WELCOME

Colleen Dutton, Chief Human Resources Officer
• Colleen Dutton
  – Human Resources
• Silvia Perez
  – Impact on Work Visa
• Josephine Vitta and Lauren Kobee
  – TA/RA Financial Support Documents
• Marco Mendoza
  – Performance Appraisals
• Dr. Reda Bernoussi and Tina Sharpling
  – PeopleSoft 9.2 Update
• Marita Yancey
  – Benefits Updates
• Taylor Tran
  – Upcoming Wellness Events
The Office of Human Resources

Mission:
To enable the success of others.

What we do should help others be their best at what they do best.
A Value Added HR Department:

- **Makes it easier for people to get their job done.** Reduces unnecessary roadblocks that derail the flow of teaching, research, and service to students.

- **Proactively partners with schools and divisions on recruitment and retention activities** that will recognize and develop high performers, and in anticipating future staffing needs.

- **Promotes competitive pay and benefits** that are of value to faculty and staff. Provides ongoing benefits education so employees fully utilize and understand the total rewards offered at UTD.

- **Partners with schools and divisions to raise the performance standards across campus** to encourage and support positive employee relations and career development.

- **Develops faculty and staff leaders** to advance the strategic plan of UTD.

- **Serves as a role model for customer service excellence.**
HR Administration

- Provide leadership and strategic direction to HR team to meet the needs and expectations of campus colleagues
- Advocate, educate, and collaborate for a positive employment experience for all UTD employees
- Coordinate executive searches
- Policy and procedure review and development

Chief Human Resources Officer (CHRO)
Colleen Dutton - x2130

Admin Assistant II
Carol Kidwell – x5327

Temporary HR Project Manager
Darren Nelson – x2157

- Manages office administration task for HR department; coordinates HR budget
- Admin support for CHRO
- Special Projects

- Manages project based initiatives for HR
- Assists with daily tasks in functional areas to keep things moving
Coaching on performance management for all employees
- Coaching & counseling on dispute resolution
- Guidance and coaching on corrective action; performance Improvement Plans
- Disability Accommodations
- Voluntary/Involuntary Termination Process

Leadership Development Programs
- Organizational Development Assessment
- Organizational Development Strategy
- Specialized Departmental Training

Customer Service Training
- Managers Training
- New Employee Orientation
- Supervisor Training

Employee Relations Manager
Ellen Ammons x4633

Employee Relations Manager
Janette Bell x2224

Manager of Training & Organizational Development
Terry Cartwright x5328

Training Specialist
Karen Casey x5232
Benefits

Marita M. Yancey, Director – x2127

Benefits Administrators
Assist employees with various benefit issues; process request and interface with OEB

- Sumi Shrivastava – x5151
- Nora Pena – x4559
- Kasia Yakel – x5343
- Pearl Gutierrez – x4632

Coordinates absence management process for vacation & sick Leave for faculty and staff

- Leave Administrator
  - Celeste Burnett – x2131

Coordinates reporting, funding and billing of retiree benefits

- Benefits (Leave) Analyst
  - Susan Lerry – x5338

Manages and provides technical support for HCM Modules; data pulls

- Benefits Analyst
  - Thi Nguyen x 2605

Coordinates Employee Wellness Program

- HRIS Manager
  - Tina Sharpling – x4132

Email: benefits@utdallas.edu
Employment Services

Vacant, Director  x5153

- Coordinates full cycle hiring process for staff
- Monitors for compliance, equity, best practices
- Offers guidance on job descriptions and comp
- On-boarding of new faculty and staff, RA/TAs
- Job fairs

- Manages comp structure for staff positions (EEOC/AAP)
- Reviews job descriptions, new positions, reclass, promo
- Performs market salary reviews, job audits, works with S/D leadership on reorganizations/position changes

- Monitors for compliance, equity, best practices
- Offers guidance on job descriptions and comp

- Works closely with Emp Spec and Comp Analyst
- Coordinates transactional component of hiring process post job offer and performs initial comp review

- Scan records in to OnBase
- Verification of previous state employment

Employment Specialists
Evla “Evelie” Giddings – x3561
Nancy Joseph – x2219
Aniesha McClinton – x5336

Compensation Analyst II
Bian Philip – x5311

Employment Specialist – Immigration
Silvia Perez – x2129

HR Coordinator II
Sylvia Smiley – x3511

HR Records Technician
Robbie Rocheleau – x4109
Key HR Projects for 2019

- Create HR strategic plan for 2019-2023
- Revise HR website and HR Forums
- Policy and procedure updates
- Benefitfocus and PS 9.2 upgrade (Spring 2019)
- Hire Director Employment Services and Compensation Analyst
  - Review, revise and refine processes and approach
- HR to focus on fundamentals
  - What we are doing and why? Is there a better way?
The Office of Human Resources has moved!

