

OFFICE OF HUMAN RESOURCES
HR FORUM

October 7, 2015

- Introduction
- Bill Howard – Career Center
- Student Visas – Josephine Vitta, International Student Services Office
- J-1 Visitors – Kelly Anderson, HR
- Department Updates



Student Immigration & Employment Basics

Josephine K. Vitta

International Student Services Office

International Center



UT Dallas International Center

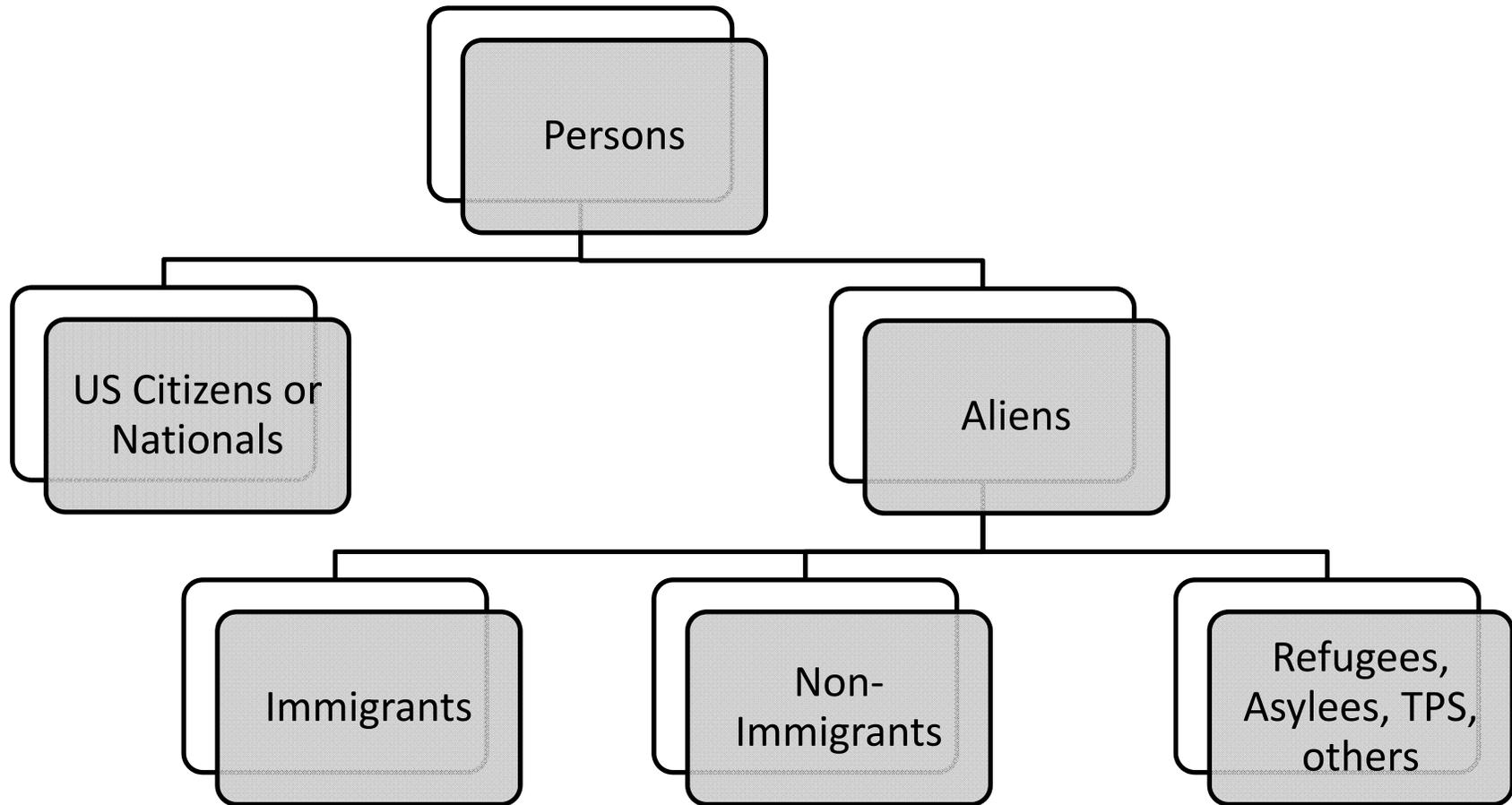
- Education Abroad (EA)
- International Student Services (ISSO)
 - Intercultural Programs (ICP)
 - International Risk and Safety (RS)
- International Partnership Development





UT DALLAS

Constitutional Origins of Immigration Law



1. Tourism
2. Education
 - F: Students in academic or language programs
 - J: Exchange visitors
 - M: Students in vocational or other non-academic programs
3. Special or Family Related
4. Work or Business
5. Governmental or Quasi-Governmental
6. Miscellaneous





J-1 Student Status & Employment

- Study-based exchange visitor programs
- J-1 Students may engage in two kinds of employment: (1) academic training related to the course of study, and (2) other employment related to academic funding, on-campus work, or economic necessity.



