• Welcome
• Work Authorization for Certain F-1 STEM Graduates – Josephine Vitta
• UTS 187 - Rooney Rule
• FY17 Merit Process – Ilyce Murray
• Department Update
Extension of Work Authorization for Certain F-1 STEM Graduates
OPT (Optional Practical Training)

- Temporary employment that directly relates to a student’s major area of study.
- May be during academic program (“pre-completion OPT”) or after completion (post-completion OPT).
- Up to 12 months of OPT at each educational level.
STEM OPT (Science, Technology, Engineering, Mathematics)

- Since 2008, students who completed a qualifying STEM degree have been eligible for a 17 month extension.
- Beginning May 2016, STEM OPT extension period is extended to 24 months.
- The 24 month extension, combined with the initial 12 months, allows certain STEM students up to 36 months of OPT.
STEM OPT Employer Responsibilities

• Implement a formal training program to augment the student’s academic learning through practical experience. Complete the Form I-983, Training Plan for STEM OPT students.

• Report material changes to the employment to the DSO (Designated School Official) within 5 business days.

• Provide an OPT opportunity that is commensurate with similarly situated U.S. workers in duties, hours and compensation.

Note: While F-1s on initial 12 months of OPT may work on volunteer/unpaid basis, this is not allowed on STEM OPT.

• Be prepared for an Immigration and Customs Enforcement (ICE) site visit.
Josephine Vitta
Director, International Student Services Office
josephinek.vitta@utdallas.edu
X4064

*email if you want to receive the Immigration Newsletter- Academic Department Edition sent once per semester.
UTS 187 – Rooney Rule
• UT System
  – Aggressively and affirmatively ramp up efforts to drive equal opportunity and fairness
  – Hiring and promotion process

• Implementing UTS 187 – the Rooney Rule
  – Ensure consideration of qualified women and minorities for every senior level position (Dean and above)
  – Ensure fairness in faculty compensation
  – Plan to close gender gap within five (5) years
The Basics

- Have a written **position description**.
- Offer an interview to **more than one** qualified candidate.
- Interview only **qualified** candidates.
- Final interview pool should include at least **one female, one male and underrepresented group candidates**. (underrepresented minority may count as female or male)
- **Required** for Executive Administrator hires.
- **Strongly encouraged** for Other Senior Administrator hires.
## The Basics – Titles Impacted

<table>
<thead>
<tr>
<th>Executive Administrator</th>
<th>Other Senior Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>A position that performs executive duties + reports directly to President</td>
<td>Associate VP, Assistant VP</td>
</tr>
<tr>
<td></td>
<td>Associate Dean, Assistant Dean</td>
</tr>
<tr>
<td></td>
<td>Department Chair, Assoc. Dept. Chair</td>
</tr>
<tr>
<td></td>
<td>Division Chief, Section Chief</td>
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<tr>
<td></td>
<td>Head coach</td>
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<tr>
<td>Each dean</td>
<td>Other similar administrator</td>
</tr>
<tr>
<td>Other positions designated by President</td>
<td>Other persons designated by President</td>
</tr>
</tbody>
</table>
Underrepresented Groups

- Hispanic or Latino
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Asian
- American Indian or Alaska Native
The Basics – Process

• Contact the Office of Institutional Equity and Compliance (OIEC) when the need for an executive or senior administrator position is determined

• Post position via UTD applicant tracking system (PA7) or search firm*. Contact HR BEFORE engaging with a search firm.

• Post position to ensure outreach to diverse candidates

• Before proceeding with interviewing phase, must have applicant pool reviewed by OIEC

• Rule apply to all vacant or new positions

*search firm must gather demographic information on each candidate and return results to HR and OIEC.
• Work with OIEC to identify recruitment sources
• Post in multiple publications, including, but not limited to *Chronicle of Higher Education*
• Use network to circulate posting to groups whose core membership is females or minorities
FAQ

• Does this rule require us to hire a woman/minority candidate?
  – No. The rule is a call to action requiring that the best effort be made in attracting a more diverse applicant pool that will assist in the selection of a qualified female or minority. We are still committed to hiring the best candidate for the position.

• Is there an exception to the rule?
  – An exception may only be granted when filling an interim or acting appointment; after all outreach efforts have been exhausted; or in rare and compelling situations such as a withdrawal of a candidate or a need for an emergency hire. An exception will rarely be granted and will require written approval from the President AND Executive Vice Chancellor.
Division Update

BENEFITS
New Hire Enrollment via My UT Benefits

It is Live! – Initial Benefits Enrollment for New Hires and Newly Benefits Eligible Effective April 1, 2016

To be successful, we need your help...

- Inform your new hire to enroll via My UT Benefits within 31 days of hire date or benefits eligibility date
- New hire employees and job changes impacting benefits eligibility must be processed timely (within the established timelines)
Join us on our journey to discover how we can achieve a Healthy Financial Future during our career at UT Dallas.

Get on Board!

Retirement Expressway-Lunch & Learn

Retirement Strategies for Women by VALIC
May 11, 2016 at 12:00-1:00 p.m.
Student Union
Galaxy Rooms A&B

Retirement Plans
ORP/TRS
TSA/Roth/DCP

Invite us and we will head your way!
Lunch & Learn on April 18, 2016 @ 12:00-1:00 p.m.
Student Union - Galaxy Rooms A & B (Space is limited)
Lunch available if registered; Register online.