Administration Building - 3rd Floor East Wing
Suite 3.108

Stay tuned for Open House in March!
Silvia Perez, Employment Specialist Immigration

EMPLOYMENT
IMMIGRATION
5 things that impact a work visa

1. Decrease in pay or FTE
   • Any decrease in pay requires us to notify Labor Department.
   • Any variance in FTE requires us to notify Homeland Security.

2. Change in job description and position
   • Any change in job duties or position change must be notified to Labor Department and Homeland Security.

3. Unpaid Leave of absence
   • Department of Labor and Homeland Security must be notified that our visa employee will not be receiving a check.

4. Getting honorariums from anyone but UTD
   • J-1 and H-1B visas are employer specific and the employee can not be paid by anyone else ever while on the visa.

5. Doing an extra position at UTD
   • Homeland Security must be notified that a person is doing another job in addition to or instead of the one they were hired to do when the visa was first filed.
Notify Silvia Perez immediately for any change. (Silvia.Perez1@utdallas.edu) or call ext. 2129.

It is required of UTD when a change happens to:

- The department must complete a new request for the visa to refile with Department of Homeland Security.
- The department is responsible for payment of additional filing fees.
F-1/J-1 Assistantship Information

Lauren Kobee
Josephine Vitta
Estimated Expenses

• Immigration documents for incoming F-1 students require proof of funds sufficient for one year of estimated expenses.

• Immigration documents for incoming J-1 students require proof of funds sufficient for the entire length of the program.
Effective March 1 for Fall 2019 –Summer 2020 Admits

<table>
<thead>
<tr>
<th>Undergraduate students</th>
<th>Non-Resident (Variable)*</th>
<th>With UT Dallas Scholarship (Guaranteed)**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, 12 credit hours per semester</td>
<td>$41,093</td>
<td>$15,706</td>
</tr>
<tr>
<td>Living Expenses**</td>
<td>$16,424</td>
<td>$16,424</td>
</tr>
<tr>
<td>Health Insurance***</td>
<td>$2,072</td>
<td>$2,072</td>
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<tr>
<td>Total</td>
<td>$59,589</td>
<td>$34,202</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate students</th>
<th>Non-Resident (Variable)*</th>
<th>With UT Dallas Research or Teaching Assistantship, or Scholarship (Guaranteed)**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, 9 credit hours per semester</td>
<td>$29,484.00</td>
<td>$16,153.00</td>
</tr>
<tr>
<td>Living Expenses***</td>
<td>$16,626.00</td>
<td>$16,626.00</td>
</tr>
<tr>
<td>Health Insurance****</td>
<td>$2,072.00</td>
<td>$2,072.00</td>
</tr>
<tr>
<td>Total</td>
<td>$48,182.00</td>
<td>$34,851.00</td>
</tr>
</tbody>
</table>
Impact of Dates

• Assistantship for Fall 2019 and Spring 2020
  =>10 months (often covers full remaining balance)

• Assistantship from August 16, 2019 to December 31, 2019 (Fall 2019 term) and from January 1, 2020 until May 15, 2020
  => 9 months (student often needs to have additional funds)
It is my pleasure to inform you that you are being offered a Teaching Assistantship for the Spring 2019 and Fall 2019 terms from the Computer Science Department of the University of Texas at Dallas. The amount of your award will be $1,850.00 a month and will run January 1, 2019 to May 15, 2019 (Spring 2019 term), and August 16, 2019 to December 31, 2019 (Fall 2019 term). You are also eligible to receive a tuition waiver that covers the cost of your UTD tuition for 9 credits per spring semester. You should understand that this assistantship is offered to you in order to complete your studies in Computer Science and it is dependent upon budget approval and satisfactory performance. Subject to budgetary constraints, you can expect your appointment to be renewed in subsequent semesters provided you make substantial and satisfactory progress toward your degree.