U.S. Department of State		OMB APPROVAL NO.1405-0119 06/09/2017 ESTIMATED BURDEN TIME: 45 min *See Page 2	
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)			
1. Surname/Last Name: _____ Given Name: _____ Gender: MALE		NOO: _____	
Date of Birth (mm-dd-yyyy): _____ City of Birth: _____ Country of Birth: _____ Citizenship Country Code: _____ Citizenship Country: _____		J-1 	
Legal Permanent Residence Country Code: _____ Legal Permanent Residence Country: _____ Position Code: 215 Position: UNIVERSITY UNDERGRADUATE STUDENTS			
Primary Site of Activity: The University of Texas at Dallas 800 W CAMPBELL RD RICHARDSON, TX 75080-3021			
2. Program Sponsor: The University of Texas at Dallas Program Number: F-1-03246			
Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE			
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.			
3. Form Covers Period: From (mm-dd-yyyy): 08-24-2015 To (mm-dd-yyyy): 12-31-2015		4. Exchange Visitor Category: STUDENT NON-DEGREE Subject/Field Code: 14.1001 Subject/Field Code Remarks: Electrical and Electronics Engineering	
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by: Current Program Sponsor Funds : \$13,552.00 Personal Funds : \$9,063.00 Total : \$22,615.00			
6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).		7. Jacob Harris Alternate Responsible Officer Name of Official Preparing Form: _____ Title: _____ Human Resources Mgr AD 10 _____ 972-882-4530 800 W. Campbell Road _____ Telephone Number: _____ Richardson, TX 75080 _____ 07-13-2015 Signature of Responsible Officer or Alternate Responsible Officer: _____ Date (mm-dd-yyyy): _____	
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date(mm-dd-yyyy): _____ Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended. Signature of Responsible Officer or Alternate Responsible Officer: _____ Date(mm-dd-yyyy) of Signature: _____			
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(d) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2). The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended <i>(ALL USAID PARTICIPANTS G-3-WOAS AND ALL ALIEN PHYSICIANS SPONSORED BY F-1-6018 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)</i>		TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year*) *EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel. (1) Exchange Visitor is in good standing at the present time. Date (mm-dd-yyyy): _____ Signature of Responsible Officer or Alternate Responsible Officer: _____ (2) Exchange Visitor is in good standing at the present time. Date (mm-dd-yyyy): _____ Signature of Responsible Officer or Alternate Responsible Officer: _____	
Name: _____ Title: _____ Signature of Consular or Immigration Officer: _____ Date (mm-dd-yyyy): _____		THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212.(d)	
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. Signature of Applicant: _____ Place: _____ Date (mm-dd-yyyy): _____			



