



Human Resources

N · E · W · S · L · E · T · T · E · R

UNT

UNIVERSITY OF NORTH TEXAS

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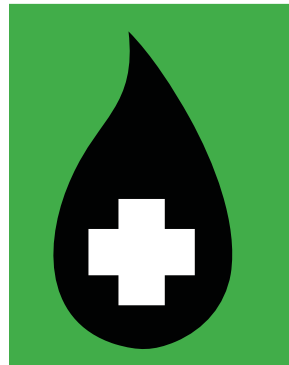
Remembering 9/11

In memory of 9/11, Carter Blood Care will have a blood drive Monday, September 10 and Tuesday, September 11. The bloodmobile will be located on the southeast corner of the University Union from 9:00 a.m. to 5:00 p.m.

This is also an opportunity to help our troops serving in Iraq. According to Donna Diehl at the Carter Blood Care, the requests from the military for plasma come to Carter Blood Care because they are one of the hubs in the U.S. large enough to respond.

When someone donates they can break it down into three donations: plasma, red blood cells, or platelets. Plasma is used to treat burn victims. Red blood cells are used primarily for surgery. Platelets are used for cancer treatment.

Even though our schedules are busy, it is important to remember that we can play a part in remembering those lost on 9/11 and those who are in the military by "Giving the Gift of Life".



HR Connection Debuts Next Month

Starting next month the Human Resources newsletter will be called HR Connection. That is not the only change you will see. The newsletter will have a completely new look including color pages throughout.

The newsletter which has traditionally been distributed each month will be distributed as a bi-monthly publication beginning with the October-November issue.

UNT SYSTEM 2007-2008 HOLIDAY SCHEDULE

State law allows the UNT System's governing body to establish the UNT System's holiday schedule independent of the Denton campus. Institutions of higher education may observe up to fourteen holidays during the fiscal year 2008. Because the UNT System will be observing Labor Day, they will not have a floating holiday like other UNT employees. Please note that the following holiday schedule only applies to UNT system employees that do not work at the Dallas campus.

- Labor Day - September 3, 2007
- Thanksgiving - November 22-23, 2007
- Christmas - December 24-28, 2007
- New Year's Eve - December 31, 2007
- New Year's Day - January 1, 2008
- Martin Luther King, Jr. Day - January 21, 2008
- Spring Break - March 17, 2008
- Memorial Day - May 26, 2008
- Independence Day - July 4, 2008

Important Note: UNT system employees who work at the Dallas campus will follow the Denton campus schedule that was published in the July issue of the HR Newsletter.

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Benefits Notes

Paycheck Reminder

Please check your October 1st paycheck carefully to make sure that it reflects the options you chose during Summer Enrollment. To review your paycheck log onto <http://my.unt.edu> (do not type in www).

Log on using your Employee User ID (EUID)

- * Click on FOR EMPLOYEES
- * Choose MY ONLINE SERVICES
- * Choose PAYROLL, TAXES and SALARY
- * Choose VIEW PAYCHECK

It is important that you look at the insurance deductions taken from your October paycheck to verify that you are enrolled in the coverage's you chose as a summer enrollment option. If you notice that incorrect deductions are being taken, please contact the Benefits section of Human Resources (x 4250) IMMEDIATELY.

Changes From Full-time or Part-time Employment

Please report to Benefits each month any employees with appointment changes from Full-time to Part-time, or Part-time to Full-time. Provide the name, social security number and effective date of the appointment at the same time monthly terminations and leaves are reported.

Part-time employees, working less than 100% FTE, receive only half the state contribution for insurance provided to Full-time employees. If new Part-time status is not reported to the Employees Retirement System (ERS) by the monthly process deadline, UNT and your department will be responsible for the additional insurance costs. If a change to Full-time status is not reported as required, the employee will be charged for the additional premium.

SUMMER ENROLLMENT CHANGES

If you made Summer Enrollment changes, you should receive a statement of benefits from ERS the first week of September. **CHECK THEM CAREFULLY.**

Optional Coverages for New Employees

NEW EMPLOYEES have thirty days from their FIRST day of employment to elect optional coverages. Health insurance will be effective the first of the month following a 90 day waiting period. Employees have up until their health insurance effective date to enroll/add/drop dependents from their health coverage. Full-time employees will be automatically enrolled in health insurance; part-time employees and graduate student employees will not. Once this deadline has passed, changes for the plan year can only be made with a qualifying life event and may require evidence of insurability. To review your elections or make changes to enrollment go to www.ers.state.tx.us. Click on ERS Online at the top right of the screen. If it's your first time to log-in use your Social Security Number for the user id and ERSmmddy (date of birth) for the password. (If you need password help please call ERS at (877) 275-4377). Click on "Post Hire Change" and make your elections.