<table>
<thead>
<tr>
<th>Graduate students</th>
<th>With UT Dallas Research or Teaching Assistantship, or Scholarship (Guaranteed)**</th>
<th>Student needs to show:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, 9 credit hours per semester</td>
<td>$16,153.00</td>
<td>$0</td>
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<tr>
<td>Living Expenses***</td>
<td>$16,626.00</td>
<td>($24)</td>
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<tr>
<td>Health Insurance****</td>
<td>$2,072.00</td>
<td>$2,072</td>
</tr>
<tr>
<td>Total</td>
<td>$34,851.00</td>
<td>$2,048</td>
</tr>
</tbody>
</table>
Call or E-mail with questions.
Thanks!
972-883-4189
ISSOCurrent@utdallas.edu
Marco Mendoza, Director of Employee Relations and Organizational Development

EMPLOYEE RELATIONS/
ORGANIZATIONAL DEVELOPMENT
Performance Appraisal

Upcoming Training

• February 26, 2019 – 10:00
• March 7, 2019 – 10:00

Register via LEO in Galaxy.
Appraisals Due:

– April 5, 2019 for current staff and faculty who worked for UT Dallas in 2018

– June 29, 2019 for staff and faculty who began or will begin employment with UT Dallas in 2018, between January 1 – April 15
Dr. Reda Bernoussi, Associate Controller, Financial Management Services
Tina Sharpling, HRIS Manager

PEOPLESOFHT 9.2 UPGRADE
Agenda

• Project Schedule
• Project Status Updates
  • UTSIS
  • OIT
  • Functional Teams
  • Issues
  • Overall Status
• Approval of Change Requests
• Other Updates
• Risk Register
### Move-To-Production Path

#### UTD PeopleSoft 9.2 Move to Production

<table>
<thead>
<tr>
<th>Initial Pass</th>
<th>Test Move to Production Pass</th>
<th>Final Move to Production Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Source</strong></td>
<td><strong>Target</strong></td>
<td><strong>Source</strong></td>
</tr>
<tr>
<td>HCM 9.2</td>
<td>Copy of Production</td>
<td>New Upgraded copy of</td>
</tr>
<tr>
<td>FMS 9.2 Demo</td>
<td>HCM 9.1</td>
<td>Production 9.2</td>
</tr>
<tr>
<td>Copy of</td>
<td>Upgraded Copy of</td>
<td></td>
</tr>
<tr>
<td>Production</td>
<td>9.2</td>
<td></td>
</tr>
<tr>
<td>HCM 9.1</td>
<td>FMS 9.1</td>
<td></td>
</tr>
<tr>
<td>FMS 9.1</td>
<td></td>
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</tr>
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</table>

9.2 System Data & Objects
Project Timeline
# Move-To-Production 1st Pass

<table>
<thead>
<tr>
<th>Milestones and Deliverables</th>
<th>Owner</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Application Changes</td>
<td>Oracle Labs</td>
<td>6/8/2018</td>
</tr>
<tr>
<td>Move-to-Prod Initial Pass</td>
<td>Oracle Labs</td>
<td>6/22/2018</td>
</tr>
<tr>
<td>FSCM 9.2 Environment Delivery to UTD (initial pass)</td>
<td>UTSIS</td>
<td>6/22/2018</td>
</tr>
<tr>
<td>HCM 9.2 Environment Delivery to UTD (initial pass)</td>
<td>UTSIS</td>
<td>6/22/2018</td>
</tr>
<tr>
<td>FSCM 9.2 Environment Delivery to BPA (initial pass)</td>
<td>UTD_FSCM_Technical, UTD_HCM_Technical</td>
<td>7/30/2018</td>
</tr>
<tr>
<td>HCM 9.2 Environment Delivery to BPA (initial pass)</td>
<td>UTD_FSCM_Technical, UTD_HCM_Technical</td>
<td>7/30/2018</td>
</tr>
<tr>
<td>BPA Testing</td>
<td>UTD_BPA</td>
<td>8/3/2018</td>
</tr>
<tr>
<td>Functional Testing</td>
<td>UTD_FSCM_Functional, UTD_HCM_Functional, UTD_BPA</td>
<td>9/7/2018</td>
</tr>
<tr>
<td>Issue Resolution</td>
<td>UTD_FSCM_Technical, UTD_HCM_Technical, UTD_BPA, UTSIS</td>
<td>9/7/2018</td>
</tr>
</tbody>
</table>
# Move-To-Production 2\textsuperscript{nd} Pass

