

OFFICE OF HUMAN RESOURCES
HR FORUM

February 1, 2017

- Campus Update – Dr. Calvin Jamison
- HR Strategic Plan – Five Year Plan Progress and Beyond – Colleen Dutton
- Department Update

- **Goal: Identify opportunities for electronic processing – Essential, Effective, Efficient, & Eyes?**

Action item: Incorporate best practices for HR review where necessary

- ***Status: Completed with on-going review***
- Revised employee relations practices, compensation reviews for budget cycle, thorough job description review; hiring practices for staff; advising on hiring practices for faculty. Rolled out reformatted UTD HR website.



Action item: Streamline administrative processes:

- ***Status: Key transactions for hiring and processing are now in place; will continue to monitor and adjust processes as needed.***
- employee accommodation request –website launched Fall 2014
- employment/hiring & termination processes – Revised job posting and job audit process reducing processing time and required forms; implemented revised applicant tracking system - PeopleAdmin 7 in March 2015; partnered with Budget office on new E-PAR process. Posting all jobs on hireedjobs.com, and HERC and CareerArc (social media recruiting) starting March 2016; DayOne on-boarding for faculty hires in June 2015; implemented electronic on-Onboarding for new hire paperwork in January 2016
- leave administration - Absence management and FMLA tracking modules implemented in 2014; Resolved benefit processing issues - 9 month faculty benefits cancelled due to system error;



- **Goal: Establish effective partnerships with departments that are proactive and consultative vs. reactive and transactional**
- ***Status: On-going efforts to proactively address campus concerns and needs***
- Defined mission statement and value added commitments to improve customer service and align functions with growing campus needs; Revised HR components of Faculty, TA/RA orientation including a benefits fair for new faculty; Employment Express
- Wellness initiatives – secured \$15,000 from tobacco premium funds for UTD for the past 3 years; implemented Financial Wellness program for employees
- Leadership Roundtables –leadership development/ OD approach



- Action item: Develop HR subject matter experts that function as a team servicing the campus
- ***Status: On-going efforts to proactively address campus concerns and needs***
- Restructured HR organization in 2012 to better serve campus needs; renewed focus on customer service; more strategic alignment with goals and expectations; Implemented monthly HR Forum sessions in December 2014 for campus colleagues to learn about HR initiatives, updates on projects and process changes, policy revision, new HR related legislation, ask questions and receive training on key topics, etc.
- 70% of eligible HR staff now PHR or SPHR certified

- Action item: Thorough review of managerial responsibilities before adverse action is implemented; Hold managers accountable for coaching and counseling poor performers
- ***Status: Implemented and has become standard protocol***
- Progressive discipline process is standard for all staff positions. Higher standard or review by HR of manager's documentation prior to disciplinary actions is routine. HR has been present at all involuntary terminations to assist employee and supervisor since June 2012.

- Action item: Reduce turnover with better hires and improved on-boarding of new employees
- ***Status: On-going efforts to educate on best practices for interviewing and selection of candidates***
- Train hiring managers on how to hire 'diamond employees' and create a positive workplace culture; partnership with employment specialist on recruitment initiatives; implemented electronic on-boarding process in January 2016 which allows the new hire to have computer and email access ready and available to them on their first day of employment. This process was previously taking 1-2 weeks on average post hire date. Employment services works with hiring managers to ensure the job posted is an accurate reflection of the performance expectations, skills and abilities of the position.

- Action item: Serve as resource on departmental re-orgs, job restructuring, staffing plans
- ***Status: On-going efforts to proactively address campus concerns and needs***

More in-depth discussions and reviews with department heads prior to action taken; For staff positions, standard practice as of 2014 is that departments discuss and review proposed plans with HR prior to initiating action so potential concerns regarding internal equity, salary increase requested compared to internal and external markets, global impact to campus of said action, and review for any potential adverse action or adverse impact or final decision or action.