ADJUNCT FACULTY

All faculty members employed in adjunct appointments at a minimum of 50% FTE have an option to enroll in the State's insurance program or any of the optional coverage. Adjuncts employed 100% FTE will be automatically enrolled in employee only health insurance and must take action (complete a declination form) if they choose to waive the coverage. Any adjunct faculty member appointed at 50% FTE or greater will be enrolled in the Teacher Retirement System (TRS).

Graduate Student Insurance

The University of North Texas will continue supplementing the employee contribution for graduate students who are eligible and are enrolled in the Group Benefits Program (GBP) health insurance. Because UNT is covering these qualified students, there will be no out-of-pocket expense for monthly premiums for employee-only health insurance coverage.

Benefits Notes (Continued)

MEDCO/PRESCRIPTION DRUGS

The following categories and drugs will be subject to Prior Authorization for HealthSelect of Texas members. This list is subject to change

- ☞ Accutane and the generic equivalent products (isotretinoin)
- ☞ Erythroid stimulants including Epogen, Procrit, Aranesp
- ☞ Growth Hormones including Zorbitive & Norditropin
- ☞ Myeloid stimulants including Neupogen, Leukine, Neumega, Neulasta
- ☞ Multiple Sclerosis including Copaxone Betaseron, Avonex, Rebif
- ☞ Fertility Therapy
- ☞ Interferon Alpha including Intron, Roferon, Alferon & Rebetron, Peg-Intron, Pegasys
- ☞ Interferon Gamma products including Actimmune
- ☞ Oral Oncology Products including Gleevec & Iressa
- ☞ Antivirals: Copegasy, Rebetol and the generic equivalent products (ribavirin)
- ☞ Rheumatology: Kineret
- ☞ Pulmonary agents: Xolair
- ☞ Cholesterol Reducers: Pravachol
- ☞ Interferon Alphacon (Infergen)
- ☞ Immune Globulins including Gammimune N, Gammagard, Gammar, Iveegam, Sandoglobulin

\$50 Prescription Deductible

You have a \$50 deductible per plan year (September 1 to August 31) before the plan begins to cover drug costs. Only eligible prescription drug purchases count toward the \$50 deductible.

The separate \$50 deductible applies to you and each covered dependent. For example, if you have three dependents, you would have a total family deductible of \$200 per plan year for prescription medications if everyone in the family fills at least \$50 worth of prescriptions.

Payroll Notes

FOREIGN NATIONAL INFORMATION FORM

- * All foreign nationals (resident and nonresident aliens) receiving any type of payment from the University must complete and sign the Foreign National Information Form (FNI).
- * No payments, including payroll, will be processed to a foreign national unless the form is on file in Payroll.
- * These forms are available in Payroll.

Questions concerning the FNI form or the procedures should be directed to Jim Webb in the Payroll Office at ext. 7014.

W-4 Forms

Reminder that employees should verify their permanent mailing address in EIS . If the address is incorrect, please contact Human Resources at 940-565-2281.

New employees need to use a permanent address when completing their W-4 form. This assures delivery of their W-2 form in January if it must be mailed.



President's Sack Lunch

12:00-1:00 p.m.

October 16, 2007

University Union, Silver Eagle Suite

Mark your calendars for the first President's Sack Lunch of the 2007-2008 academic year. President Bataille will answer questions presented by the attendees, Vice-Presidents will announce the recipients of the Steve Miller Outstanding Employee and the Outstanding Department awards.

NEW LOGO TO BE UNVEILED AT THE PRESIDENT'S SACK LUNCH

The new Staff Council logo contest is underway. Employees are asked to submit their design by September 7th. The winning logo will be selected by the Staff Council's Executive Committee and unveiled at the President's Sack Lunch October 16th. The winner will receive a Mean Green season football ticket package.

Here are the logo design rules:

- * All UNT staff members are eligible.
- * There is no limit to the number of entries per person, but a specific design may be submitted only once.
- * The logo must be an original design with the focus on promoting the UNT Staff Council.
- * Logo must be effective for any size reproduction, from a name tag to a poster. Logo must be able to be used in any medium (*print or electronic*).

