• Cynthia Brown – Career Center Update
• Josephine Vitta – ISSO Update
• Peoplesoft 9.2 Update
• HR Department Updates
Comet Cupboard Food Drive

3rd Annual
Cereal, Peanut Butter and Jelly
Food drive for the Comet Cupboard!

November 1-30

Our goal is to collect 1200 items to stock the Comet Cupboard and help our students in need.

All donations appreciated—Thank You!

Drop off locations:
HR offices Admin Building suite 2.208
SPN suite 1.127

For large amounts, please call x5327 to arrange pick up.

Sponsored by the Office of Human Resources
## Staff Introductions

<table>
<thead>
<tr>
<th>Mary Rogers</th>
<th>Laurie Manning</th>
<th>Cameron Woods</th>
<th>Cynthia Brown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Assistant</td>
<td>Admin Assistant</td>
<td>Coordinator</td>
<td>Associate Dir.</td>
</tr>
<tr>
<td>Job Offers</td>
<td>Onboarding</td>
<td>Work Study</td>
<td>ePar Approvals</td>
</tr>
<tr>
<td>Background Checks</td>
<td>Record Retention</td>
<td>Handshake Administration</td>
<td>Alumni Account Approvals</td>
</tr>
<tr>
<td>Issue Resolution (WS, Timesheet, etc.)</td>
<td>Scanning Hiring Packet to Payroll</td>
<td>Career Peer Educators</td>
<td>Office Management</td>
</tr>
</tbody>
</table>
This handbook is a guide for both students and department AA’s, Hiring Managers and Supervisors.

This handbook identifies the process steps and guidelines for hiring student employees.
Handshake

- Guides and resources
  - Handshake University
- Templates
- Additional Trainings
16,754
Registered Student Users

47%
Login Rate
Additional Training Opportunities

• Webex Series

• All-inclusive training

• Address common questions and best practices
Career Center

Hiring Process
Student Employment
Hiring Proposal

This letter is to clarify the status of the following student. This student has received an offer or is currently employed by the University of Texas at Dallas department listed below.

If you have any questions, please contact the Student Employment Coordinator, at 972-883-2943

Section 1: Employer and Student Contact Information

Department Name:
Employer Identification Number: 761303506
Contact Name:
Contact Email:
Student Name:
Student UT Dallas Email:

The Criminal Background Check MUST accompany this form. Have the student fill out the top portion before submitting.

Section 2: Job Information

Position Title:
Job Code:
Department number:
Cost Center:
Prefered Start Date:
End Date:
Hourly Wage Rate:
Hours per week:
Handshake Job ID:
Additional Contact Person:
Supervisor's Name:
Title:
Phone:

Employer Signature:

Date:

Social Security #:____________
Driver’s License - State & #:

Date of Birth: (MM/DD/YYYY):

Gender: Male
Female

Veteran: Yes
No

Race: Hispanic
Asian/Pacific Islander
African American
American Indian/Alaska Native

Ethnicity: Other

Martial Status: Single
Married

Local Emergency Contact:

Highest Level Education Completed:

Bachelor’s Degree:

Major:

Address:

City:
State:
Zip:
County:

Date of Residency (MM/DD/YYYY):

I hereby authorize UT Dallas to conduct a background check on the above applicant to determine if the applicant is a qualified candidate for employment within the criminal background check. I understand that UT Dallas and its agents and employees, and all persons, agencies and other authorized personnel may report about me, including the information agency from all reliable sources have the knowledge of this information to UT Dallas. I hereby authorize the release of any and all information to UT Dallas, which may be necessary or required to determine my qualifications for employment. I understand that all data is stored in a manner as to be maintained and protected in a secure manner, consensually making it subject to confidentiality agreements. I understand that a disclosure of the results of my application, or information obtained for the purpose of my application, does not offer the same protections as a disclosure of a separate criminal background check. I understand that any false statements, false information, or false statements made in any application for employment or any other written data filled out by myself or another, if any, is subject to the federal and state laws and regulations. I understand that I am bound by the Federal and State laws and regulations, which are included in this statement. I understand that all data is stored in a manner as to be maintained and protected in a secure manner, consensually making it subject to confidentiality agreements. I understand that any false statements, false information, or false statements made in any application for employment or any other written data filled out by myself or another, if any, is subject to the federal and state laws and regulations. I understand that I am bound by the Federal and State laws and regulations, which are included in this statement.

