

HR

CONNECTIONS

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June/July 2008

Increases for Staff Salaries

All UNT classified staff positions (salary grades C16 to C70) will automatically receive a 1 percent cost-of-living increase effective Sept. 1, 2008. A 3.2% merit pool will also be available for eligible staff members.

Each vice president will determine the amount available for distribution within individual departments. Individual merit increases may be greater or lesser than 3.2 percent. Merit raises awarded will be effective Sept. 1, 2008. Merit recommendations will be due in July 2008. A detailed calendar including specific deadlines along with merit provisions and forms will be distributed this summer.

UNT System employees are not eligible for the 1% cost-of-living increase. However, a 4% merit pool will be available for eligible staff members.

If a current performance review is pending on an individual that is receiving a merit raise, please submit the review to Human Resources by August 15th to ensure that it is entered into EIS prior to the end of the fiscal year.

Changes to 9-Month Pay Options

To comply with changes in IRS regulations relating to deferred compensation, all 9-month regular faculty and staff employees who have currently elected annualized compensation (also known as Salary Spread) must reauthorize their election.

Employees who have elected annualized compensation have their 9-month salary paid over 12 months. Employees not electing annualized compensation are enrolled in Premium Reserve (insurance premium deductions for 12 months are withheld from the nine monthly paychecks). Additional communication will be sent directly to 9-month regular faculty and staff outlining necessary steps to continue, enroll in, or cancel annualized compensation.

The deadline to make an election is 5 p.m. on August 15, 2008. Please note that this election may not be cancelled for one complete fiscal year. Contact Melinda Lilly in Human Resources at (940) 565-4245, if you have any questions.

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Minimum Wage Increases July 2008

The current federal minimum wage is \$5.85 per hour. Effective July 24, 2008, the minimum wage rate will increase to \$6.55 per hour, with an additional increase to \$7.25 scheduled for July 2009.

Hourly employees who are earning less than \$6.55 per hour will be automatically adjusted by HR effective July 24, 2008. Rates of pay for salaried graduate students will be audited by HR, and departments will be asked to submit revised HRM-7 forms for employees who are below the new minimum wage.

New HR Website

Coming this summer, Human Resources will be unveiling its new website. The website was designed with the assistance of UNT Library's multi-media design lab. Several focus groups were held to determine how information should be structured so it can be found quickly. Let us know what you think by sending an email to krandolph@unt.edu. Your feedback is essential to making the site meet your needs.

REMINDER THAT THE
UNIVERSITY WILL BE
CLOSED JULY 4th!

ORP Consolidation

The Human Resources Department is improving and streamlining the administration of UNT's optional retirement program and 403(b) savings plans.

The project will also include preparations for new federally mandated compliance requirements that are effective Jan. 1. The project will include, but is not limited to:

- creation of a single plan document
- development of a 403(b) compliance program
- development of a UNT System retirement and savings plan philosophy

These changes will streamline the administrative procedures and add educational components to help employees in the Optional Retirement Program and/or 403(b) savings plan prepare for retirement.

Effective retirement- programs are viewed as a valuable tool for recruitment and retention purposes.

The project will create a consolidated and centralized 403(b) program, says Donna Keener, assistant vice president of Human Resources. Additionally, new IRS regulations that affect the responsibilities of 403(b) plan sponsors require UNT and UNT Health Science Center at Fort Worth to change the administration of the 403(b) plan.

UNT and the UNTHSC will use a consulting service to evaluate the 403(b) program. The goal is to consolidate both institutions' 403(b) tax sheltered annuity and optional retirement plans into a system program using the same program rules, vendor list, education programs, documents and website, Keener says.

The list of authorized 403(b) vendors will be reduced to only those that can provide the best products, services, investment education and fee structures, says Keener. For more information, visit the HR website at www.hr.unt.edu.

Insurance Summer Enrollment

July 28-August 22

Summer Enrollment is your annual opportunity to make changes to your insurance coverages. Changes you make during Summer Enrollment are effective September 1 in most cases. July 28 through August 22 you can:

- **Enroll or make changes in a TexFlex Dependent Care and/or Health Care Reimbursement Account (current participants will automatically be re-enrolled).**
- **Apply for the State Kids Insurance Program(SKIP)**
- **Add/Drop dependents to HealthSelect**
- **Enroll or change a dental plan**
- **Apply for Term Life, Disability, etc.**
- **Apply for Long Term Care Insurance**
- **Apply for HealthSelect from waived status**

SKIP Applications

Reminder to Reapply for
2008-2009

The State Kids Insurance Program (SKIP) provides a supplement toward health insurance premiums of eligible children, reducing the monthly premium. You must reapply for SKIP each year. Application can be made beginning June 1 through August 31, 2008. You should receive a letter from ERS reminding you to reapply. To help ensure that your SKIP coverage will continue September 1, **make sure your application is postmarked by August 1.**

TexFlex Re-Enrollment

TexFlex is the program that enables employees to use tax-free money for health care and dependent care expenses. Current TexFlex participants will be automatically re-enrolled for Plan Year (PY) 08 with the same elections they had in PY 07. Employees can enroll and make changes in one or both accounts - Flexible Spending Account-Health Care and Flexible Spending Account-Dependent Care during summer enrollment. Employees can also choose to get a PayFlex™ Debit Card to pay for eligible expenses.

New Faculty Orientation

New faculty, beginning Fall 2008, need to attend the following:

[Academic Session - Tues., August 19th](#)

[Benefits Session - Wed., August 20th](#)

Look for more information on the HR website as the dates get closer.

New Hours for Benefit Consultations

Human Resources is here to assist you with your benefit needs! Representatives are available Monday and Wednesday 8:00am - 5:00pm or by appointment. Appointments can be scheduled by calling extension 4250.

