OFFICE OF HUMAN RESOURCES
HR FORUM

December 6, 2017
Agenda

• Sexual Harassment & Discrimination Policy

• Department Updates
Sexual Harassment & Discrimination

Zero Tolerance!
**Defining Discrimination**

*Discrimination happens when people are treated unfairly because of their:*

<table>
<thead>
<tr>
<th>Protected Categories:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Race</td>
<td>Age</td>
</tr>
<tr>
<td>Color</td>
<td>Disability</td>
</tr>
<tr>
<td>Religion</td>
<td>Genetic Information</td>
</tr>
<tr>
<td>Sex (including Pregnancy)</td>
<td>Veteran Status</td>
</tr>
<tr>
<td>National Origin</td>
<td>Sexual Orientation</td>
</tr>
<tr>
<td>Gender Identity</td>
<td>Gender Expression</td>
</tr>
</tbody>
</table>

**At UT Dallas:**

Gender Expression
A Complaint of discrimination, sexual harassment or retaliation may be filed with the Office of Institutional Equity and Compliance.

Contact should be made as soon as possible; in most cases this will be within 30 calendar days.

**Informal Resolution**: Informal resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. No formal investigation is involved in the informal resolution process.

**Formal Complaint**: A complaint alleging discrimination or harassment must be submitted to the Office of Institutional Equity and Compliance.
• **Sexual Harassment:** Unwelcome conduct of a sexual nature including but not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly a term or condition of a person's student status, employment, or participation in University activities; such conduct is sufficiently severe or pervasive that it interferes with an individual's education, employment, or participation in University activities, or creates an **objectively hostile environment**; or such conduct is intentionally directed towards a specific individual and has the effect of **unreasonably interfering** with that individual's education, employment, or participation in University activities, or creating an intimidating, hostile, or offensive environment.
Some examples:

1. Physical contact of a sexual nature including touching, patting, hugging, or brushing against a person's body;
2. Explicit or implicit propositions or offers to engage in sexual activity;
3. Comments of a sexual nature including sexually explicit jokes, statements, questions, or anecdotes, remarks of a sexual nature about a person's clothing or body or about sexual activity or speculation about sexual experience;
4. Exposure to sexually oriented materials, graffiti, pictures or posters;
5. Physical interference with or restriction of an individual's movements.
Anti-Retaliation Policy

- Retaliation is unfair
- Retaliation is unproductive
- Retaliation is destructive
- Retaliation is ILLEGAL
Preponderance of the Evidence: The greater weight of the credible evidence. Preponderance of the evidence is the standard for determining allegations of sexual misconduct under this Policy. This standard is satisfied if the action is deemed more likely to have occurred than not.
Contact the Office of Institutional Equity & Compliance:

**Heather Dragoo, JD**  
Director, Institutional Equity & EEO  
(972) 883-5203 or  
Heather.Dragoo@utdallas.edu

**Brandy Davis, JD**  
Director Title IX Initiatives/Deputy Title IX Coordinator  
(972)883-4549  
bxdd151930@utdallas.edu

http://www.utdallas.edu/oiec/
If you are not satisfied with the internal resolution of your complaint you have options:

**Texas Workforce Commission**
(TWC) Civil Rights Division about employment discrimination:
888-452-4778 (in Texas only) or 512-463-2642 (Austin area and out-of-state);
[http://www.twc.state.tx.us/jobseekers/employee-rights-laws](http://www.twc.state.tx.us/jobseekers/employee-rights-laws)

**Equal Employment Opportunity Commission (EEOC):**
Dallas District Office
207 S. Houston Street, 3rd Floor
Dallas, TX 75202 or [http://www.eeoc.gov/employees/](http://www.eeoc.gov/employees/)

**Office for Civil Rights**
U.S. Department of Health and Human Services
1301 Young Street, Suite 1169
Dallas, TX 75202
Phone: (800) 537-7697
FAX: (214) 767-0432

*The date of discrimination must have occurred within the last 180 days from the date you are submitting the complaint.*
Division Update

BENEFITS
Retiree Insurance Deductions

• Pursuant to House Bill 4035, effective January 1, 2018, the out-of-pocket premiums for retirees can be deducted from TRS Retirees’ annuity checks
• Deduction will begin for the February 2018 coverage period for those who opted to deduct their insurance payments from their TRS annuity check
• UT Retirees will be notified by UT System Office of Employee Benefits and send them a Form to complete
• Election is lifetime unless their annuity is not sufficient to cover their benefits
• New Retirees will be provided with an option and form at the time of retirement by the Benefits Office
We are working on preparing the Form 1095-Cs for 2017. Watch for updates on your email and/or Intercom in January.