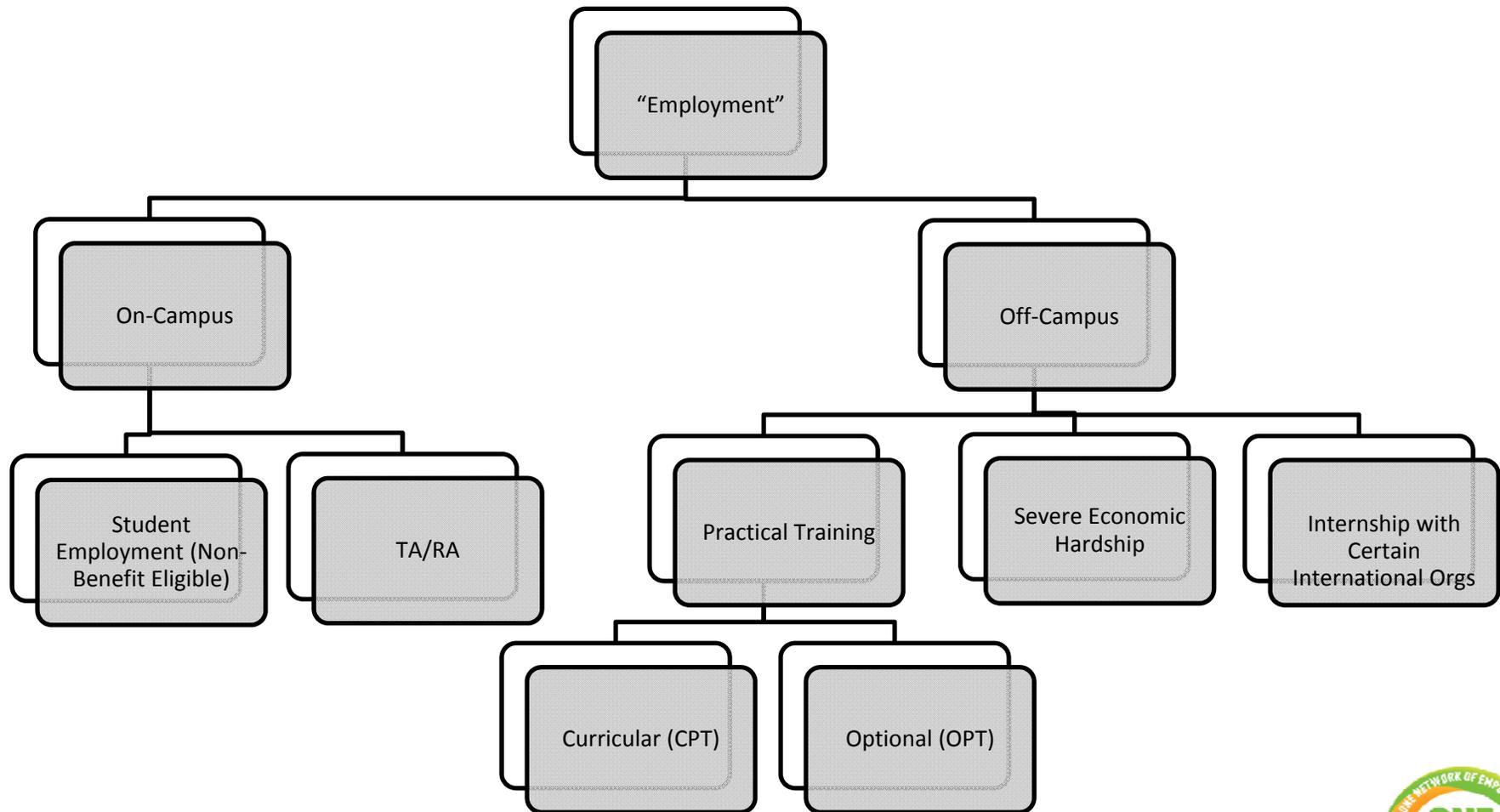
U.S. Department of State		OMB APPROVAL NO. 1405-0119 09/09/2017 ESTIMATED BURDEN TIME: 45 min *See Page 2
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1. Surname/Primary Name: _____	Given Name: _____	Gender: MALE
Date of Birth (mm-dd-yyyy): _____ City of Birth: _____ Country of Birth: _____ Citizenship Country Code: _____ Citizenship Country: _____		
Legal Permanent Residence Country Code: _____ Legal Permanent Residence Country: _____ Position Code: _____ Position: UNIVERSITY UNDERGRADUATE STUDENTS		
Primary Site of Activity: The University of Texas at Dallas 800 W CAMPBELL RD RICHARDSON, TX 75080-3021		
1. Program Sponsor: The University of Texas at Dallas		Program Number: P-1-03246
Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE		
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.		
3. Form Covers	4. Exchange Visitor Category:	
From (mm-dd-yy) _____	STUDENT NON-DEGREE	
To (mm-dd-yyyy): 12-31-2015	Subject/Field Code: 14.1001	Subject/Field Code Remarks: Electrical and Electronics Engineering
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by: Current Program Sponsor funds : \$13,552.00 Personal funds : \$0,061.00 Total : \$21,613.00		
6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY _____		7. Jacob Harris Alternate Responsible



“Full course of study” during every semester except during official school breaks, or unless approved under a specific exception, in advance, by the ISSO

- Degree seeking and limited non-degree seeking programs
- Credit Hours (ESL, Undergraduate, Graduate)
- Limits to Distance Education







On Campus Employment Locations

- Work on the school premises, employed by the I-20 issuing institution (Richardson Campus, Callier Center)
- Work on the school premises, employed by on-campus commercial firms, providing direct services to students (ie, bookstore, cafeteria, administrative services)
- Work done at off-campus educationally affiliated locations, but treated as on-campus (UTSW, certain contractual research locations)





On Campus Employment Start/End Dates

May begin 30 days prior to start date on I-20 (*start of classes, first semester at UT Dallas*)

Must end on the program end date on the I-20* (*not fixed, changes*), or

- When the student fails to maintain status
- When the student transfers from one school to another
- Student applies for graduation and/or OPT

**regardless of payroll deadlines*





On Campus Employment Hours

Part time: When school is in session. No more than 20 hours a week. *

Full time: When school is not in session (summer, winter break, spring break, etc).

