

HR

CONNECTIONS

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www.hr.unt.edu/main

April/May 2008

Staff Classification and Compensation Study Underway

Orientation sessions for managers and staff were held in March to explain how the Staff Classification and Compensation Study will be conducted, including the procedure for collecting job information from all staff through the completion of a Job Analysis Questionnaire (JAQ).

UNT is partnering with Management Advisory Group, Inc (MAG). MAG is a management consulting firm with expertise in compensation (pay plans), employee performance management, and job description development.

Some key deliverables of the Staff Classification and Compensation Study are:

- ☛ development of a new staff compensation program
- ☛ review employee job classification descriptions
- ☛ new job performance evaluation process

Many questions have been asked about the study. Here are some of the questions and answers:

Will my salary increase or decrease as a result of the study? Salaries will not decrease as a result of the study. Any increases to salary will be determined once the review is completed.

Will my job title change? It is possible that job titles will change as a result of the study. All staff job classifications/descriptions will be reviewed.

Why are reclassifications on hold? Reclassifications are on hold because it is necessary to reserve funds to apply to anticipated salary adjustments for those positions that need it. Also it would be difficult to accurately measure current positions and pay levels if reclassifications were still ongoing.

Is there a hiring freeze? Are all new positions frozen? No to both.

For more information, answers to other frequently asked questions, and a tutorial for completion of the job analysis questionnaire, access the SCCS website located at <https://www.hr.unt.edu/main/forms/CompStudy/CompStudy.php>.

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Join the UNT Family - Students, Faculty and Staff - as we reflect on the accomplishments and traditions of UNT, and look forward to an exciting and promising future!

April 4, 11:30-2:00
Library Mall

Commencement Ceremonies

Friday, May 9, 4:00p.m.,
Masters Commencement Coliseum

Friday, May 9, 7:00p.m.,
Doctoral Commencement and Hooding
Murchison Performing Arts Center

Saturday, May 10
9:00 a.m., 1:00 p.m., 5:00 p.m.,
Undergraduate Commencement
Coliseum

University Closed May 26th for Memorial Day

EMPLOYEES LEAVING FOR THE SUMMER - LEAVE AN ADDRESS

A reminder from the Payroll Office that any employee who is leaving UNT permanently after the Spring semester should leave a permanent mailing address so their W-2 forms can be sent to them next January.

Individuals can view their address by logging into MyUNT and clicking on the Employees tab and then the "Home and Mailing Addresses" link under the Personal Information section. The W-2 forms will be sent to the "Home" address which cannot be changed online. If you need to update this address you can complete the Change of Address Form located on the HR website under the Forms List Table or you can come into the HR office and complete the form.

FMLA & Sick Leave Pool Notice

The benefits section of Human Resources is now administering Family and Medical Leave Act (FMLA) as well as Sick Leave Pool. All FMLA and Sick leave Pool forms have been revamped and can be accessed thru the Human Resources website at www.hr.unt.edu/main. Should you have questions regarding FMLA or Sick Leave Pool please contact Lisa Garner at 565-4253 or lgarner@unt.edu.

SUMMER ENROLLMENT FOR BENEFITS

Watch for information regarding enrollment opportunities coming in May 2008. Summer Enrollment is the opportunity to make changes to your insurance and TexFlex programs. Summer Enrollment will begin in late July and end in mid-August. Changes you make during Summer Enrollment are effective September 1 in most cases.

During Summer Enrollment, you can make your changes online at www.ers.state.tx.us. If you have not logged into this system before and chosen a password, your password will be the letters "ERS" followed by your date of birth in the following format: ERSmmddy.

Star Performers



Congratulations to the latest recipients of the Star Performer Awards. These recipients will receive eight hours of paid leave for their excellent job performance.

Anyone can be nominated for this award by completing the nomination form on the HR homepage under Quick Links.

*Darren Petersen
Ellen Rossetti
Angilee Wilkerson*

Staff Contribution Award Nominations Now Available

Human Resources is pleased to announce that the nomination period for the Staff Contribution Award begins April 1st! Nominations will be evaluated on gains in productivity or efficiency for their department or the University, outstanding customer service, outstanding performance, or other initiatives that have significantly contributed to the mission or reputation of their department or the University. Recipients will be honored during Customer Service Week in the Fall with an award and \$1,000. Nomination Forms are available on the Human Resources website at <http://www.hr.unt.edu/main/ViewPage.php?cid=252>. Last day to submit nominations is May 30, 2008. For more information, contact Carol Free at 940-369-8398.

