Congratulations!
We look forward to having you as part of the UTD family!

This packet includes the answers to some of the most frequently asked questions. If you have additional questions, contacts for the administrative office are listed below.

Your new mailing address is:

[Recipient’s Name]
School of Arts & Humanities
THE UNIVERSITY OF TEXAS AT DALLAS
800 West Campbell Road, Mail Station JO31
Richardson, TX 75080

Administrative Contacts

These are the main contacts in the dean’s suite that will be assisting before you arrive at UTD.

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Title</th>
<th>Email/Phone</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dennis M. Kratz</td>
<td>Dean</td>
<td><a href="mailto:dkratz@utdallas.edu">dkratz@utdallas.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>972-883-2984</td>
<td></td>
</tr>
<tr>
<td>Beth Young</td>
<td>Assistant to the Dean</td>
<td><a href="mailto:b2young@utdallas.edu">b2young@utdallas.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>972-883-2984</td>
<td></td>
</tr>
<tr>
<td>Dena Davis</td>
<td>School Fiscal Officer</td>
<td><a href="mailto:dena.davis@utdallas.edu">dena.davis@utdallas.edu</a></td>
<td>Finance Questions (including payroll, relocation procedures, and ordering new office equipment)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>972-883-2985</td>
<td></td>
</tr>
<tr>
<td>Lisa Lyles</td>
<td>Travel Coordinator</td>
<td><a href="mailto:Lisa.lyles@utdallas.edu">Lisa.lyles@utdallas.edu</a></td>
<td>Travel Coordination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>972-883-6780</td>
<td></td>
</tr>
</tbody>
</table>

The forms which are required to setup your UTD computer and email accounts are attached. Please fill in the yellow highlighted areas, sign where indicated, and mail the originals to:

Dena Davis
School of Arts & Humanities
THE UNIVERSITY OF TEXAS AT DALLAS
800 West Campbell Road, Mail Station JO31
Richardson, TX 75080
When does the fall semester begin?

The fall semester usually starts in mid-August. The exact dates are listed in the academic calendar which can be found on the UTD home page, www.utdallas.edu (the link is on the right side of the screen). The School of Arts and Humanities holds a faculty meeting on the day before fall classes begin.

When do I receive my first paycheck?

Faculty are paid a 9-month salary. You may choose to have your annual salary paid to you over 12 months, but unless you make this election before August 31, it will be paid over 9 months.

Your official employment dates for the academic year are September 1 – May 31. This means your first pay check will be issued on October 1st. If you choose to receive your 9-month salary over 9 months, your last pay check will be issued on June 1st. If you choose the 9-over-12 option, your last pay check for the academic year will be issued on September 1st.

**Please note, fall classes usually begin in mid-to-late August.

How do I select the 9-over-12 option?

Payroll will email a form to all faculty in July each year. The form will also be provided at new faculty orientation. Simply complete the form and return it to payroll by the date indicated on their memo.

If you do not receive the memo, contact Payroll for a copy of the form. It is imperative that you make this election prior to August 31, and then verify your first pay stub to ensure that your pay is being handled the way you prefer. Do not make any assumptions regarding this; contact payroll to make sure you understand the process. (These are options for which the School Fiscal Officer and administrative assistants in A&H do not have any access or authority, however they can point you in the right direction.)

When do I get paid if the first of the month falls on the weekend?

Checks are issued on the first business day of the month. If the first day of the month is on a Saturday, Sunday or holiday, checks will be issued the first business day after. Typically there is little impact on direct deposits.
When does my insurance coverage begin?

Your insurance coverage will begin on your first day of employment. You will attend an HR orientation during your first month, at which you will be given more information on insurance benefits and retirement options. The date for the HR orientation will be emailed to you once it is scheduled.

Where can I find more information on the insurance benefits that UTD offers?

You will receive more information at the new employee orientation; however, if you would like to review the handbook prior to your orientation date, it is located online at: http://www.utsystem.edu/benefits/employees/.

How do I get reimbursed for relocation expenses?

Provision of relocation expenses varies with budget availability. If your employment offer includes a relocation allowance, please see attached UT-Dallas Moving Guidelines. Please contact Dena Davis with any additional questions.

How do I set up my UTD computer account?

Once an employment offer has been accepted, you'll be contacted by either Beth Young or Dena Davis regarding an email account and computer access.