*Consequences of exceeding these limits are significant.





On Campus Employment Documents

Department of Homeland Security U.S. Immigration and Customs Enforcement I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038

SEVIS ID: NO0 [REDACTED]

SURNAME/PRIMARY NAME	GIVEN NAME	F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME	PASSPORT NAME	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	
DATE OF BIRTH	ADMISSION NUMBER	
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME	

SCHOOL INFORMATION

SCHOOL NAME The University of Texas at Dallas The University of Texas at Dallas	SCHOOL ADDRESS 500 West Campbell Rd., Richardson, TX 75080
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Maria Ochoa Intl Student Advisor	SCHOOL CODE AND APPROVAL DATE DAL114F00279000 05 FEBRUARY 2009

PROGRAM OF STUDY

EDUCATION LEVEL MASTER'S	MAJOR 1 Business Administration and Management, General 52.0001	MAJOR 2 None 00.0000
NORMAL PROGRAM LENGTH 96 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 11 JANUARY 2014	PROGRAM END DATE 11 MAY 2015	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$ 12,148	Personal Funds	\$ 27,225
Living Expenses	\$ 14,120	UTD Assistantship	\$ 8,375
Expenses of Dependents (2)	\$ 8,000	Funds From Another Source	\$
req. med. insurance	\$ 1,432	On-Campus Employment	\$
TOTAL	\$ 36,700	TOTAL	\$ 35,700

REMARKS

Shortened program due to application for Post-Completion OPT.

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(a)(6). I am a designated school official of the above named school and am authorized to issue this form.

X _____ DATE ISSUED _____ PLACE ISSUED _____
SIGNATURE OF: Maria Ochoa, Intl Student Advisor 03 August 2015 Richardson, TX

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

X _____ DATE _____
SIGNATURE OF: [REDACTED] _____

NAME OF PARENT OR GUARDIAN _____ SIGNATURE _____ ADDRESS (city/state or province/country) _____ DATE _____

ICE Form I-20 (3/31/2018) Page 1 of 4

Department of Homeland Security U.S. Immigration and Customs Enforcement I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038

SEVIS ID: NO0 [REDACTED] (F-1) NAME: [REDACTED]

EMPLOYMENT AUTHORIZATION

EMPLOYMENT STATUS APPROVED - FULL TIME	TYPE POST-COMPLETION OPT
EMPLOYMENT START DATE	EMPLOYMENT END DATE
EMPLOYER NAME	EMPLOYER LOCATION

The student has met the 1 full academic year requirement.

COMMENTS

11 months of Post-Completion Optional Practical Training related to the course of study is recommended pursuant to 8 CFR 274a.12 (c) (3) (B), completion date of 05/31/2015.

CHANGE OF STATUS/CAP-GAP EXTENSION

REQUESTED VISA TYPE	REQUEST/PRITITION STATUS	RECEIPT NUMBER	BENEFIT START DATE/REQUEST DATE
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COMMENT

F-1 status for this student has been automatically extended to September 30, 2015. The student is authorized to remain in the United States. This is pursuant to 8 CFR 214.2(f)(5)(iv) and 8 CFR 274a.12(b)(6)(iv), as updated April 9, 2009 in a rule published in the Federal Register (72 FR 18044). Additional information about the automatic extension can be found on the Student and Exchange Visitor Program Website at www.ice.gov/sevis.

EVENT HISTORY

EVENT NAME	EVENT DATE
Registration	21 JANUARY 2014

OTHER AUTHORIZATIONS

AUTHORIZATION	START DATE	END DATE
OPT Approve for Post-Completion OPT	10 JULY 2015	09 JULY 2016

TRAVEL ENDORSEMENT

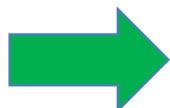
This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

SCHOOL OFFICIAL	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

ICE Form I-20 (3/31/2018) Page 2 of 4



SCHOOL INFORMATION



SCHOOL NAME The University of Texas at Dallas The University of Texas at Dallas	SCHOOL ADDRESS 800 West Campbell Rd., Richardson, TX 75080
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Maria Ochoa Intl Student Advisor	SCHOOL CODE AND APPROVAL DATE DAL214F00379000 05 FEBRUARY 2003

PROGRAM OF STUDY

EDUCATION LEVEL MASTER'S	MAJOR 1 Business Administration and Management, General 52.0201	MAJOR 2 None 00.0000
NORMAL PROGRAM LENGTH 36 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 21 JANUARY 2014	PROGRAM END DATE 11 MAY 2015	



Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: NO [REDACTED]

SURNAME/PRIMARY NAME [REDACTED]	GIVEN NAME [REDACTED]	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME [REDACTED]	PASSPORT NAME [REDACTED]	
COUNTRY OF BIRTH [REDACTED]	COUNTRY OF CITIZENSHIP [REDACTED]	
DATE OF BIRTH [REDACTED]	ADMISSION NUMBER [REDACTED]	
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME [REDACTED]	



SCHOOL INFORMATION



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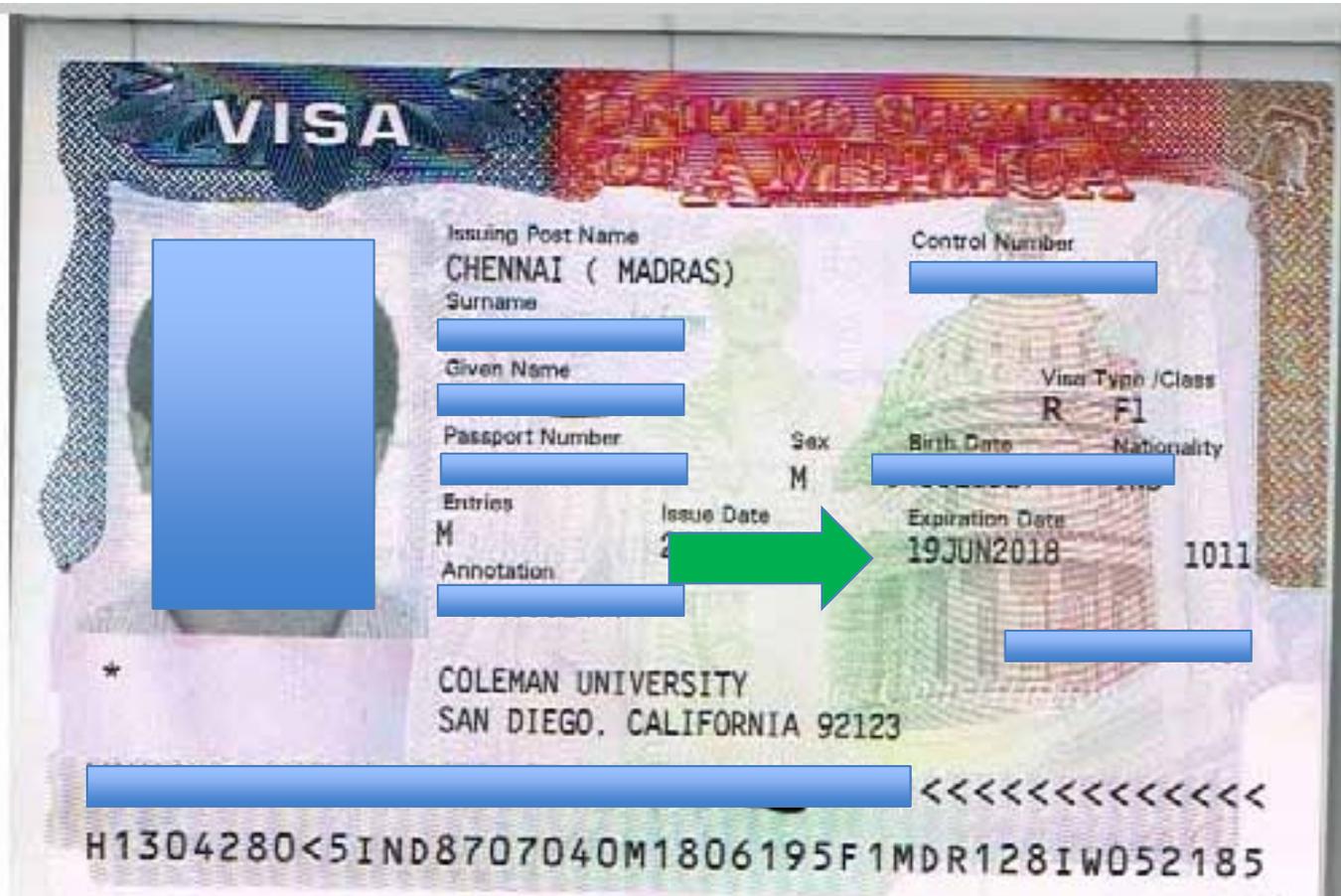
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PROGRAM START DATE 21 JANUARY 2014	PROGRAM END DATE 11 MAY 2015	





“When may our student employee/TA/RA start working?”

- Change of Status (COS)
- Transfer In



“When should our student employee/TA/RA stop working?”