Applicant/Employee Signature:

Date:

THIS SECTION TO BE COMPLETED BY THE EMPLOYING DEPARTMENT

Applicant/Employee Status:

Faculty
Staff
Student

Department Name:

Department Phone Number:

Department Contact:

Date:

Signature:

The University of Texas at Dallas is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, pregnancy, age, veteran status, genetic information or sexual orientation.
The Process

1. Post the Job in Handshake
2. Interview Student
3. Select a Finalist
4. Submit Hiring Proposal and CBC
5. Hiring Request is Processed
6. Offer letter is emailed to student
7. Student onboarding in Career Center
8. E-verify completed
9. Student is able to begin working
10. Payroll initiates ePar
11. Student timesheet available via Galaxy
Future Projects

Student Employment Week
- Second week of April
- April 8th-12th

Supervisor and Manager Training
- Review hiring processes, work-study, etc.

New Student Employment Pamphlet
- Information guide for students and parents

On Campus Job Fair
- Fall 2019, more information soon
Thank You!

studentemployment@utdallas.edu
International Student Updates/Reminders

Elisabeth (Lissa) Walker & Josephine Vitta
Updates/Reminders

• Current Statistics
• Employment
• Admits
• Graduation
# Current F-1 Statistics

<table>
<thead>
<tr>
<th></th>
<th>Fall 207</th>
<th>Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Enrolled F-1 International Students</td>
<td>6027</td>
<td>5312</td>
</tr>
<tr>
<td>Total Sponsored Alumni (OPT/STEM OPT)</td>
<td>3686</td>
<td>4469</td>
</tr>
<tr>
<td></td>
<td>9713</td>
<td>9781</td>
</tr>
</tbody>
</table>
Current International Student Statistics

- Top countries:
  - India
  - China
  - Taiwan
  - South Korea
  - Vietnam
  - Iran
F-1 Student Employment

• On-Campus Employment

1. Work on the school premises, employed by the university

2. Work on the school premises, employed by on-campus commercial firms (..on-location commercial firms which provide [direct] services for students on campus, such as the school bookstore or cafeteria.”)

3. Work done at off-campus locations, but treated as on-campus. ("at an off-campus location which is educationally affiliated with the school...")
• On Campus Employment Limitations/Special Issues
  – New students cannot begin work more than 30 days before classes start
  – 20 hour per week limit while school is in session (my work ‘full-time’ when school is not in session or during summer)
  – Employment must end by last day of finals in graduating term (unless they will be starting a new degree in the next semester, or have approved OPT authorization)
  – Only available to students issued a UT Dallas I-20 (not concurrently enrolled students)
F-1 Student Employment

- CPT (Curricular Practical Training)
  - Internship style employment
  - Is available for on-campus internships
  - Must enroll in internship class and meet other requirements
  - Depending on length, may allow student to enroll less than full time
• OPT/STEM OPT (Optional Practical Training)
  – Generally for Alumni, 12-36 months after graduation
  – Can be employed on campus (OPT can be paid/unpaid, STEM OPT must be paid); however, per HR, should not be engaged in ‘volunteer’ work on campus
### Non-Immigrant Ability to Work and Study

There are dozens of U.S. visa categories. The following are the most commonly found at UT Dallas among the student population. For information about international faculty and researchers, contact the Human Resources department.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Degree Study Allowed</th>
<th>Campus Work Allowed</th>
<th>Proof of Work Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-1/B-2</td>
<td>Tourist or business traveler</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>F-1</td>
<td>Student</td>
<td>Yes</td>
<td>Yes</td>
<td>F-1 status (valid I-20)</td>
</tr>
<tr>
<td>F-1 OPT</td>
<td>Student</td>
<td>No</td>
<td>Yes</td>
<td>USCIS Employment Authorization Document (EAD)</td>
</tr>
<tr>
<td>F-2</td>
<td>Dependent</td>
<td>Yes, Less Than Full Time</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>
• International students must be ready to begin their degree program; cannot just do pre-requisites their first semester
Admitted Students Update/Reminders

- I-20 application process is now electronic. No more emailed or paper applications.

Welcome to the iComet Services Login Page

- Log in below to access the iComet student portal.
- Once you are in iComet, use the green menu on the left.