Blue Care Advisor
Once enrolled, you will be assigned a Blue Care Advisor who is a licensed clinician with special training to manage your health condition. Your advisor will work with you and your doctor to make sure you are getting the care you need and help you set and reach your health goals.

Call 1-866-412-8795 to Enroll
Division Update

EMPLOYEE RELATIONS/
ORGANIZATIONAL DEVELOPMENT
Deadlines

• April 7, 2016 if hired before January 1

• June 30, 2016 if hired between January 1 – April 15

NOTE: Teaching Assistant’s (TA’s) will follow same review cycle as employees. Reviews will be submitted to Human Resources.
Questions?

Ellen Ammons, Employee Relations Manager
ellen.ammons@utdallas.edu; Ext. 4633

Marco Mendoza, Director of Employee Relations and Organization Development
marco.mendoza@utdallas.edu; Ext. 4412
Division Update

EMPLOYMENT SERVICES
<table>
<thead>
<tr>
<th>Task</th>
<th>Who Completes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Criminal Background Check</td>
<td>Department requests from Provost Office</td>
</tr>
<tr>
<td>2. Offer / Acceptance</td>
<td>Dean / Department (upon approval from Provost)</td>
</tr>
<tr>
<td>3. eCAT* - (if start date is greater than 28 days, this can be completed first—will need to wait for UTD-ID to be created before the ePAR can be created; otherwise, complete the ePAR first)</td>
<td>Department</td>
</tr>
<tr>
<td>4. ePAR.</td>
<td>Human Resources for all staff hires, RA/TAs, Classified Temporary and Visiting Staff positions.</td>
</tr>
<tr>
<td>New Hires - Email UTD-ID, onboarding instructions, and the link to online “New Employee DayOne Forms”. Schedule onboarding appointment.</td>
<td>Employment Specialist</td>
</tr>
<tr>
<td>6. Rehires - Email onboarding instructions to verify/update online information and submit applicable “In Person” forms to HR. *eCAT, ePAR, must be completed first.</td>
<td>Employment Specialist</td>
</tr>
<tr>
<td>7. Online Forms (Personal Information, I-9, Self-ID)</td>
<td>New Faculty (complete information) Rehire Faculty (verify/update information)</td>
</tr>
<tr>
<td>8. Meet with Employment Specialist to submit I-9 documents, W-4, direct deposit, ACA Acknowledgement Form, DayOne Acknowledgement Form, Prior State Service Verification Form, Selective Service Verification Form (if applicable)</td>
<td>New Faculty</td>
</tr>
<tr>
<td>9. Submit updated above information to Employment Specialist/HR Employment Services.</td>
<td>Rehire Faculty</td>
</tr>
<tr>
<td>10. Notify Department – completion of onboarding process</td>
<td>Employment Specialist</td>
</tr>
<tr>
<td>11. Onboarding Packet to Data Management and HR Records</td>
<td>Employment Specialist</td>
</tr>
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</table>
I-9 Rehires and E-verify

- Human Resources (or designated department representative) will do all I-9 and E-verify for faculty, staff, RA/TA, and temporary hires.

- Employers must use E-Verify for rehired employees. However, E-Verify has special rules for rehired employees who have previously provided a US Passport, US Passport Card, Permanent Resident Card, Alien Registration Receipt Card (Form I-551), Driver’s License, or state ID card for Form I-9 and the document is now expired. In these situations, there are two options:
I-9 Rehires and E-Verify

- If an E-Verify case was never created for this employee, the employee will need to complete a new Form I-9 and create a case in E-Verify.

- If an E-Verify case was previously created for this employee and received an employment authorized result, complete Section 3 of the employee’s previous Form I-9, and do not create a new case for the employee in E-verify. Alternatively, employers may choose to complete a new form I-9 and create a case for the employee in E-Verify.
• What does this mean to rehired employees?
  – A rehired employee will only need to provide I-9 documents if they are completing a brand new form I-9 or have not previously been E-Verified.
  – HR will notify the rehired employee if an appointment needs to be scheduled to complete a new Form I-9 and provide updated documents.
HR has begun the process to automate DayOne.

This process allows new employees to retrieve their net ID and complete the form I-9 and voluntary self-identification, a W-4, verify personal information and enroll in NetID Plus to complete Direct Deposit information.
What is needed to make this work?

- The ePAR must be fully approved for a new employee to be able to retrieve their Net ID and log onto Galaxy.

- HR is requesting a minimum of 5 days between the day the offer is extended and person begins employment. This is requested to allow the ePAR to be submitted and routed through all approvals.
• What are the benefits?
  – Allows the new hire to have computer access and a current job record on DayOne.
  – Allows new hire to begin their Benefits elections earlier.
  – Benefits can view their role at UTD and process their record in a timely manner.
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<td>Human Resources</td>
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<td>PRR for temporary positions that were not posted in PA 7.</td>
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Q & A

Next Month: April 6, 2016, TI Auditorium (ECSS 2.102)