Program End/Completion Date

- Change due to OPT
- Dissertation Completion
- Transfer Out
- Failure to maintain status



Thank you!

Questions?



J-1 Visas

Research Scholars

Professors

Short-Term Scholar



What is the purpose of a J-1 visa?

The J-1 classification (exchange visitors) is authorized for those who intend to participate in an approved program for the purpose of teaching, instructing or lecturing, studying, observing, conducting research, consulting, demonstrating special skills, receiving training, or to receive graduate medical education or training.



What are UTD's Responsibilities?

- The State Department-designated sponsors are responsible for all aspects of the exchange program, including screening and selecting of foreign national participants and monitoring the participants throughout their exchange visitor program in the United States.
 - UTD is responsible for:
 - The screening & selection of program participants.
 - Requiring that all exchange visitors maintain the required medical health insurance during the time of their visit
 - Providing an orientation to the J-1 visitor regarding the life & customs in the US, local community resources, available healthcare options, a description of the program, rules that the exchange visitor are required to follow under the sponsor's program, address of the sponsor, the name, and phone number of the Responsible Officer.



- Monitoring of participants welfare and progress to the extent appropriate for the category and ensuring that their activities are consistent with the category indicated on the Form DS-2019.
- Requiring that exchange visitors provide current address and phone numbers.
- Opportunities for cultural experiences.





What are the J-1 Categories that UTD supports?

- J-1 Students. Contact the International Student Services Office, ISSO, at ISSOCurrent@utdallas.edu for information about this.
- Professor: Teaching, lecturing, observing or consulting. A professor may also conduct research.
- Research Scholar: Conducting research, observing or consulting in connection with a research project. The research scholar may also teach or lecture in his or her field if the opportunity arises.
- Short-Term Scholar: A professor or research scholar coming on a short-term visit (no longer than 6 months) for the purpose researching, lecturing, observing, training or demonstrating skills.



What are the requirements?

- A J-1 Research Scholar must have the minimum of a Bachelor's degree.
- The Professor category requires a doctorates degree.
- A J-1 Short-Term scholar must have a minimum of a Bachelor's degree.
- The English Language Requirement.





UT DALLAS What is the English Language Requirement?

- The exchange visitor must be able to participate in his or her program and to function on a day-to-day basis in English. Suggested objective measurements of English Language Proficiency as per U.S. Department of State [22 CFR 62.11(a)(2)]



How to apply for J-1 Visa

- Obtain a Form DS-2019 from UT Dallas.
- Apply for an exchange visitor J-1 visa at the nearest US embassy or consulate in your country of residence.
 - Before going to the US embassy or consulate, the visitor will need to pay the SEVIS fee, complete a form DS-160 that can be found online at the consulate website, and gather the necessary documents. They will need to take a passport, the Form DS-2019, funding verification documentation, the original invitation letter, fee receipt of payment of the SEVIS fee, a 2x2 photograph of the visitor, and any other documents specified by the consulate website.



What is a DS-2019?

- A DS-2019 is a Certificate of Eligibility for Exchange Visitor (J-1) Status is a Department of State controlled document that can only be produced through the Student and Exchange Visitor Information System (SEVIS).
- This is a form that is issued by the Department of State composed of information that is provided by UT Dallas.
- The Form DS-2019 is the basic document required to support an application for an exchange visitor visa (J-1).
- It is a 2-page document. Foreign nationals are required to sign page one of the form agreeing to the instructions and certification language relating to participation in the exchange program found on page two.



- There is a SEVIS fee of \$180 that is typically paid for by the visitor. They are provided instructions on how to pay this online.
- If the department wishes, they can pay this fee also.





What is needed to have a DS-2019 created?

- To create a DS-2019, the inviting department will need to submit the following to HR:
 - J-1 Request Form is filled in by the foreign national and the department.
 - Department provides the following to HR:
 - Copy of offer letter and a signed acceptance. This can be included on the same letter.
 - J-1 Request Form signed by the dean.
 - Funding verification the amount of \$2000 a month for the visitor and an additional \$500 a month for each dependent. One of the following will need to be submitted to HR:
 - UTD Employment
 - Letter from supporting institution stating amount of pay and length of time.
 - If support is from personal funds, foreign national must provide a copy of bank statement showing adequate funds.





- English Language Requirement documentation:
 - A recognized English Language Test; (International English Language Test System (IELTS) speaking score of 5, Test of English as a Foreign Language internet based test (TOEFL iBT) speaking score of at least 18-25, or Test of English for International Communication (TOEIC) speaking score of at least 6.
 - Signed documentation from an academic institution or English Language School; or
 - A documented interview conducted by the sponsor either in-person or by video conference, or by telephone if video conference is not a viable option. The sponsor is the inviting professor or a member of the HR team if needed.