- Action item: Continual review of policy & procedure to balance efficiency and compliance
- ***Status: On-going efforts to proactively address campus concerns and needs***
- Established new UTD policies: Administrative Leave for Exemplary Service policy; ADAAA policy, revised Non-Discrimination policy; partnered with Budget and Finance on revised Additional Pay policy.
- Implemented new UTS policies: Consensual Relationships(UTS184); Rooney Rule(UTS187)



- **Goal: Revise staff compensation structure and practices**
- ***Status: On-going efforts to proactively address campus concerns and needs***
- Revising compensation structure and practices for compliance with Affirmative Action Plan and alignment with best practices for equity – department, school, campus; Rolled out UTD Compensation Standards and Practices effective January 13, 2015; Revised hiring practices to include comp review prior to job offer; created UTD Hiring Guide in 2014.
- Structure and practices review in 2017



- Action item: Alignment with current trends and future needs – recruitment & succession planning
- ***Status: On-going efforts to proactively address campus concerns and needs***
- Employment Specialist and other HR staff participate in the interview and selection process for departments across campus upon request.
- Added staff to employment services based on high workload to improve process flow

- Action item: Implement HR best practices in support of internal equity and to stay competitive
- ***Status: On-going efforts to proactively address campus concerns and needs***
- As of 2013, we routinely participate in a variety market salary surveys to gather relevant and comparable data; annual salary increases and one-time merits reviewed for market, equity, and employee relations concerns;
- HR involved in annual merit review process for staff.

- **Goal: Develop a Human Capital report for succession planning and workforce planning**
- ***Status: On-going efforts to proactively address campus concerns and needs***
- Current data analysis process needs to be stabilized and uniform in PeopleSoft before report will be of value
- Working with OIT to develop a report.

- Action item: Establish career ladders for staff positions
- ***Status: On-going efforts to proactively address campus concerns and needs***
- Completed or in discussions with various schools and divisions. HR working on global approach to craft staffing design and compensation plan.

- Action item: Create training programs for faculty and staff that address the technical and leadership skills necessary to succeed
- ***Status: On-going efforts to proactively address campus concerns and needs***
- AdminU
- Dignity and Respect
- Office Etiquette



- **Goal: Revise involuntary termination protocol and exiting process to include HR collaboration and service to employee, supervisor, and the university.**
- ***Status: On-going efforts to proactively address campus concerns and needs***
- HR gives final review of all request to terminate staff, works closely with manager and employee on transition and follow-up post term date. Worked in partnership with IT and Payroll to further refine the exit interview process to address access to systems once termed from employment, voluntary or involuntary.

- **Goal: Commitment to increase diversity in the workforce and creating a culture of inclusion**
- ***Status: On-going efforts to proactively address campus concerns and needs in partnership with the Office of Institutional Equity and Compliance.***
- Promote diversity and inclusion across campus
- ONE UTD
- Established the Office of Institutional Equity and Compliance in response to inquiry from President Daniel as to how best to address campus needs for equity, title IX initiatives and compliance functions. Office was established in January 2015 and is now fully staffed.



- Action item: Track and trend recruitment and retention activities impacting diversity of applicants and employees; Balance education and awareness with regulatory and compliance responsibilities
- ***Status: This will now be monitored by the OIEC in accordance with the Affirmative Action Plan reporting.***

- **Goal: Continually serve as an agent of change with a sense of calm**
- ***Status: On-going efforts to proactively address campus concerns and needs***
- Started HR Forums in December 2014; Revised HR website March 2015
- **Goal: Establish standard metric reports to track progress & impact of HR actions**
- ***Status: On-going review of metrics to proactively address campus concerns and needs***
- January 2014 – Established HR metrics to track and trend progress, efficiencies and areas for improvement;



- Draft HR 5 year plan for Sept 2017 – Aug 2022
- Based on:
 - UTD Strategic Plan
 - TREE Model
 - Total Rewards
 - Recruitment, Retention and Recognition
 - Excellence in Performance
 - Employee Engagement