Welcome to the iComet Services Login Page

- View and update information on file
- Submit electronic form (e-form) requests

Limited Access (coming soon)
Admitted Students Update/ Reminders

• I-20s being sent by express mail at ISSO expense. Departments may still pick up I-20s if they wish.
Admitted Students Update/ Reminders

• Financial Affidavit will be updated soon/ impact on award letters

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F. Determine your estimated expenses. Below is a list of the estimated annual costs of attendance, living expenses (based on shared housing and use of public transportation), and health insurance. You must provide financial certification of these minimum amounts as a part of the I-20 request process. These estimates are subject to change without prior notice; the exact costs of attendance will vary by student and will be determined at the point of course registration. For dependents: Please see page 3. You will need to add $3000 for your spouse and $3000 for each child, per year plus the cost of health insurance.

<table>
<thead>
<tr>
<th></th>
<th>General</th>
<th>With UT Dallas Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate Students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition, 12 Credit Hours per Semester</td>
<td>$29,858</td>
<td>$11,728</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$15,932</td>
<td>$15,832</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$2,335</td>
<td>$2,335</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$48,023</td>
<td>$29,895</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Graduate Students</strong></th>
<th>General</th>
<th>With UT Dallas Research or Teaching Assistantship, or Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, 9 Credit Hours per Semester</td>
<td>$25,452</td>
<td>$13,116</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$16,034</td>
<td>$16,034</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$2,335</td>
<td>$2,335</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$43,821</td>
<td>$31,485</td>
</tr>
</tbody>
</table>
Prospective student advising available
Graduation Updates/Reminders

• International students must apply for graduation by the 30th day of classes to maintain their status.

• International students who apply for graduation and later find that they will not graduate should email ISSO/update their I-20 before the last day of finals for the term.

• F-1 and J-1 students must continue to be full-time enrolled or make program completion preparations, such as applying for OPT, even if their academic department has granted an in absentia filing.
Want to get more updates?

• Email ISSOCurrent@utdallas.edu if you want to be added to:
  – Monthly Immigration Newsletter (geared towards students), and/or
  – Quarterly Immigration News – Academic Department Edition
Thank you!
PEOPLESOF 9.2 UPDATE
UT Dallas is upgrading PeopleSoft HCM and FMS
*Gemini HR and Gemini Financials*
*Upgrade scheduled for Spring 2019*

<table>
<thead>
<tr>
<th></th>
<th>CURRENT</th>
<th>FUTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleSoft Application</td>
<td>9.1</td>
<td>9.2</td>
</tr>
<tr>
<td>PeopleTools (technical tools for OIT developers)</td>
<td>8.55.12</td>
<td>8.56</td>
</tr>
</tbody>
</table>

What to Expect
*Different look & feel*
*Upgrade existing functionality first*
*Bells & whistles to follow in stages*

Status
- UTD Developers and consultants completed retrofits
- BPAs and Functional teams testing since late July
- 1st round of testing ended September 7
- 2nd round of testing started October 8
- Look and feel different
  - Classic, Classic Plus, Fluid – keeping all available Classic/Classic Plus
    - Fluid - the bells & whistles (tiles, some navigation on right rather than left, enhanced functionality, etc)
  - Example: TIMESHEET – Reported time & absence requests in grid
Navigation to Timesheet

Time and Absence
Time and absence entry and reporting.

Web Clock- Punch IN/OUT
Timesheet
No Leave to Report - NTR
Overtime/Comp Time Request
Payable Time Detail
Absence Request History
Approve Submitted Timesheets
UTD Timesheet - View & Approve
Approve Payable Comp Time
Manage Delegation
Manager Pages
Time Administrator Pages
Reports
No Leave to Report NTR (aka “The Green Button”)

Christina Sharpling
HRIS Manager

Empl ID 2010201083
Empl Record 0
Timesheet

By clicking the green "Submit" button, you are certifying that no leave (Sick, Vacation, Jury Duty, Bereavement, etc) was taken during the month shown:

August 2018

SUBMIT
No Leave to Report NTR (aka “The Green Button”)

Christina Sharpling
HRIS Manager

Empl ID 2010201083
Empl Record 0

By clicking the green “Submit” button, you are certifying that no leave (Sick, Vacation, Jury Duty, Bereavement, etc) was taken during the month shown:

August 2018

SUBMIT
### Timesheet

**Christina Sharpling**  
**Job Title:** HRIS Manager  
**Employee ID:** 2010201083  
**Empl Record:** 0

**Reported Hours:** 0.00  
**Previous Week:**  
**Next Week:**  
**No Leave To Report**

#### From Sunday 09/30/2018 to Saturday 10/06/2018

<table>
<thead>
<tr>
<th>Sun 9/30</th>
<th>Mon 10/1</th>
<th>Tue 10/2</th>
<th>Wed 10/3</th>
<th>Thu 10/4</th>
<th>Fri 10/5</th>
<th>Sat 10/6</th>
<th>Total Hours</th>
<th>Time Reporting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Reported Time Status