<table>
<thead>
<tr>
<th>Milestones and Deliverables</th>
<th>Owner</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Move-to-Prod Second Pass</td>
<td>Oracle Labs</td>
<td>9/14/2018</td>
</tr>
<tr>
<td>FMS 9.2 Environment Delivery to UTD (second pass)</td>
<td>UTSIS</td>
<td>9/17/2018</td>
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<tr>
<td>HCM 9.2 Environment Delivery to UTD (second pass)</td>
<td>UTSIS</td>
<td>9/17/2018</td>
</tr>
<tr>
<td>FMS 9.2 Environment Delivery to BPA (second pass)</td>
<td>UTD_FMS_Technical UTD_HCM_Technical</td>
<td>10/8/2018</td>
</tr>
<tr>
<td>HCM 9.2 Environment Delivery to BPA (second pass)</td>
<td>UTD_FMS_Technical UTD_HCM_Technical</td>
<td>10/8/2018</td>
</tr>
<tr>
<td>BPA Testing</td>
<td>UTD_BPA</td>
<td>10/12/2018</td>
</tr>
<tr>
<td>Functional Testing</td>
<td>UTD_FMS_Functional UTD_HCM_Functional UTD_BPA</td>
<td>11/30/2018</td>
</tr>
<tr>
<td>Issue Resolution</td>
<td>UTD_FMS_Technical UTD_HCM_Technical UTD_BPA UTSIS</td>
<td>11/30/2018</td>
</tr>
</tbody>
</table>
# Move-To-Production 3rd Pass

<table>
<thead>
<tr>
<th>Milestones and Deliverables</th>
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</thead>
<tbody>
<tr>
<td>Move-to-Prod Third Pass</td>
<td>Oracle Labs</td>
<td>11/30/2018</td>
</tr>
<tr>
<td>FMS 9.2 Environment Delivery to UTD (third pass)</td>
<td>UTSIS</td>
<td>12/3/2018</td>
</tr>
<tr>
<td>HCM 9.2 Environment Delivery to UTD (third pass)</td>
<td>UTSIS</td>
<td>12/3/2018</td>
</tr>
<tr>
<td></td>
<td>UTD_HCM_Technical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UTD_BPA</td>
<td></td>
</tr>
<tr>
<td>FMS 9.2 Environment Delivery to BPA (third pass)</td>
<td>UTD_FMS_Technical</td>
<td>1/7/2019</td>
</tr>
<tr>
<td></td>
<td>UTD_HCM_Technical</td>
<td></td>
</tr>
<tr>
<td>HCM 9.2 Environment Delivery to BPA (third pass)</td>
<td>UTD_FMS_Technical</td>
<td>1/7/2019</td>
</tr>
<tr>
<td></td>
<td>UTD_HCM_Technical</td>
<td></td>
</tr>
<tr>
<td>BPA Testing</td>
<td>UTD_BPA</td>
<td>1/11/2019</td>
</tr>
<tr>
<td>Functional UAT</td>
<td>UTD_FMS_Functional</td>
<td>2/22/2019</td>
</tr>
<tr>
<td></td>
<td>UTD_HCM_Functional</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UTD_BPA</td>
<td></td>
</tr>
<tr>
<td>Issue Resolution</td>
<td>UTD_FMS_Technical</td>
<td>2/22/2019</td>
</tr>
<tr>
<td></td>
<td>UTD_HCM_Technical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UTD_BPA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UTSIS</td>
<td></td>
</tr>
<tr>
<td>Go Live Decision</td>
<td>All</td>
<td>2/27/2019</td>
</tr>
<tr>
<td>Cutover</td>
<td>All</td>
<td>3/11/2019</td>
</tr>
</tbody>
</table>
Project Status Update

- Minor FMS, HCM, and Portal (Galaxy) Issues
- New Timesheet Look and Feel
Green = On Target: good general progress and project tasks on schedule
Yellow = At Risk: issues have been identified that may impact tasks and/or deliverables
Red = Problematic: critical issues have been identified and need to be addressed immediately
Important Dates to Remember