Help us remind employees to make sure that their addresses are correct and inform us of changes to their names and social security numbers.

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**Form 1095-C for 2017**

**Part II Employee Offer of Coverage**

<table>
<thead>
<tr>
<th>Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offered</td>
<td>$</td>
<td>$</td>
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<td>$</td>
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<td>$</td>
</tr>
</tbody>
</table>

**Part III Covered Individuals**

<table>
<thead>
<tr>
<th>Covered Individuals</th>
<th>SSN or other TIN</th>
<th>Covered All 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of covered individual</td>
<td>17</td>
<td>☐</td>
</tr>
<tr>
<td>18</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>19</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>20</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>21</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>22</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Health Trails Winners

Congratulations! You are receiving this email because you completed the Health Trail challenge.

Dear Health Trails Participant Winners!

Thank you for completing the UT System Fall Activity Challenge — Health Trails. Join us on December 7, 2017, at the Student Union Mall Wall (located north of the misting fountain) to pick up your rewards. Distribution will be from 11:30 a.m. to 1:30 p.m.

To be eligible for the rewards, you must have completed the challenge of logging 200 virtual miles within the 4 week challenge (by logging steps, sleep, and water consumption on a daily basis).

LivingWell make it a priority
The University of Texas System
2018 Financial Wellness

- Financial Wellness Seminars/Webinars from Approved vendors throughout the year
  (we need your feedback on topics)
- Departmental Financial Wellness – contact Marita Yancey x2127 if you want to have a Financial Wellness Day (Lunch & Learn) for your department (no more than 2 per year); pick your vendor and topic; we will work with you and the vendors
- Financial Wellness Seminars/Training must be coordinated with the Benefits Office to comply with the UT System Vendor Solicitation Guidelines.
Benefits Administrator

Official Introduction

Sumi Shrivastava, Benefits Administrator, joined the HR Benefits Team on June 7, 2017.

Sumi can help with the following:
- Benefits Counseling
- Insurance Plans
- Retirement Plans

Sumi Shrivastava
Benefits Administrator

sumi.s@utdallas.edu
972.883.5151
AD 2.208
Mail Stop AD 10
Kasia Yakel, Benefits (Leave) Analyst joined the HR-Benefits Team on November 28, 2017.

Kasia can help with the following:
• Leave policy and procedures
• Sick and vacation leave accrual and balances
• Transfer of State sick leave and vacation balances
• Vacation Payout
• Sick Leave payout for deceased employees

katarzyna.yakel@utdallas.edu
972.883.5343
AD 2.208
Mail Stop AD 10
Division Update

EMPLOYEE RELATIONS/
ORGANIZATIONAL DEVELOPMENT
New Team Member

Janette Bell
Employee Relations Manager

Janette can help with the following:
• Coaching
• Performance Improvement Plans
• ADA Accommodations
• Performance Appraisals
• Performance Management
• Involuntary/Voluntary Process

Janette.Bell@utdallas.edu
972.883.2224
AD 2.208
Mail Stop AD 10
Manager Self Service

- Basic Functionality
- Up-to-Date Data in “Reports To” Field is Critical
- Send Updates to: EmployeeRelations@utdallas.edu
Manager Self Service

- Login to Galaxy
- Manager Self Service
  Perform Manager Tasks

Orion Self-Service
Use these links to perform school related activities.
- Orion Student Center
- Applicant Center
- Scholarship Applications
- Campus Finances
- Admissions Forms Folder
- Schedule Planner
- Register Add Drop
- Class Schedule
- Your Enrollment Appointment
- View My Grades
- EZPAY - View / Pay Bills
- Orion - Setup Short Term Loan
- Order Official Transcript

Time and Absence
Time and absence entry and reporting.
- Timesheet
- No Leave to Report - NTR
- Overtime/Comp Time Request
- Payable Time Detail
- Absence Request History
- Approve Submitted Timesheets
- UTD Timesheet - View & Approve
- Manager Delegation
- Manager Pages

Manager Self Service
Perform Manager Tasks
- View Employee Personal Info

LEO
Learning & Education Organizer
- Find Available Training
- Unenroll/View Training Summary
- Record Professional Training

Staff Tools
Perform administrative tasks. Review and update personal information.
- Personal Information
- Voluntary Self-Identification
- Payroll and Compensation
- Benefits
- Gemini Financials, Self Srvcs
- Forms
- Absence Balances
- View Paychecks
## View Employee Personal Information

### Employee Selection Criteria

Select the employee whose job and personal information you want to review. You will be able to process only those employees that report to you as of the date entered on this page.