<table>
<thead>
<tr>
<th>Date</th>
<th>Reported Status</th>
<th>Total TRC</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Absence Events

**Absence Name:**  
**Reason:**  
**Unit Type:**  
**Details:**  
**Status:**  
**Approval Monitor:**  
**Source:**  
**Comments:**  
**Cancel:**

**Start Date:**  
**End Date:**  
**Absence Take:**

**Add Absence Event**

#### Absence Entitlement Balances

<table>
<thead>
<tr>
<th>Entitlement Name</th>
<th>Balance as of 09/02/2018</th>
<th>From</th>
<th>To</th>
<th>Accrual Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>5.75 Hours</td>
<td>09/01/2018</td>
<td>09/30/2019</td>
<td>Year to Date</td>
</tr>
<tr>
<td>Vacation</td>
<td>55.75 Hours</td>
<td>09/01/2018</td>
<td>09/30/2019</td>
<td>Year to Date</td>
</tr>
</tbody>
</table>

**Save for Later**  
**Submit**
**FUTURE Exempt Timesheet**

From Saturday 09/01/2018 to Sunday 09/30/2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Reported Status</th>
<th>Total</th>
<th>TRC</th>
<th>Description</th>
<th>Comments</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/03/2018</td>
<td>Approved</td>
<td>8.00</td>
<td>DAAMV</td>
<td>Vacation (Absence)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/04/2018</td>
<td>Approved</td>
<td>8.00</td>
<td>DAAMS</td>
<td>Sick (Absence)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/10/2018</td>
<td>Approved</td>
<td>8.00</td>
<td>DAAMS</td>
<td>Sick (Absence)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/11/2018</td>
<td>Approved</td>
<td>8.00</td>
<td>DAAMV</td>
<td>Vacation (Absence)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/13/2018</td>
<td>Approved</td>
<td>2.00</td>
<td>DAAMV</td>
<td>Vacation (Absence)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/13/2018</td>
<td>Needs Approval</td>
<td>16.00</td>
<td>JUR</td>
<td>Jury/Witness Duty, Subpoena</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Click the exception clock from specific date or click the Exceptions tab

<table>
<thead>
<tr>
<th>Date</th>
<th>Exception ID</th>
<th>Exception Source</th>
<th>Status</th>
<th>Exception Severity</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/13/2018</td>
<td>TLX00460</td>
<td>Timesheet</td>
<td>Unresolved</td>
<td>Low</td>
<td>The quantity reported (16) is outside the minimum or maximum limits specified for the TRC (JUR).</td>
</tr>
</tbody>
</table>

Update Exception
# CURRENT Non-exempt Timesheet

**Timesheet**

**Ngoc Nguyen**  
Job Title: Benefits Analyst  

**Employer ID:**  
Emp ID:  
Emp ID:  

**Reported Hours:**  
0.00

**Dates:**  
09/30/2019  

**From 09/30/2018 to 10/06/2018**

<table>
<thead>
<tr>
<th>Comments</th>
<th>Day</th>
<th>Date</th>
<th>Status</th>
<th>IN</th>
<th>Meal Out</th>
<th>In</th>
<th>OUT</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sun</td>
<td>9/30</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mon</td>
<td>10/1</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tue</td>
<td>10/2</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wed</td>
<td>10/3</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thu</td>
<td>10/4</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fri</td>
<td>10/5</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat</td>
<td>10/6</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Leave and Compensatory Time Balances**

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Recorded Balance</th>
<th>Minimum Allowed</th>
<th>Maximum Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time</td>
<td>STRAIGHT</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Comp Time</td>
<td>PREMIUM</td>
<td>10.59</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Absence Events**

**Absence Take**

<table>
<thead>
<tr>
<th>*Start Date</th>
<th>End Date</th>
<th>Absence Name</th>
<th>Reason</th>
<th>Unit Type</th>
<th>Details</th>
<th>Status</th>
<th>Approval Monitor</th>
<th>Source</th>
<th>Comments</th>
<th>Cancel</th>
<th>Edit</th>
</tr>
</thead>
</table>