Submit your entry electronically in vector or EPS format by e-mail to scouncil@unt.edu or hand delivered on CD to the Staff Council Student Assistant, Marquis Hall, room 105. For more information, visit the Staff Council website at www.hr.unt.edu/staffcouncil.

Star Performers

Greg Forte
Kim Head
Kayla Monschke
Reeca Pulliam
Eva Randles
Amie Trahan
Benito Salazar



Judy Willis
Naomi Wilson
Sean Zeigler



FACULTY SENATE
University of North Texas

Visitors are always welcome to attend the Faculty Senate meetings. The Faculty Senate meets once a month at 2:00 p.m. in Wooten Hall, Room 322. Below are the meeting dates for the fall.

September 12, 2007

October 10, 2007

November 14, 2007

December 12, 2007

For more information, you can reach the Faculty Senate Office at 940-565-2053 or visit them on the web at www.unt.edu/facsenate.

Pohl Student Recreation Center

Rec Center memberships are now on sale! Payroll deduction deadline is September 12, 2007. The Rec Sports office will stay open until 6:00 p.m. September 10-12 to accept applications. Here are the activities for September:

- ☞ Sept. 3-7: Faculty/Staff Free Week
- ☞ Sept. 8-Oct. 6: Learn to Swim Session 1, \$30 Students/Members, \$40 UNT Faculty/Staff non-members.
- ☞ Sept 10 - Oct 3: Cardio Boxing, \$40 students and members.
- ☞ Sept. 11 - Oct 11: Beginner Tai Chi, \$35 students & members.
- ☞ Sept. 22-23: Multi-Adventure Weekend at Lake Mineral Wells State Park, \$67 (*Register by Sept. 17*).

For more information, contact Recreational Sports at 940.565.2275 or 940.369.8347, or go to the website at www.unt.edu/recsports.

Alzheimer's Support Group

Marquis Hall Room 118

12:00 -2:00 p.m.

This group offers emotional support and information including care-giving solutions to spouses, children, adult grandchildren and friends affected by a loved one diagnosed with Alzheimer's or dementia. Facilitator furnished by Alzheimer's Association of Dallas. Meetings will be held Sept. 21, Oct. 19, Nov. 16, and Dec. 21. For more information, contact Nancy Kelly at 565-4206.

UNIVERSITY OF NORTH★TEXAS™



Training and Development Opportunities

How To Register

To register for a class, please choose one of the following:

- ✉ Send e-mail to Tina Daniel at tdaniel@unt.edu
- ✉ Call ext. 4246
- ✉ Register on-line at: <https://www.hr.unt.edu/main/forms/training/TrainingRegForm.php>

You will need to provide your name, department EMPL ID and phone number to register for classes.

COMPLIANCE TRAINING INFORMATION

La Orientación Para Nuevos Profesores y Empleados

Orientación estará disponible cuando sea requerido. Favor de llamar a Melissa Ozuna ext. 8398 o Tina Daniel ext. 4246.

Dirigido por Melissa Ozuna, Recursos Humanos, incluye la política de la universidad sobre vacaciones, permiso por enfermedad u otras razones; normas de trabajo, seguridad, igualdad de oportunidad en el empleo y acoso sexual. (Nuevo) incluye información sobre seguro y jubilación.

Orientation will be scheduled on an as needed basis. Please contact Melissa Ozuna ext. 8398 or Tina Daniel ext. 4246.



NEW FACULTY/STAFF



8:30 a.m. - 12:00 p.m.
Marquis Hall, Room 118

ATTENTION!!!

The dates for New Faculty/Staff Orientation have changed. New Faculty/Staff Orientation will be offered every 2nd and 4th Tuesday of each month. All participants will now be required to register in advance.

SEPTEMBER

11th or 25th

OCTOBER

9th or 23rd

NOVEMBER

13th or 27th

Orientation for Leaders

"Tools for Managing Effectively at UNT"

Thursday, November 8, 2007

University Union
Silver Eagle B & C

TRAINING CLASSES

MICROSOFT OUTLOOK

This class introduces users to UNT's installation of MS Outlook 2007. Outlook enable users to send and receive emails, use calendar functions to manage schedules, and provides numerous functions to manage contacts and work tasks.

Emphasis in the class will be on understanding how to perform basic functions previously accomplished using the GroupWise email application. Additionally, new features found in Outlook will be introduced.