### Employee Reporting as of 12/04/2017

- **Marco Mendoza's employees**

<table>
<thead>
<tr>
<th>Select</th>
<th>Name</th>
<th>Empl ID</th>
<th>Job</th>
<th>Empl Status</th>
<th>HR Status</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Ellen Ammons</td>
<td></td>
<td>1</td>
<td>Active</td>
<td></td>
<td>00021327</td>
</tr>
<tr>
<td>Select</td>
<td>Janette Bell</td>
<td></td>
<td>0</td>
<td>Active</td>
<td></td>
<td>00010777</td>
</tr>
<tr>
<td>Select</td>
<td>Terry Cartwright</td>
<td></td>
<td>0</td>
<td>Active</td>
<td></td>
<td>00012721</td>
</tr>
<tr>
<td>Select</td>
<td>Akanksha Nayyar</td>
<td></td>
<td>0</td>
<td>Active</td>
<td></td>
<td>00027188</td>
</tr>
<tr>
<td>Select</td>
<td>Karen Lowman</td>
<td></td>
<td>1</td>
<td>Active</td>
<td></td>
<td>00014656</td>
</tr>
<tr>
<td>Select</td>
<td>Muhammad Sohail</td>
<td></td>
<td>2</td>
<td>Active</td>
<td></td>
<td>00014657</td>
</tr>
<tr>
<td>Select</td>
<td>Sujit Jahagirdar</td>
<td></td>
<td>1</td>
<td>Active</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return to Manager Self Service
**Employee Information**

Jane Doe

### Personal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl ID</td>
<td>0000000000</td>
</tr>
<tr>
<td>Position</td>
<td>Human Resources Group Manager</td>
</tr>
<tr>
<td>Job Code</td>
<td>C09510</td>
</tr>
<tr>
<td>Company</td>
<td>University of Texas at Dallas</td>
</tr>
<tr>
<td>Business Unit</td>
<td>UT Dallas</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>First Start Date</td>
<td>09/08/2014</td>
</tr>
<tr>
<td>Department</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Location</td>
<td>Default Location</td>
</tr>
<tr>
<td>Regular/Temporary</td>
<td>Regular</td>
</tr>
<tr>
<td>Full/Part Time</td>
<td>Full-Time</td>
</tr>
</tbody>
</table>

### Additional Information

- Home and Mailing Addresses
- Email Addresses
- Phone Numbers
- Emergency Contacts

- Birthday
- Training
• Data Represents Service at UT Dallas Only.

• Used for Calculation of Service for UT Dallas Service Awards.

• This Data is **Not** Used to Calculate Retirement Eligibility, Longevity, Vacation Accruals or State Service.
Employee Service Award Page

- Manager Self Service
  - Perform Manager Tasks
  - View Employee Personal Info

- LEO
  - Learning & Education Organizer
  - Find Available Training
  - Unenroll/View Training Summary
  - Record Professional Training

- Staff Tools
  - Perform administrative tasks. Review and update personal information.
  - Personal Information
  - Voluntary Self-Identification
  - Payroll and Compensation
  - Benefits
  - Gemini Financials, Self Srvcs
  - Forms
  - Absence Balances
  - View Paychecks

- Login to Galaxy
- Staff Tools
  - Personal Information
### My Menu

<table>
<thead>
<tr>
<th>My Menu</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Information</strong></td>
<td></td>
</tr>
<tr>
<td>Personal Information Summary</td>
<td>Review a summary of your personal information.</td>
</tr>
<tr>
<td>Home and Mailing Address</td>
<td>Review and update your home and mailing addresses.</td>
</tr>
<tr>
<td>Phone Numbers</td>
<td>Add or update phone numbers, or specify your primary phone number.</td>
</tr>
<tr>
<td>Email Addresses</td>
<td>Add or update your email addresses.</td>
</tr>
<tr>
<td>Emergency Contacts</td>
<td>Add or update your emergency contact information.</td>
</tr>
<tr>
<td>Marital Status</td>
<td>Update your marital status.</td>
</tr>
<tr>
<td>Name Change</td>
<td>Review or update your name information.</td>
</tr>
<tr>
<td>Complete and Submit I-9 Form</td>
<td>Complete and submit an electronic-based I-9 Form</td>
</tr>
</tbody>
</table>

- **Employee Service**
  - Employee’s UTD Service record

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*This is a screenshot of the Employee Service Award Page from UT Dallas.*
Employee Service

John Doe

Below you will find information regarding your UT Dallas Service Award status.