Vacation Lapsing Reminder

Remember to keep up with how many vacation hours you will be allowed to carry forward to the new fiscal year. A chart can be found at <http://www.hr.unt.edu/main/ViewPage.php?cid=142>, which shows the maximum amount of hours that can be carried forward.

Any hours over the maximum will be automatically rolled into that employee's sick leave balance in September. Vacation leave needs to be taken before September 1st and reported in EIS prior to the deadline in September to avoid having vacation hours lapsed to sick time.

2008 Floating Holiday Expires August 31st

As part of the 2008 holiday schedule, staff employees were granted a floating holiday to use on the date of their choice. The hours can be used even if a new employee is within their probationary period.

Staff members have until August 31st to use this holiday. Unused hours will not be carried forward into the next fiscal year.

For more information on how to use the floating holiday, please visit the HR Website at <http://www.hr.unt.edu/main/ViewPage.php?cid=301>

President's Staff Sack Lunch

July 24, 2008, 12:00 p.m.
Silver Eagle Suite

All UNT Staff are invited to attend the President's Staff Sack Lunch on July 24, 2008. This is an event where the staff have an opportunity to submit anonymous questions to the President for her response. Visit the HR website at www.hr.unt.edu to see questions from previous sack lunches.

Three departments will be recognized as Outstanding Departments and four individuals will be recognized as Outstanding Employees. Come and see who will receive these honors.

Service Award Packets

About 150 selection packets have been mailed to faculty and staff who have reached a service milestone. If you receive a packet for an employee who is no longer at UNT, please contact Kristina Randolph at krandolph@unt.edu to have them removed from the list so a gift will not automatically be sent in 90 days.

Pohl Student Recreation Center

Rec Center Summer Memberships are now on sale and can be deducted from your paycheck. Deduction deadlines are: June 11 (Summer 1) and July 9 (Summer 2).

Would you like to try the Rec Center out first? June 2-6 is the Faculty/Staff Free Week. All Group Exercise classes will be free during this week!

Water Aerobics class: June 2-25, Monday/Wednesday 4:15-5:15pm, only \$16 for students and Rec Center members.

Pound for Pound: June 2-July 28, \$25: Start off your summer right! You'll meet with a personal trainer to determine your Resting Metabolic Rate and develop a diet and exercise program. Evaluate your current fitness levels and keep track of your progress through the summer with our nutrition and activity logs. Prizes awarded to the biggest loser!

For more information about all Recreational Sports programs, please call 940-565-2275 or 940-369-8347 or visit www.unt.edu/recsports.

Building Blocks

Tips for Resume Writing

UNT employees have opportunities for personal growth and advancement on campus. The written word is the first impression a job candidate gives a hiring manager. How well a resume is written can get you to the next step or stop you in your tracks. Below are three tips for starting off on the 'write' foot:

1. Tailor to the job - focus on how your experience is directly related to the requirements of the job for which you are applying. Do not try to use a 'one size fits all' resume for every position.
2. Highlight accomplishments – in lieu of listing tasks performed, use the PAR method to summarize your accomplishments. State the Problem, Action you took, and the Result of that action.
3. Proofread resume – grammatical and other errors reflect a lack of attention to detail and interest in portraying a positive image.

"Building Blocks" are articles which focus on staff development. Look for more Building Blocks in future issues of HR Connections.

Van Driver Training

9:00 a.m. - 11:00 a.m.
Custodial Services Building

June 12
June 26
July 10
July 24

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.

New Faculty/Staff Orientation

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

June 10
June 24
July 8
July 22

This orientation gives new employees information on university policies, employee relations, as well as completing important hiring and benefits paperwork. Employees must register by emailing Tina Mohan at tina.mohan@unt.edu or via the HR website at hr.unt.edu.

New Training Courses Coming Soon!

The following training programs are coming during the months of June, July, and August. For information on training dates and program descriptions refer to our HR Events Calendar at <http://www.hr.unt.edu/main/EventCalendar/ViewCalendar.php>.

Communication, Team Building, and Respect
EAP Employee Orientation
Effective Listening
Resolving Conflict
Workplace Violence

Dealing with Difficult Situations
EAP Supervisor Orientation
Managing Mental Health Issues at Work
Stress Management



Soaring Eagles



Advancement
Wade Anthony
Sandra Clark
Tonya Harris
Abbie Long
Cindy Sprabary
Kristen Wagstrum
Patty Wells
CCECM
Amber Brasher
CITC
Kory Booth
Chris Canuteson
Ronda Johnson
Jay Maxwell
Don McClure
Stephen Moran
Rob Robison*
Mike Wright
Yancey Yeargan

Copy Center
Roy Nance
Nita Slaughter
COBA
Konni Stubblefield
College of Education
Tyler Chamberlain
Daniel Strebe
Robert Wellman
College of Visual Arts
Angela Vanecek
Dance
Terri Yip
Dining Services
Curt Condray
Shoreh Sparks
Mark Thompson
Facilities
Rudy Benavidez
Ralph Harpool

Facilities - Dallas
Jorge Rodriguez
Francisco Serrano
FIREL
Xiaomu Xu
HR
Karen Crist
Kristina Randolph
Libraries
Daniel Turner
Physics
Lori Duvall
Police, Parking &
Transportation
Debra Olivarez
PPS
Barbara Graham
Mac Jarrell
Pam Moore
Donna Rains

Printing Services
Lora Connaughton
Pat Esther
Student Accounting
Henry Stewart
University Union
Rama Pfaffly
URCM
Darren Petersen
Kelley Reese

[Soaring Eagle Departments](#)

[Eagle Images - Union](#)
[Kendall Hall Copy Center](#)
[Union Scheduling Services](#)