See the online HR Event Calendar for class dates and times. To cancel, confirm registration or get answers to questions, please contact CITC at (940) 565-2324.

IRB 101:

"Human Subjects Research & the UNT IRB"

Wednesday, September 19, 2007

2:00 p.m. to 3:30 p.m.

Marquis Hall, Room 118

This course is designed for faculty, staff, and graduate students who will be submitting their first application to the UNT Institutional Review Board (IRB) for approval of a project involving human subjects research. Course topics include: the role of the Institutional Review Board, regulatory environment, what types of projects require IRB approval, informed consent, vulnerable subjects, and completion of the IRB application.

Seating is limited to 30. For more information about this course, please contact Boyd Herndon, Director of Research Compliance, at bherndon@unt.edu or 565-3941.

NCBI: Building Community Workshop

Friday, October 26, 2007

9:00 a.m. - 4:30 p.m.

Marquis Hall, Room 118

Dedicated to promoting appreciation of diversity, reduction of prejudice, and cooperation between all groups. NCBI's award-winning Welcoming Diversity/Prejudice Reduction Workshop is a one-day, experiential program that has been presented to thousands of schools, colleges and universities, corporations, government agencies, trade unions, religious institution, community organizations, and other groups throughout the world.

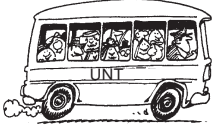
The workshop consists of a series of incremental activities that helps participants to:

- * **Celebrate their similarities and differences**
- * **Understand the personal impact of discrimination**
- * **Learn hands-on tools for dealing effectively with offensive remarks and behaviors**



TRAINING CLASSES

VAN DRIVER SAFETY TRAINING



In order to drive a 12 or 15 passenger van at UNT you must attend this training. One hour will be spent in the classroom and one hour will be spent in practical application. Classes are now held at the Custodial Services Building in the Facilities training room.

Thursday, September 6; 9:00 a.m.
Thursday, September 27; 1:30 p.m.

Thursday, October 11; 9:00 a.m.
Thursday, October 25; 1:30 p.m.

UNT *Service Connections*

Thursday, September 20, 2007
9:00 a.m. - 12:00 p.m.
Marquis Hall, Room 118

This seminar will give you a new outlook on the way you interact with customers, the skills and insights that will help you develop a sense of pride, and the confidence and enthusiasm that is the hallmark of professional customer service.

- ☛ You will learn proven techniques for handling customers with tact and style.
- ☛ You will build the mental and emotional strength it takes to weather customer criticism without losing your focus on delivering quality service.



October 10, 2007
9:00 a.m. - 12:00 p.m.
Marquis Hall, Room 118

Think you're smart? What's your EQ? Can you manage your emotions effectively? Do you know research has demonstrated that Emotional Intelligence (EQ) or your ability to build and maintain quality relationships is more important to success on the job, and in life, than is cognitive intelligence (IQ)? In this class you will learn how to develop and use your emotional intelligence effectively to achieve your professional and personal goals while helping those you lead/supervise to do the same.

HAPPY LABOR DAY!



Soaring Eagles



Nominees this month will receive their award at the next President's Staff Lunch on October 16, 2007. To nominate someone for a Soaring Eagle award, go to <http://www.hr.unt.edu/main> and click on "Online Forms" from the left-hand menu.

Catering

Liliana Castillo

CITC

Larry Vick*

COBA

Judy Delay

Dining Services

Tim West

Facilities

Keith Cook

John David

Lynda Hutson

Health and Wellness Center

Holly Decker

Human Resources

Valerie Green

Payroll

Ruth Moors

**Employee received more than one Soaring Eagle nomination.*



Purchasing & Payment Services

Leah Cook

Chris McCaskill

Peggy McFerrin

Laura Raadt

Debbie Reynolds

Joey Saxon

Craig Thorp*

Abbie Walker

Risk Management

LaKeesha Trim

Student Accounting & University Cashiering Services

Teeyoka Harper

Betty Webb

Student Development

Michael Baggett

Barcy Cordrey

Kathryn McCauley

Technology & Cognition

Mary Chandler

Pam Gentry

Cindy Trussell

University Union

Kathy Fischer

Brittany Richards

Pam Stephens

Rachel Uptergrove

HR NEWSLETTER INFORMATION

The Human Resources Newsletter is published bi-monthly by the University Human Resources Department. Ideas/articles should be submitted to Kristina Randolph at krandolph@unt.edu.