According to our records, you have 4 years and 10 months of service. If you agree with the information, click the yellow “I agree” button. If you disagree, please provide detailed information as to why. A member of the Human Resources team will respond via the portal.

Thank you for your continued contributions to the success of UT Dallas.

Service

Years

4.83

Enter your comments and click Submit to save

Comments entered here by the employee will be responded to by Employee Relations.
New Performance Appraisal Form

• Can Be Used for:
  • Classified & A&P
  • Supervisory & Non-Supervisory

• Same Rating System as Previous Form

Final Edits in Process

Join us for Upcoming Training! Find classes in LEO.
Division Update

EMPLOYMENT SERVICES
New Team Members

Nina Ray
Compensation Analyst

Nina can help with:

- Responds to compensation@utdallas.edu
- Manages PRRs
- Manages job descriptions and pay plan
- Special projects as assigned

n.ray@utdallas.edu
972.883.3511
AD 2.102
Mail Stop AD 10
New Team Members

Jane Ann Layton
HR Coordinator

Jane Ann can help with:

- Responds to employmentservices@utdallas.edu
- Assist Employment Specialists
- Assists with Onboarding

jane.layton@utdallas.edu
972-883-4632
AD 2.208
Mail Stop AD 10
Hired as an RA/TA/GA for 2018 Spring semester?

Attend one of the following sessions (appointment not required):

### DECEMBER 2017

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>December 5, 2017 Administration Building AD 3.108A 1:30pm - 3:30pm</td>
<td>December 6, 2017 Administration Building AD 3.108A 1:30pm - 3:30pm</td>
<td>December 7, 2017 Administration Building AD 3.108A 1:00pm - 2:00pm</td>
<td>December 8, 2017 Administration Building AD 3.108A 1:30pm - 3:30pm</td>
</tr>
<tr>
<td></td>
<td>December 12, 2017 Administration Building AD 3.108A 3:00pm - 4:00pm</td>
<td>December 13, 2017 Administration Building AD 3.108A 12:00pm - 3:00pm</td>
<td>December 14, 2017 Administration Building AD 3.108A 1:30pm - 3:30pm</td>
<td>December 15, 2017 Administration Building AD 3.108A 1:30pm - 3:30pm</td>
</tr>
<tr>
<td></td>
<td>December 18, 2017 Administration Building AD 3.104 1:30pm - 3:30pm</td>
<td>December 19, 2017 Administration Building AD 3.108A 1:30pm - 3:30pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### JANUARY 2018

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>January 3, 2018 Administration Building AD 3.104 1:30pm - 3:30pm</td>
<td>January 4, 2018 Administration Building AD 3.108A 1:00pm - 2:00pm</td>
<td>January 5, 2018 Administration Building AD 3.108A 1:30pm - 3:30pm</td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE BRING:**

- Fully completed paperwork (All attachments from the email must be completed in blue or black ink)
- Direct deposit information (i.e. voided check or bank deposit form)
- Original I-9 documents* (Showing proof of identity and eligibility to work in the U.S.)
- Original social security card (Visit the link below if you do not have a SSN)

Questions? E-mail: employmentservices@utdallas.edu  
*For more details, visit: [http://www.utdallas.edu/hr/employment/new/rata/](http://www.utdallas.edu/hr/employment/new/rata/)
Don’t forget! Send your list to your Employment Specialist!!!
Changes in Immigration Program

• Federal guidelines and programs are changing daily.
  – Changes will be posted to the HR website as we are made aware.

• Internal changes
  – Increased security when distributing J-1 DS-2019
  – Communication from department regarding change in program dates
  – New visa management software
  – New forms and guidance coming soon.
March 1 request

- Due no later than 1/19/2018
- You may send in request prior to the deadline
- The March 1 cycle has not yet been confirmed.
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.
- jobs@utdallas.edu – issues relating to jobs including access to PA7 and job postings.
- visashr@utdallas.edu – issues relating to jobs 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.
- hcm-timereporting@utdallas.edu – issues relating to timereporting.
- loa@utdallas.edu – questions relating to long-term leaves.
- 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.