**Absence Entitlement Balances**

**Current Balances**

<table>
<thead>
<tr>
<th>Entitlement Name</th>
<th>Balance as of 09/22/2018**</th>
<th>From</th>
<th>To</th>
<th>Accrual Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>607.75 Hours 09/01/2018</td>
<td>09/01/2019</td>
<td>Year to Date</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>352.50 Hours 05/01/2018</td>
<td>09/01/2019</td>
<td>Year to Date</td>
<td></td>
</tr>
</tbody>
</table>

**Disclaimer:** The current balance does not reflect absences that have not been processed.

---

**Save for Later**  
**Submit**  
**Approve**  
**Deny**  
**Push Back**
Timesheet

Ngoc Nguyen
Benefits Analyst

Employee ID: 2010488317
Empl Record: 0

View By: Week
Date: 09/09/2018

Reported Hours: 0.00

From 09/09/2018 to 09/15/2018

<table>
<thead>
<tr>
<th>Add Comments</th>
<th>Day</th>
<th>Date</th>
<th>Reported Status</th>
<th>IN</th>
<th>Meal Out</th>
<th>In</th>
<th>OUT</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sun</td>
<td>9/9</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mon</td>
<td>9/10</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Tue</td>
<td>9/11</td>
<td>New</td>
<td></td>
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<tr>
<td></td>
<td>Wed</td>
<td>9/12</td>
<td>New</td>
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<td>Thu</td>
<td>9/13</td>
<td>New</td>
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</tr>
<tr>
<td></td>
<td>Fri</td>
<td>9/14</td>
<td>New</td>
<td></td>
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<td></td>
<td>Sat</td>
<td>9/15</td>
<td>New</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Buttons:
- Save for Later
- Submit
- Clear

Summary | Leave / Compensatory Time | Absence | Exceptions
## Leave/Compensatory tab

### Timesheet for 09/09/2018 to 09/15/2018

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
<th>IN</th>
<th>Meal Out</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>09/09</td>
<td>Approved</td>
<td>7:00 AM</td>
<td>1:00 PM</td>
<td>1:30 PM</td>
<td>10:45 PM</td>
<td>16.25</td>
<td>REG - Regular Salaried Hours Worked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>09/10</td>
<td>Approved</td>
<td>12:00 PM</td>
<td>4:00 PM</td>
<td></td>
<td></td>
<td>4.00</td>
<td>JUR - Jury/Witness Duty, Subpoena</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>09/11</td>
<td>Approved</td>
<td>8:00 AM</td>
<td>11:00 AM</td>
<td>1:00 PM</td>
<td>6:30 PM</td>
<td>8.50</td>
<td>REG - Regular Salaried Hours Worked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>09/12</td>
<td>Approved</td>
<td>8:30 AM</td>
<td>11:30 AM</td>
<td>1:30 PM</td>
<td>7:30 PM</td>
<td>9.00</td>
<td>REG - Regular Salaried Hours Worked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>09/13</td>
<td>Approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BRV - Bereavement Leave</td>
<td>4.00</td>
<td>09/13</td>
</tr>
<tr>
<td>Fri</td>
<td>09/14</td>
<td>Approved</td>
<td>8:30 AM</td>
<td>11:30 AM</td>
<td>1:30 PM</td>
<td>10:30 PM</td>
<td>12.00</td>
<td>REG - Regular Salaried Hours Worked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat</td>
<td>09/15</td>
<td>New</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Leave and Compensatory Time Balances

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Plan</th>
<th>Recorded Balance</th>
<th>Minimum Allowed</th>
<th>Maximum Allowed</th>
<th>View Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time</td>
<td>PREMIUM</td>
<td>4.00</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comp Time</td>
<td>STRAIGHT</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Return to Select Employee]
Absence tab

### Absence Events

<table>
<thead>
<tr>
<th>Select</th>
<th>Start Date</th>
<th>End Date</th>
<th>Absence Name</th>
<th>Duration</th>
<th>Details</th>
<th>Status</th>
<th>Approval Monitor</th>
<th>Source</th>
<th>Cancel</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>05/17/2018</td>
<td>05/21/2018</td>
<td>Vacation</td>
<td>40.00</td>
<td></td>
<td>Approved</td>
<td>Approval Monitor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Absence Event