What if UTD will be compensating the visitor?

- If UTD will be sponsoring the individual in a benefits eligible position, the position will need to have a PRR submitted, it may need to be posted & the visitor will need to apply for the position.
- Please contact your HR Employment Specialist to determine what process is needed for you based on the title which the exchange visitor will be employed.





What is the visitor required to do?

- Once the J-1 visa has been issued, the visitor will need to do the following:
 - If the program dates change for any reason (travel, family emergency, ect), please notify Kelly Anderson @ kellyanderson@utdallas.edu . The program dates will be revised, a new DS-2019 will be issued, and it will need to be sent to the visitor for travel purposes.
 - Once the visitor has arrived, they will need to schedule an appointment to check in with the Human Resources office. To schedule an appointment, please email kellyanderson@utdallas.edu .
 - The visitor is required to maintain health insurance for themselves and their dependents during their entire stay in the US. Health insurance is a mandatory requirement for J-1 scholars and their dependents. Failure to maintain coverage can be grounds for termination of legal status.



- The US Department of State regulations require all J-1 exchange visitors to have medical insurance for themselves and any accompanying J-2 family members for the duration of their program.
- J-1 exchange visitors and their J-2 dependents may be subject to the requirements of the Affordable Care Act.

- Health Insurance Requirements:

Coverage	Requirement
Medical Benefits	\$100,000
Medical Evacuation	\$50,000
Repatriation of Remains	\$25,000
Maximum Deductible per accident or illness	\$500

- Accepted insurance options are provided to the exchange visitor in an informational packet along with the DS-2019.
- Exchange visitor status allows individuals to stay up to five years for research and/or teaching (six-month limit for short-term scholars).
- If a J-1 exchange visitor is paid by UTD, they will need to meet with the Tax Compliance office. Please contact taxcompliance@utdallas.edu for more information.
- J-1 exchange visitors are allowed to apply for a social security number. HR will only provide a verification letter to exchange visitors who are employed at UTD.



- SEVIS – Student and Exchange Visitor Information System
- DOS – Department of State
- Exchange Visitors – a foreign national selected by the sponsor to participate in an exchange program, and is issued a DS-2019 to apply for a J-1 visa. An accompanying spouse or unmarried child(ren) under the age of 21 are J-2 visa holders.
- RO & ARO – Responsible Officers and Alternate Responsible Officers who advise and assist Exchange Visitors. They have the authority to issue DS-2019s to exchange visitors and communicate with the DOS.



HRforum

Division Update

BENEFITS

- Weekly Processing of Absence starts Nov. 1 - Benefits will be hosting a training session on October 26 at TI Auditorium and CVL for Time Admins to address the transition to weekly processing and discuss FMLA questions/issues including coordination with paid time off
- Reminder to review your October 1 paycheck and inform HR of clerical errors by October 30
- Airrosti – Free Treatment through end of October



- Introducing the Retirement Expressway – Your Roadway to a Healthy Financial Future
- Financial Wellness Lunch and Learn – Oct. 8
Discover Your Future Financial Wellness
- Retirement Expressway Interactive Sessions
Oct. 22 & 23: 12-1 p.m. and 1:30-2:30 p.m.
Arlington Lab, GR. 3.206; Registration required.
- Flu Clinics & Health Screenings
 - October 29 - Student Union - Gemini & Phoenix
 - October 30 - Callier Center
 - November 2 - Facility, Founders & ROC



HRforum

Division Update

EMPLOYEE RELATIONS/ ORGANIZATIONAL DEVELOPMENT

HRforum

Division Update

EMPLOYMENT SERVICES



Employee Changes for March 1

January 22, 2016...

is the deadline for submitting requests to HR for a staff reclassification, promotion, market/equity adjustments or one-time merit with a March 1, 2016 effective date.

The March 1 date is reserved to reward exceptional performance or extraordinary circumstances.

To submit a request, please complete a PRR and include justification for the action.

If requesting a promotion, the Staff Promotion Assessment form and all applicable documents must also be attached.

If requesting a reclassification, please contact Betty Burns (betty.burns@utdallas.edu / 972.883.4632.)

Please refer to our Compensation Standards & Practices for additional information.





