

OFFICE OF HUMAN RESOURCES
HR FORUM

March 1, 2017

- Campus Update – Dr. Calvin Jamison
- Department Update

HRforum

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. 1545-0047
 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):**

	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)													
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"/>



- Employees should receive their Total Rewards Statements via benefits@utdallas.edu
- Questions may referred to the above email address

Retirement Expressway Lunch & Learn – Four Simple Steps to Reaching Your Retirement Destination

February 28 from 12:00 p.m. - 1:00 p.m. in the TI Auditorium for a lunch & learn on the topic of retirement, presented by the Lincoln Financial Group

Naturally Slim Program

Complete the online application beginning March 1 – March 17 at www.naturallyslim.com/LivingWell. The program begins Monday, April 3.

Naturally Slim Lunch & Learn - To learn more about the program, join Marcia Upson, President of Naturally Slim Inc., for an informative session on March 2nd from 12-1 at Founders 2nd Floor Atrium. Register

Spring Into Motion 2017 – Get Fit and Have Fun This Spring

The UT System-wide Activity Challenge is back! Open to all UT SELECT members age 18+. Registration opens Wednesday, March 1, 2017 and the challenge begins Monday, April 3, 2017.

Mobile Mammography Unit to Visit Campus March 3rd

The UT Southwestern Mobile Mammography Unit will visit UT Dallas 8 a.m.-4 p.m. Friday, March 3. Faculty, staff and spouses may schedule mammogram appointments by calling 214-645-2560 or 866-277-0710.

Spice Up Your Meals -Cooking with Spices for Healthy, Tasty Meals

Cooking demonstration that shows healthy food can be exciting food.

March 6 from 12-1 p.m. Galaxy Rooms B & C

Health on the Move Lunch & Learn

Join us on March 7 from 12:00 p.m. - 1:00 p.m. in [JSOM](#) when a guest presenter from [Airrosti Rehab Center](#) will discuss ways to relieve and prevent lower body pain. Space is limited, so [register online](#) to reserve your spot and lunch.



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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
ellen.ammons@utdallas.edu; Ext. 4633

Nona Johnson, Employee Relations Manager
nona.johnson@utdallas.edu; Ext. 2224

Marco Mendoza, Director of Employee Relations and
Organization Development

marco.mendoza@utdallas.edu; Ext. 4412

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Division Update

EMPLOYMENT SERVICES

- If you will be hosting a summer camp and employing camp workers , please email jobs@utdallas.edu.
- Employment Services will provide you with a spreadsheet for hiring information. This spreadsheet will be used in lieu of the Temporary Hiring Proposal.
- We would also like to work with your department to schedule on-boarding sessions.

March 1 Requests

- Most are in the approval process
- Notifications will begin going out this week and in to next week
- Notifications will be made to the School Fiscal Officer or to the Dean or Department Head
- Notifications will not be sent until all request for the department have been approved

- Schedule change
 - March 1 2017 - 10:00 a.m. - 11:30 a.m. (TI Auditorium (ECSS 2.102))
 - **April 2017 – no meeting**
 - May 3 2017 - 10:00 a.m. - 11:30 a.m. (TI Auditorium (ECSS 2.102))
 - **June 2017 – no meeting**
 - July 5 2017 - 10:00 a.m. - 11:30 a.m. (TI Auditorium (ECSS 2.102))
 - **August 2017 - TBD**

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Q & A