### Approval

Approve  Deny  Push Back

### Absence Entitlement Balances

<table>
<thead>
<tr>
<th>Entitlement Name</th>
<th>Balance as of 11/31/2018</th>
<th>From</th>
<th>To</th>
<th>Annual Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>850.25 Hours</td>
<td>09/1/2018</td>
<td>09/31/2018</td>
<td>Year to Date</td>
</tr>
<tr>
<td>Vacation</td>
<td>370.00 Hours</td>
<td>09/1/2018</td>
<td>09/31/2018</td>
<td>Year to Date</td>
</tr>
</tbody>
</table>
Benefitfocus

• UT System Office of Employee Benefits modernized eligibility and enrollment system
  – UT Dallas is a pilot campus for academic institutions
  – Kick-off began October 15, 2018
  – Plan Go Live Date – March 18, 2019
  – Employee Communication

• Things we need to consider at UT Dallas:
  – Employee data integrity, accuracy and timeliness of employee changes to ensure employees’ benefits are accurate based on file we submit to UT System (new hires, terminations, FTE changes, position changes, etc.)
  – Process improvement (timeliness and accuracy) in processing data in the PeopleSoft HR/Payroll system is critical. This applies to all areas that touches the employees’ data (HR, Payroll, Budget and Departments).
  – Keep in mind that new hires, rehires and newly eligible has 31 days to enroll from the date of the event
Employer-Provided Health Insurance Offer and Coverage (Benefits W-2)

• 1095-C Forms due to employees by January 31, 2019 (unless delayed by the Internal Revenue Services)
• Employee Consent due by January 13, 2019 – watch your email
UT System Office of General Counsel (Omar Seyed) clarified that employees may choose to have their vacation balance paid out or transferred, if the transfer to another state agency occurs WITHIN 30 days.

Implementation of OGC Recommendation by December 1 – Process Change

• Time Admins to ask the employee if they wish for immediate payout or to wait.
• Make note in the comments section of the e-par
• If employee indicates they wish to wait - changes mind before the 30 days is up - from waiting to immediate payout – proceed with payout
• If employee indicates they want immediate payout
  – changes mind and balance is ALREADY paid – too late; already paid
  – changes mind and balance is NOT YET paid – too late; payroll already notified
• If employee does not indicate
  – Wait 30 days
  – Susan (Leave Analyst handling payout) to coordinate with Kasia (Benefits Admin who responds to outgoing prior service requests and will have to provide balances if any for transfer)
  – Susan (Leave Analyst) will notify employee when payout is submitted to Payroll

Note: Process will be discussed at Time Admin Meeting
Absence & Extended Absence

• Time Admin Meeting at ECS 2.102 TI Auditorium
  – November 13, 2018 at 1:30 p.m. (Webex available)

• Extended Absence Module Implementation
  – Online Absence Request for FMLA Medical
  – HR is working through the PS 9.2 Changes and workflow
  – Pilot Departments Roll-out – April 2019
  – Campus wide – June 2019 (if Pilot is successful)
Wellness Update

• Yo Ho Ho - UT Fall Physical Challenge  Completed
  – UTD came in 2\textsuperscript{nd} for Medium Institutions (279)
  – Email will be sent this week for those eligible for the prizes (earned 120 coins)
• Great American SmokeOut -Tobacco Cessation Event
  – November 15 @ 11:30-1:30 – Chess Plaza
• UTSW Mobile Mammography
  – November 28, Lot T (North of Residence Hall North)
• Right This Weigh - coming soon
  – Registration begins January 2
Benefits Team

Marita M. Yancey, Director (x2127)

Benefits Administrators
Insurance, Retirement, Longevity

Sumi Shrivastava–x5151
Nora Pena – x4559
Kasia Yakel– x5343

FMLA & Parental Leave,
Sick Leave Pool, LOA

Celeste Burnett – x2131
Leave Administrator

Absence Management
Vacation & Sick Leave

Susan Lerry – x5338
Benefits (Leave )Analyst

Reporting, Funding and Billing

Thi Nguyen – x2605
Benefits Analyst

HRIS & Technical Support

Tina Sharpling – x4132
HRIS Manager

Employee Wellness Program

Taylor Tran, Manager – x2072
Sanjana Sanakaran, Assistant

Email: benefits@utdallas.edu
Division Update

EMPLOYEE RELATIONS/
ORGANIZATIONAL DEVELOPMENT
Division Update

EMPLOYMENT SERVICES
General Updates

• Planning for Spring RA/TA Employment Express

• After six (6) months a posting should be closed and reposted. The PRR is current for 1 year

• Interim DayOne process

• In order to process H-1Bs they must be received no later than 12/01
Q & A
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.