- 01/14/2019  Began Functional Testing (UAT/3\textsuperscript{rd} Pass)
- 02/08/2019  Code Freeze for Enhancements
- 02/22/2019  Complete Functional Testing (UAT/3\textsuperscript{rd} Pass)
- 02/27/2019  Go/No-Go Decision
- 03/08/2019  Start Cutover to Production
- 03/11/2019  Go-Live
Questions
UT Dallas is upgrading PeopleSoft HCM and FMS

*Gemini HR and Gemini Financials*

*Upgrade scheduled for March 2019*

**What to Expect**

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

**Status**

- 1st round of testing started late July
- 2nd round of testing started October 8
- 3rd round of testing started January 7
- Look and feel different
  - Classic, Classic Plus, Fluid – keeping all available Classic/Classic Plus
    - Fluid - the bells & whistles
  - 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
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
CURRENT Exempt Timesheet

Timesheet

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

*View: Week
*Date: 09/30/2018

No Leave To Report

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

<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 Entitlement 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>5.75 Hours 09/01/2016</td>
<td>09/31/2019</td>
<td>Year to Date</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>50.75 Hours 09/01/2016</td>
<td>09/31/2019</td>
<td>Year to Date</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Reported Status</td>
<td>Total</td>
<td>TRC</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------</td>
<td>-------</td>
<td>------</td>
<td>------------------------</td>
</tr>
<tr>
<td>09/03/2018</td>
<td>Approved</td>
<td>8.00</td>
<td>DAAMV</td>
<td>Vacation (Absence)</td>
</tr>
<tr>
<td>09/04/2018</td>
<td>Approved</td>
<td>8.00</td>
<td>DAAMS</td>
<td>Sick (Absence)</td>
</tr>
<tr>
<td>09/10/2018</td>
<td>Approved</td>
<td>8.00</td>
<td>DAAMS</td>
<td>Sick (Absence)</td>
</tr>
<tr>
<td>09/11/2018</td>
<td>Approved</td>
<td>8.00</td>
<td>DAAMV</td>
<td>Vacation (Absence)</td>
</tr>
<tr>
<td>09/13/2018</td>
<td>Approved</td>
<td>2.00</td>
<td>DAAMV</td>
<td>Vacation (Absence)</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>
</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>
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<tbody>
<tr>
<td>09/13/2018</td>
<td>TLX00450</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>
# CURRENT Non-exempt Timesheet

**Ngoc Nguyen**  
**Job Title:** Benefits Analyst

**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>
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<th>Quantity</th>
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<tbody>
<tr>
<td></td>
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<td>09/30</td>
<td>New</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/4</td>
</tr>
<tr>
<td></td>
<td>Fri</td>
<td>10/05</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/5</td>
</tr>
<tr>
<td></td>
<td>Sat</td>
<td>10/06</td>
<td>New</td>
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<td></td>
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<td></td>
<td>10/6</td>
</tr>
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</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>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time</td>
<td>STRAIGHT</td>
<td>0.09</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Comp Time</td>
<td>PREMIUM</td>
<td>10.59</td>
<td>0</td>
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</tbody>
</table>

### Absence Events

<table>
<thead>
<tr>
<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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Absence Entitlement 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>09/01/2018</td>
<td>09/31/2019</td>
<td>Year to Date</td>
</tr>
<tr>
<td>Vacation</td>
<td>352.50 Hours 05/01/2018</td>
<td>05/01/2018</td>
<td>09/31/2019</td>
<td>Year to Date</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**
# FUTURE Non-exempt Timesheet

## Timesheet

**Ngoc Nguyen**  
Benefits Analyst  

**Employee ID:** 2010488317  
**Empl Record:** 0

### Select Another Timesheet

- **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>
<td></td>
</tr>
<tr>
<td></td>
<td>Tue</td>
<td>9/11</td>
<td>New</td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Wed</td>
<td>9/12</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>Thu</td>
<td>9/13</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fri</td>
<td>9/14</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Buttons

- **Save for Later**
- **Submit**
- **Clear**

### Tabs

- **Summary**
- **Leave / Compensatory Time**
- **Absence**
- **Exceptions**
Leave/Compensatory tab

