Year 2021-2022 insurance benefit elections via My UT Benefits
• Add or remove your dependents.
• Enroll in UT Flex (Health and Dependent Care)
• Add or change your beneficiary designation.
• Attend the Virtual Benefits Fair – July 19-31.
• Make sure your address is correct.
• Review your October 1st Paycheck for accuracy.
Virtual Benefits Fair – July 19 – July 31

- Presentations, Connection Activities, Games, Prizes/Giveaways
- Benefits Fair Website Opens July 19: [www.utdallas.edu/benefitsfair](http://www.utdallas.edu/benefitsfair)
  - Visit at least 20 vendors to be eligible for the prize drawings
- Event Flyer and Benefits Puzzle Book will be available online
- UT Dallas Benefits Fair App - [Google Play](https://play.google.com/store) and [Apple App](https://appsto.re/us) Stores
- Looking for Virtual Benefits Fair Volunteers for UTD’s:
  - “Show & Tell” – July 19 @ 8:30-9:30 a.m. via Teams
  - “Karaoke” - July 19 @ 3:30-4:30 p.m. via Teams
  - “Got Talent” – July 20 @ 3:30-4:30 p.m. via Teams
- Interested parties, email [Marita.Yancey@utdallas.edu](mailto:Marita.Yancey@utdallas.edu)
Highlights of Benefits Changes

Benefits Changes for Plan Year 2021-2022

• Great News! No premium rate increase for medical, dental, life and accidental death and dismemberment benefits*

• Medical Plan Changes:
  • Physical Therapy visits will increase from 30 to 35 visits/year
  • UT CONNECT PCP Office Visit Copay is reduced from $15 to $5 and Specialist Office Visit Copay will change from $25 to $35
  • ACA Out-of-Pocket Maximum cost will increase from $8,150 to $8,550 for individual and $16,300 to $17,100 for family
  • UT Health Network now includes UT Health San Antonio Hospital & Clinics
  • Telemedicine visits – covered consistent with CMS/AMA guidelines
  • COVID treatment covered as any other illness; vaccine/testing at 100%

*Age and salary-based benefits may changed due to age and salary changes as of Sept. 1
Highlights of Benefits Changes

• Disability Plan Changes*
  • No Evidence of Insurability (EOI) during Annual Enrollment for both Short-Term and Long-Term Disability Plans
  • Short-Term Disability Plan Changes:
    • Elimination/Waiting Period change from 14 days to 7 days.
    • Maximum benefit change from $693 to $850 per week.
    • Premium rates will increase .03 cents per $100 of monthly earnings.
  • Long-Term Disability Plan Changes:
    • Maximum benefit increasing from $12,025 to $15,000/mo.
    • Premium rates will decrease .04 cents per $100 of monthly earnings.

*Available sick balances must be exhausted before the disability plan will pay.
Highlights of Benefits Changes

• Vision Plan premium rates will decrease
• TRS Contribution Rate Changes as of Sept. 1, 2021
  • Member Contribute Rate is changing from 7.7% to 8%
  • State Contribute Rate is changing from 7.5% to 7.75%
• Access to UT Retirement Manager via My UT Benefits

Note: New hire/newly eligible and status change/life event enrollment must be made with 31 days of the event date.
Wellness Update

• Catapult Health Screenings
  – FREE Onsite Health Checkups, AD Classroom – AD 2.216
  – Monday, July 19 & Tuesday, July 20
  – Appointments available from 8am – 3pm
  – Open to all UTSELECT and UT CONNECT plan members
  – Space is limited; register at TimeConfirm.com/UTDallas

Free Health Checkups
Right here at work!
SIGN UP NOW
Wellness Update

• UTSW Mobile Mammography
  – Friday, August 13, 8 a.m. – 3 p.m.
  – Loading zone between Activity Center & SSA
  – 3D scans are now available
  – Call 214.645.2560 or 866.277.0710 with your health insurance information to schedule an appointment

Center for Breast Care
Thriving While Returning to Campus

Employees are experiencing a range of emotions as we return to campus. Join us as we explore how to be confident and considerate through this transition, so that we can all 

*Thrive While Returning to Campus!*

- Features speakers from the Student Counseling Center and Talent Development
- Explore how Emotional Intelligence helps prepare us for this transition
- Guided practice in mindfulness
- **Join us TODAY at 2pm via MS Teams**

Registration open now in LEO!
In the KNOW!

Designed to help employees become more knowledgeable and better connected to the University of Texas at Dallas

Join us in July 21st for Session 2:

In the KNOW: Networking

- Session 2 helps employees get connected and build a strong network of colleagues and contacts at UTD
- Features representatives from UTD Employee Resource Groups, Staff Council, Academic Senate, and Event Planning
- 4 Class series, classes range from May to November
- Sessions 3 & 4 coming Fall 2021

**Session 2 is July 21st, 2021 via MS Teams**

**Registration open now in LEO!**
OFFICE OF BUDGET & FINANCE PRESENTS:
Summer Professional Development Workshop

JOIN US AND LEARN HOW TO EXPAND YOUR HORIZONS IN THE WORKPLACE
BY USING INCLUSIVE PRACTICES AND CONTEMPORARY HIRING TECHNIQUES

July 15th
9am - LinkedIn: Hiring Tools, Personal Branding & More!
Greg Coe, LinkedIn expert and founder of GetLinked.Pro, will present ways to successfully leverage LinkedIn for both hiring and personal job searches.

10am - Hiring for Potential: Best Practices for Conducting a Successful Search!
Heather Dragoo, Director of Institutional Equity & EEO, presents on how to embrace diversity in hiring practices, including tips about job announcements, recruitment strategies, evaluation techniques, and interview approaches.

July 16th
9am - Communication & Marketing Skills to Benefit Your Office, Team & UTD!
The Office of Communications will present a variety of topics related to campus communications, including brand standards, mass email, comet calendar and social media.

10am - Creating a Sense of Belonging Through Inclusion and Engagement
Danny Cordova, Assistant Director of Diversity Education in the Multicultural Center, will present this interactive session on exploring different dimensions of diversity and ways to create a more inclusive and engaged work environment.

REGISTER HERE: DAY 1 🌎 DAY 2 🌎
Q & A

HR FORUMS WILL REMAIN IN TEAMS LIVE EVENT FORMAT
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 ATTENDING!

The next HR Forum via TEAMS
August 4, 2021
10:00 AM – 11:30 AM