Human Resources update

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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!

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
Return to Campus Updates

- Continue to work remotely or as directed by your supervisor
- Complete your daily health screening!!!!!!
- Wear your mask
- Practice social distancing even on breaks, meal times, etc.
- Wash your hands/use hand sanitizer – frequently
- Take precautions in your personal life too
You Asked, We Answered

• **What is the status for next semester regarding the university’s plan to return to campus and details on the future telecommuting guidelines, especially considering the rising COVID numbers?**
  – Answered in RTC and Remote Work Location announcement in today’s program

• **Is there a process or a way for university faculty and staff to submit suggestions and comments for process and policy improvement and to do so anonymously?**
  – If wanting to remain [fully anonymous](https://www.lighthouse-services.com/_StandardCustomURL/LHILandingPage.asp), submit via the compliance hotline.
  – Talk with Employee Relations in HR. We can relay the concern/suggestion anonymously to those who need to know
  – Discuss with your supervisor, manager or executive leadership if comfortable
With the potential for inclement weather, we know that the campus could potentially close for those who are teaching in person and those whose offices are requiring their staff on campus. Will those faculty and staff be required to work from home?

- Please discuss with your supervisor expectations for working remotely or monitoring email and other forms of communication during a campus emergency to be able to respond to business needs. For those employees working remotely due to COVID-19, please continue to perform your duties as you have been unless instructed otherwise by your supervisor.

- With many faculty and staff working remotely, a campus closure/emergency will not necessarily prevent you from continuing your duties.
Comet Cupboard Needs

What Comet Cupboard Needs: **NON-PERISHABLE FOOD, PERSONAL CARE, LIMITED FRESH & FROZEN FOOD, AND HOUSEHOLD**

**November Drive – Shelf Stars:**

**Can Openers and Vegetable Oil**

Please drop donation in HR box at UTD Police Dept. lobby – THANK YOU!
Norma Allen, Director of Employment and Compensation will be leaving UTD on Nov 6.

**Staffing changes effective Nov 9:**

- **Celeste Burnett** - interim role of Director, Employment and Compensation. Departments serviced will be reassigned within E&C, Benefits and ER.

- **Sylvia Smiley** - interim Employment and Compensation Specialist I; Coordinates processes and transactional functions of on-boarding, hiring, and compensation processing.

- **Ellen Ammons** - interim Director of Employee Relations and Talent Development. Oversight of employee relations function and address the needs of our employees around professional development, leadership, and diversity, equity and inclusion.

- **Terry Cartwright** will retire in Aug 2021. Terry will still be providing some programs until his retirement but will have a more limited schedule and availability.

- **Jillian McNally** - interim Talent Development Specialist II; Will work closely with the ER team on core talent development programs.
Still flexible for Spring 2021 semester – **but no guarantees starting June 2021.**

- **All approved remote work location arrangements are considered temporary and will be re-evaluated no later than May 31, 2021.** Supervisors and unit leadership should have conversations with employees as soon as possible to discuss work location expectations as of June 1, 2021 (or before), and/or as campus and unit demands change requiring more employee to perform their duties on campus.

  - **This does not mean all employees will work remotely until June. Some may be asked to return sooner depending on business needs of campus and increased activities.**

  - **A P.O. Box does not qualify as a residence under the remote work guidelines.**
If residing and working outside of Texas for Spring 2021 ONLY

• Out of state location must be pre-approved by supervisor/unit leadership. Business needs and expectations of on campus work will be given priority consideration.

• Any employee (faculty, staff or student) who is residing and performing work outside of Texas for UTD, are required to report out of state residence to UTD via Galaxy (via self-service under Staff Tools).

• UTD will apply all state and local tax and employment requirements of the city and state for which the employee resides and is performing work for UTD. This may result in additional personal or state taxes to the employee, impact the level of coverage of benefits and co-pays/out of pocket expenses, impact FMLA and other leave options, worker’s compensation coverage, and other related laws and regulations.
  – Employees are responsible for being informed and aware of any personal impact to their tax status, employment status, benefit coverage, worker’s compensation coverage, and all other state, local or federal laws or requirements that apply to their out of state address of residence.
Things you need to know....

– If residing and working outside of Texas

• Payroll tax and employment laws may impact you. UTD must abide by the laws and regulations of the state in which the work is performed. May mean additional taxes taken from paycheck.
• FMLA, ACA, Sick Leave, Vacation requirements can change from state to state.
• UTD must register with as an employer with that state for unemployment insurance.