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Division Update

BENEFITS

Employer-Provided Health Insurance Offer and Coverage (Benefits W-2)

- Statement of coverage offered and provided to employees, retirees, surviving dependents and COBRA participants each month for the entire calendar year. Information is required to file 2016 tax returns
- Due date extended to March 2, 2017 for CY 2016
- Forms will be sent via U.S. mail

600117

1095-C **Employer-Provided Health Insurance Offer and Coverage** VOID CORRECTED OMB No. 1545-0051
 Form Department of the Treasury Internal Revenue Service **2016**
 Do not attach to your tax return. Keep for your records.
 Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095c

Part I Employee **Applicable Large Employer Member (Employer)**

1 Name of employee	2 Social security number (SSN)	7 Name of employer	8 Employer identification number (EIN)
3 Street address (including apartment no.)		9 Street address (including room or suite no.)	10 Contact telephone number
4 City or town	5 State or province	6 Country and ZIP or foreign postal code	11 City or town
			12 State or province
			13 Country and ZIP or foreign postal code

Part II Employee Offer of Coverage **Plan Start Month (Enter 2-digit number):**

14 Offer of Coverage (enter required code)	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
15 Employee Required Contribution (see instructions)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Section 49804 Sales Taxator and Other Taxal (enter code, if applicable)													

Part III Covered Individuals
 If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in coverage, including the employee.

(a) Name of covered individual(s)	(b) SSN or other TIN	(c) DOI (if SSN of other TIN is not available)	(d) Covered all 12 months	(e) Months of Coverage											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Retirement Expressway Lunch & Learn: Realize Your Retirement Savings Dreams in Four Simple Steps by Lincoln Financial

February 28, 2017

ECS South, TI Auditorium (ECSS 2.102); Time: 12 to 1 p.m.

UT Dallas Heart Walk 2017 Walk 10 at 10

February 10th at 10 a.m.

Meeting Locations:

Main Campus – Plinth

Callier Center Dallas – Main lobby

Center for Brain Health – Lobby reception desk

Synergy Park North (SPN) – Main entrance (outside)

http://www.utdallas.edu/wellness/download/SGB_20170210_UT_System_Heart_Walk.pdf

Resolution Revolution - Heart Healthy, Hot Breakfast

February 7, 2017 at 9 a.m.

Founders Lobby

<http://www.utdallas.edu/wellness/#resolution>

Resolution Revolution - Farmer's Market

February 14, 2017; 10-1 at the Plinth

<http://www.utdallas.edu/wellness/#resolution>

Heart to Heart Lunch & Learn

February 15, 2017

12:00 p.m. - 1:00 p.m.

Galaxy Rooms A & B (SU 2.602)

http://www.utdallas.edu/wellness/#heart_to_heart



- Faculty Leave Requests
 - Increase in faculty FMLA and/or LOA request
 - Please report faculty LOA approvals before employee goes on leave
 - Benefits do not automatically stop
 - Faculty should talk to their department about their leave request
 - Communication is key

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Division Update

EMPLOYEE RELATIONS/ ORGANIZATIONAL DEVELOPMENT

Deadlines



- Appraisals for faculty and staff who worked for UT Dallas in 2016 are due **April 7, 2017**.
- Appraisals for new faculty and staff who began or will begin employment with UT Dallas in 2017 (January 1, 2017 to April 15, 2017) are due **June 30, 2017**.

NOTE: Teaching Assistant's (TA's) instructions for submission will be released soon.

Appraisal Questions?

Ellen Ammons, Employee Relations Manager
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Nona Johnson, Employee Relations Manager
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Marco Mendoza, Director of Employee Relations and
Organization Development

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Division Update

EMPLOYMENT SERVICES



Marvin Arts, Employment Specialist –

Joins us from University of North Texas System and has over seven (7) years of previous HR experience.

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Q & A