Agenda

- Welcome
- FLSA Update
- Department Update
FAIR LABOR STANDARDS ACT
FINAL RULE (UPDATE)
Phase I: To ensure compliance with new regulations
- List has been sent to Deans/VPs of the impacted jobs
- Employees will receive questionnaire today
- After employee completed Section I, they should send to their managers to complete Section II.
- Questionnaire is due July 18th.
- HR will apply three test to determine FLSA status
  – Salary basis
  – Minimum weekly salary
  – Job duties
Things to keep in mind...

• All positions in the same job code will have the same exempt or non-exempt status, no matter the annual salary paid to a particular employee (i.e. all AAII’s will either be exempt or non-exempt, event though some may be paid $47,476/yr or more).

• Only the duties of the position are considered under the job duties test; not based on performance of those duties.

• Exempt positions that do not meet the conditions under all three test will become non-exempt no later than December 1, 2016.

• Those who change to non-exempt status will switch to the non-exempt timesheet no later than December 1, 2016.

• Non-exempt employees who work more than 40 hours in a work week will earn comp time or be paid overtime. Working overtime or earning comp time must be pre-approved by supervisor.

• Non-exempt employees are responsible for accurately recording all hours worked and use of leave on their timesheet.

• Managers are responsible for monitoring hours worked
  – May adjust/flex work schedule during the same work week so the employee does not work more than 40 hours
• Phase II: Build sustainable compensation program that maintains compliance
  • Identified jobs that have the same title but perhaps different functions.
  • Employees will complete the same questionnaire as in Phase I.
  • Some jobs may require reclassification.
Tools and Training

• FLSA Toolkit – under development on the HR website
  – Will include DOL information, definitions and updates
  – Training dates

• Training
  – General information to departments. Please contact Ilyce or Betty to schedule.
  – Manager-specific training
  – Employee-specific training
Things to keep in mind...

• Questions?

• Call
  – Ilyce Murray – Director of Employment Services
  – Betty Burns – Compensation Analyst
  – Colleen Dutton – Associate VP

A special note:
There is a lot of work to do with limited time and staff available to meet the December 1 deadline and keep the daily trains running on time; please be patient with us during this critical process.

Thank you!
Division Update

BENEFITS
Benefits and Wellness Fair

- Benefits and Wellness Fair - July 18 @ 9:00-4:00
- Student Union – Galaxy Rooms A, B & C
- Theme: Sports = Benefits for Life “PEP” Rally
  - P – Promote Fitness
  - E – Educate on Health and Benefits
  - P – Plan for Financial Future
- Activities: Massage; PhotoBooth; Sports games
  - Comet Spirit – TEMOC, Dancers and Cheerleaders
  - Blue Bear (BCBSTX); Zumba; Nutritious & Healthy Shopping; Safety Tips; Food & much more...
- Presentations – What is New and Wellness
AE Benefits Presentations/Meetings

- Facility – Spanish Session (Training Room)
  July 8, 2016 from 10:30-12:00
- Center for Vital Longevity (Boardroom, 8th floor)
  July 19 from 12:00-3:00
- JSOM (SM 1.508) – July 19, 11:00-3:00
- Callier Center (Dallas) - Room TBD
  July 20 from 1:00-4:00
- ECS (ECSS 3.503)
  July 21 from 11:00 to 3
- School of Arts & Humanities (JO 4.122)
  July 27 – 11:00 a.m. to 3:00 p.m.
• TRS Rate Change from 7.2% to 7.7% effective 9/1/16
• Medical Rates increase to 5.5%
• Dental Plus Plan Rates increase to 5.7%
• No Evidence of Insurability (EOI) for Life Insurance up to 3x salary
• No Payroll Deductions for Long Term Care effective 9/1/16
• Concurrency Enrollment for new hires in July through August
  – New hires must be entered by August 18 to be included with Eligibility file
  – Last UT System Benefits Eligibility file will be sent August 19
  – Online Enrollment through My UT Benefits will be available for Annual Enrollment and Initial Enrollment for those who are posted in the system
  – For Emergency enrollment, employees may contact the Benefits Office
• Black-out period for FY benefits processing-8/19-9/23 (approx.)
• Benefits Express - Tentative for August 18-19 - Location TBD
Upcoming Wellness Events

• **Financial Wellness Lunch & Learn**
  August 1, 2016 from 12:00-1:00; Galaxy A & B
  Fidelity – Preparing Your Savings for Retirement

• **Mobile Mammography Unit – August 4th**
  8:00 a.m. – 4:00 p.m. (Location – TBD)

• **Airrosti Lunch & Learn - “We’ve got your back”**
  Interactive “light exercise” and informational
  August 17, 2016 from 12:00-1:00
  Galaxy Room A (SU 2.602)

• **Departmental/Campus Lunch & Learns invitation**

• **Flu Clinics (campus-wide) – October 31 and November 1**

*Limited Spaces for all events, registrations will be required.*
Division Update

EMPLOYEE RELATIONS/
ORGANIZATIONAL DEVELOPMENT
Assist in the implementation of various PeopleSoft modules and other reporting capabilities.

The “Reports To” field refers to an employee’s supervisor.

- Supervisor is defined as:
  “the individual responsible for the daily activity of non-student employee’s, has the authority, or provides significant input to hire, terminate, discipline and evaluate employees, is responsible for the employee’s work and actions and approves use of leave (sick/vacation).”

- Hiring Proposals now have a section where this information can be entered.
Performance Appraisals

Deadlines

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

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
• HR will submit all ePARs for brand new or rehired RA/TAs.
• RA/TA Spreadsheets were emailed last week. If you have not received one, please email kellyanderson@utdallas.edu
• You only need to submit the RA/TAs who are brand new or who are showing as terminated in PeopleSoft.
• Please return your spreadsheets by July 18th.
Employment Express

All sessions will be held at FO 2nd Floor Atrium

- August 1st from 9:00 AM – 4:00 PM
- August 12th from 9:00 AM – 11:00 AM
- August 19th from 1:30 PM – 3:30 PM
- August 24th from 9:00 AM – 11:00 AM
- August 25th from 1:30 PM – 3:30 PM
ISSO Orientation

- For international RA/TAs, HR will have a table at each ISSO orientation that will allow RA/TAs to complete paperwork during that time.
- Social Security offer letters will be issued at this time.
- The sessions are:
  - August 3rd from 10:00 – 11:00
  - August 9th from 10:00 – 11:00
  - August 17th from 10:00 – 11:00
• Change to Field:

Recruitment Advertising Sources
(contact Employment Specialist for current pricing)
Q & A