Reported Hours: 56.75

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

Add Comments | Day | Date | Reported Status | In | Meal Out | In | OUT | Punch Total | Time Reporting Code | Quantity | Date | Add
---|---|---|---|---|---|---|---|---|---|---|---|---
Sun | 9/9 | Approved | 7:00AM | 1:00PM | 1:30PM | 10:45PM | 16:25 | REG - Regular Salaried Hours Worked | | 9/9 | Add
Mon | 9/10 | Approved | 12:00PM | | | | 4:00PM | JUR - Jury/Duty/Watch/Duty, Strick | 4.00 | 9/10 | Add
Tue | 9/11 | Approved | 8:00AM | 11:00AM | 1:00PM | 6:30PM | 8:50 | REG - Regular Salaried Hours Worked | | 9/11 | Add
Wed | 9/12 | Approved | 8:30AM | 11:30AM | 1:30PM | 7:30PM | 9:00 | REG - Regular Salaried Hours Worked | | 9/12 | Add
Thu | 9/13 | Approved | | | | | | | | | |
Fri | 9/14 | Approved | 8:30AM | 11:30AM | 1:30PM | 10:30PM | 12:00 | REG - Regular Salaried Hours Worked | | 9/14 | Add
Sat | 9/15 | New | | | | | | | | | |

Save for Later | Submit | Clear

Summary | Leave/Compensatory Time | Absence | Exceptions

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
Marita Yancey, Director of Employee Benefits

BENEFITS
Go live date is March 18. Watch for your email announcement soon to check it out. Let us know if you encounter any issues.

Some features of the new My UT Benefits

• New look and feel
• Clear and concise information
• Resources at your fingertips
• Enroll online for life events within 31 days
• Improved Benefits Summary
• Mobile device access
Employer-Provided Health Insurance Offer and Coverage (Benefits W-2) for Calendar year 2018 as required under ACA.

- Forms were mailed in January to employees who did not consent online
- Online access is available to those who provided consent
- Only access 2018 (reprint of forms available in HR at $0).
Note: Due to migration to the new *My UT Benefits*, you may want to print your statements by March 15th. We are reviewing future access with UT System OEB.
Taylor Tran, Employee Health Manager

WELLNESS PROGRAM
Wellness Update

• New office location, AD 3.418; same great service 😊
• Nutrition Coaching, Lifestyle and Behavioral Modifications
• Once a month visit to CBH/BPI, CVL and Callier Dallas

Taylor Tran, RD
Employee Health Program Manager
taylor.tran@utdallas.edu
972.883.2072
Wellness Update

• Heart Walk – February 8, 10am, 26 degrees!

• Heart Health Lunch & Learn: Life’s Simple 7 – February 21 @ noon-1pm – Galaxy Rooms B&C
Wellness Update

- **Right This Weigh** – Live Healthy Challenge; midpoint
  - Total registered participants: **204**
  - Total distance: **26,169.89 miles**
  - Total weight change: **250.8 pounds lost**
  - Average weight change: **1.24 pounds lost**

- **UTSW Mobile Mammography**
  - March 8, 8am – 3pm – Traffic Circle, Main Mall (Near entrance of JSOM)

- **Campus Health Fair**
  - March 12, 11am – 2pm – Visitor Center Atrium

- **Naturally Slim** – Program starts April 1
  - Applications open March 4

- **Spring Into Motion** – April 1-28
  - Opt in March 18
Wellness Update

Schools/Divisions Wellness Day Program

• Coming soon!
• Opportunity for schools/divisions to host a Wellness Day in their areas.
• Funding available up to $1000 for event.
  • Limit 1 per year per school/division.
• Application form must be completed and submitted to HR for approval.
  • Must have a designated Wellness Ambassador/Coordinator.
• Wellness activities:
  • Financial Wellness Seminar from UT System retirement vendor
  • Health/Nutrition Seminar
  • Fitness / Exercise Class
  • Stress Management – Airrosti Training, Chair Massages
  • Other Wellness Activities, i.e. Tobacco Cessation
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.
- employmentservices@utdallas.edu – questions relating to general employment, onboarding and Employment Express.
- 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 time reporting.
- 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.
Colleen Dutton, Chief Human Resources Officer

Q & A
THANK YOU FOR COMING!

Next Human Resources Forum
April 3, 2019
10:00 a.m. – 11:30 a.m.
TI Auditorium (ECSS 2.102)