– Impact to employee’s benefit coverage

• UT Health Select insurance area is Texas.
• Out of Texas = out of area coverage; could be higher co-pays or other impact to coverage. Refer to Benefits website.
Immigration status may be impacted if residing and working outside of the DFW area.

• Dept. Homeland Security determines geographical area for residence if on an immigration visa.

Out of state restrictions/requirements do not apply to summer research projects, short term and temporary living arrangements or visits.

• Questions??
Online Employee Tuition Assistance Form

- Online Employee Tuition Assistance Form will be live on November 9th
- Form is accessed through Galaxy
Online Employee Tuition Assistance Form

- The form will populate with:
  - Employee UTD ID
  - Employee Name
  - Supervisor name (per “Reports To” in PeopleSoft)

- Requires:
  - Semester
  - Year
  - Course Information

- Once submitted supervisor will receive an email notification with a link to directly route them to the approver’s page.
• Approver page allows supervisors to:
  – Review completed form
  – Approve or deny (based on eligibility criteria noted in the form)
  – Route form back to employee if additional information is needed
  – Should the form be denied or need additional information, the employee will receive an email notification with a direct link to the approver page with comments
• Employees will be able to track each stage as it is routed through the appropriate departments
• Form submission and approvals are date and time stamped
• When all departments have approved the form, the employee will receive an email notification
UT Dallas is upgrading PeopleSoft Campus Solutions, HCM and FMS
Orion, Gemini HR and Gemini Financials
Upgrade scheduled for Spring 2021

What to Expect
*Different look & feel*
*Tiles*
*Homepages*

Status
• BPAs and Functional teams developing Tiles with OIT Developers
• Testing functionality is underway
• Technical Tools upgrade is included
Livongo: Diabetes Awareness Month
  – Learn more about how Livongo helps members find an easy way to fit health into your life and manage their diabetes.
  – Wednesday, November 4; Noon – 12:30pm
  – Registration: https://www.cvent.com/d/s7qxp7

Omada: A whole new way to get healthy
  – Join this Omada webinar for diabetes awareness month and find out if Omada is a fit for you.
  – Wednesday, November 4; 12:30pm – 1:00pm
  – Registration: https://www.cvent.com/d/57qxpm
Wellness Update

*Airrosti: Health at Your Desk*

- Join Airrosti for an interactive workshop where you’ll learn simple, proven techniques to reduce repetitive strain, improve range of motion, and increase strength.
- Tuesday, November 17, 12:00pm – 12:45pm
- Webinar Registration: [https://go.airrosti.com/scheduler/event/LNSUUUBL4W0](https://go.airrosti.com/scheduler/event/LNSUUUBL4W0)

- Complimentary VIRTUAL 20-Minute Injury Assessment
- Tuesday, November 17, 1:00pm – 3:00pm
- Virtual Visits Registration: [https://go.airrosti.com/scheduler/event/SAZYUUBLH27](https://go.airrosti.com/scheduler/event/SAZYUUBLH27)
Financial Wellness: Basics of financial planning

• Saving vs. Investing
  – How do you get “in the market”? What are the key differences between your personal savings accounts and your investment accounts?
  – November 12, 12:00 – 1:00 PM

• Personal Investing vs. Retirement Planning: The ABC’s of Investing
  – How can I make the most of my personal investment accounts while maintain and contributing to my retirement goals?
  – December 10, 12:00 – 1:00 PM

• Registration is required.
UTSW Mobile Mammography

– Friday, December 11, 8am – 3pm
– Loading zone between Activity Center & SSA
– Call 214.645.2560 or 866.277.0710 with your health insurance information to schedule an appointment
– CDC health & safety guidelines; temp checks & masks required
You made the first sessions a hit... Join us again in November for more of these exciting new series!

In the KNOW: Becoming Part of the UTD Community through Knowledge, Networking, Organization, and Welcome

Designed for new UTD employees, this new four-part series aims to help new employees become better acquainted with the university and prepare them for success and satisfaction in their new role.

Session 2- November 11

EQ Mind and Heart: Emotional Intelligence and Problem Solving

This new two-part series that will explore how we can use emotional intelligence to think systemically and solve problems in our complicated worlds.

Session 2- November 18
Talent Development Opportunities for November and December are Live NOW in LEO

A full list of available courses can be found on our website, https://www.utdallas.edu/hr/training/

Also, be sure to join UTD HR Campus Connection in Teams for all the latest Talent Development news and announcements!
Calling all Readers!

Join the **Reading Roundup Team** to share a recommendation and see what other UTD Community members are reading!

To join, visit the “Teams” tab in MS Teams, click “Join or create team” and enter the code **XK2J8W4**
• 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.