Classified Temporary Positions

- Must be requested via PRR
- CBC must be completed prior to offer for employment

Job Code	W09995	C09997
Pay Basis	Semi-monthly, hourly	Monthly, hourly
Benefits	Non-Benefits eligible	Benefits eligible
Term	Less than 4 ½ months, for up to 40 hours/workweek OR Greater than or equal to 4 ½ month, for less than 20 hours/workweek	Greater than or equal to 4 ½ months (but less than 12 months), for up to 40 hours/workweek
FLSA	Non-Exempt	Non-Exempt
Schedule	Regular and Irregular hours	Regular hours
Extension of Term	If hours remain below 20 hours/workweek. If the regular work schedule exceeds 20 hours, job code must be changed to C09997.	If assignment extends beyond 12 months, extension must be approved by Associate VP HR.

- A policy for temporary positions is coming soon

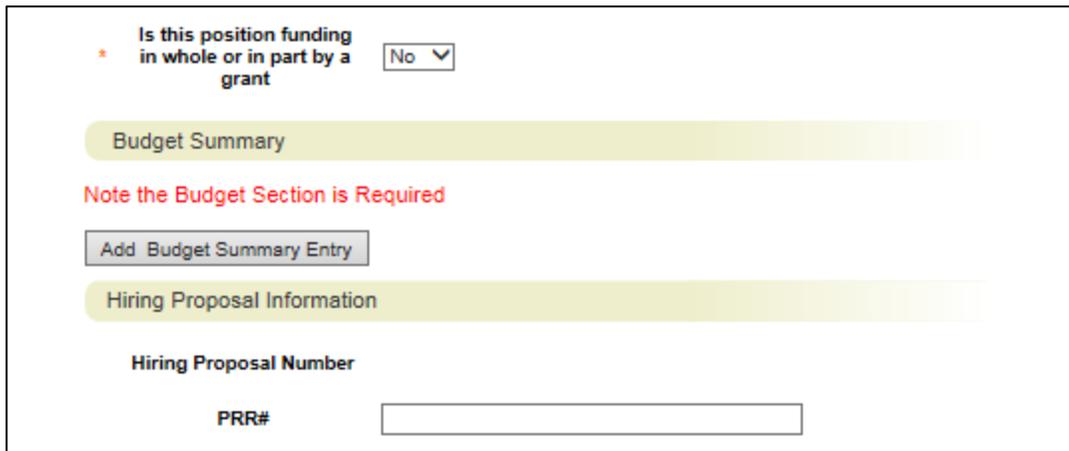


When to use a PDQ?

- To describe a NEW job (does not currently exist at UTD)
- To describe a currently existing job, that is “owned” by your division, that has had a significant change and requires a job description change or reclassification.



- If your department does not require you to route your posting, you can send them directly to HR.
- Be sure to complete the Budget Summary section



Is this position funding in whole or in part by a grant

Budget Summary

Note the Budget Section is Required

Add Budget Summary Entry

Hiring Proposal Information

Hiring Proposal Number

PRR#

- PRR# is a new field
- Be sure the position # is correct.
- HR will complete ePAR for staff NEW hires and rehires. This does not include individuals who are currently an active employee at UTD.



Veteran Preference

- Employment Application Process> Employment Preference:
 - Outlines eligibility for veteran preference
 - Defines definition of a veteran
 - Information for declaring preference
- Department Resources> Hiring Guide> Posting a position:
 - **“Veterans’ Preference in Employment Position:** You may designate a new or replacement position as a veterans’ position and only accept applications for that position from individuals who are entitled to a veterans’ employment preference. In certain instances, these positions do not have to be announced or advertised.
- Department Resources>Hiring Guide>Interviewing
 - “When interviewing individuals qualified for a veterans’ employment preference, follow the guidelines below:
 - If the total number of individuals interviewed is 6 or fewer, at least 1 interview must be with a qualified veteran eligible to claim the veterans’ preference.
 - If the total number of individuals interviewed is more than 6, at least 20% of the total number of interviews must be with qualified veterans’ eligible to claim the veterans’ preference.
 - If no applications are received from individuals who qualify for a veterans’ employment preference, there is no interviewing requirement.



- Employment Services > Employment Verification & Records:
 - HR will no longer provide employment verification information over the phone, to third-parties, without prior authorization from the employee.
 - For the protection of our employees and the security of information regarding our employees
 - If the employee has previously provided employment information to a third-party, OHR will verify the information by responding “yes” or “no,”
 - Only providing information that is already publicly available.



Employment Verification

HR will verify	HR will not verify
Job title	Addresses (current or previous)
Dates of employment	Information relating to timesheet, work schedule, attendance or leave
Length(s) of employment	Salary breakdown (net, benefit cost, etc...)
Employment status (full/part-time, perm/temp)	Job duties **
Annual Salary	Performance or personnel information

- To ensure compliance with FERPA, current student employed in a position requiring student status, must provide authorization before ANY employment information is released or verified.



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Q & A