UNT FLIGHT MEMORIAL

April 23, 2008

12:00 p.m.

Shrader Pavilion

The annual memorial service to remember all the eagles who have taken "flight" will be April 23rd. The public, including family members, are invited to join the President at this special ceremony which will remember students, faculty, staff and alumni who have passed away in the last year. The event will feature a guest speaker followed by the reading of those who have been lost. At the conclusion of the event, there will be four bell tolls, one for each group being remembered.

The event is being sponsored by the College of Music, Dean of Students, Housing and Residence Life, Human Resources, ROTC, SGA, and Student Development.

RETIREMENT RECEPTION MAY 13, 2008

The UNT Retirement Reception is held annually to allow the UNT community an opportunity to congratulate those who have or will retire from the University this year.



Attendees of the 2007 retirement reception pictured with President Bataille.

The come and go event will be held in the Diamond Eagle Suite of the University Union on Tuesday, May 13th from 2:00-3:00 pm. President Bataille cordially invites all faculty and staff to attend this important event.

Pohl Student Rec Center

On Sale Now! Rec Center Spring memberships are pro-rated to half price! Faculty/Staff and their spouses can purchase a spring membership for only \$45 beginning March 24!

April 14: Rec Center Summer memberships go on sale! Please visit the Rec Center, go to www.unt.edu/recsports, or call 940-565-2275 or 940-369-8347 for pricing and more information.

Did you know? Members of the Faculty/Staff fitness program are eligible for 20 minutes of administrative leave for each day of participation as approved by their supervisor (University policy 1.4.15). UNT Faculty and Staff must be Rec Center members to be eligible for administrative leave. Participants must register for the program in the Rec Sports office or at the Member Services desk.

As a member of the Faculty/Staff Fitness program, you can also earn prizes for your daily workout by participating in Burn and Earn. It is free to participate and only requires you to sign in at the Member Services desk each time you work out at the Rec Center!



EMPLOYEE ASSISTANCE PROGRAM

(For Retirement-Eligible Employees and Dependents)

Your Employee Assistance Program (EAP) is designed to confidentially help you and your family members deal with life's stresses and the variety of personal problems that can develop from them, such as: relationship problems, depression or anxiety, legal issues, financial issues, substance abuse problems, stress, parenting or family issues. For more information contact Employee Relations in Human Resources at ext. 4817.

Training & Development

Employment Waivers

Wednesday, April 16, 2008

9:00 a.m. - 10:00 a.m.

Marquis Hall Room 118

For Summer and Fall Waivers

This training session will be presented by Student Accounting and University Cashiering Services. This session is for all new or current staff members who are responsible for completing Employment waivers for professors, TA's, TF's, and RA's. Requirements for an Employment waiver will be covered as well as giving attendees an opportunity to ask questions.

Van Driver Safety Training

9:00 a.m.

Custodial Services Building

Thursday, April 10

Thursday, April 24

In order to drive a 12 or 15 passenger van at UNT you must attend this training. Classes are held at the Custodial Services Building in the Facilities training room.

Payroll Forms and Procedures

April 9, 2008
9 a.m. - 12:00 p.m.
Marquis Hall Room 118

For staff members responsible for preparing University payroll documents. This course will cover the forms used for authorizing and removing employees from the payroll for salaried, hourly, and task appointments.

HR RECORDS OVERVIEW

April 24, 2008
Session 1 - 9am - 11:30am
Session 2 - 2pm - 4:30pm

Session 1: Focuses on the general leave policies and procedures, Medical Leave Programs and the Return to Work Program.

Session 2: Focuses on time-keeping issues, disclosure of employee information issues, records retention, and employment eligibility.

New Faculty/Staff Orientation

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

April 8
April 22
May 13
May 27

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.

Overtime/Comptime

April 22, 2008 9 a.m. - 12:00 p.m. Marquis Hall, Room 116

This session will answer your questions regarding the accrual, use, and payment of compensatory leave and overtime. Hands on EIS data entry will be included.



Soaring Eagles



Admissions

Carol Yocum

Center for Public Service

Sheila Baird

CITC

Tracy Hansen
Daniel Harris
Mike Shirley

Classroom Support

Jim Curry
Steve Moran
George Trabazo

Copy Center

Roy Nance

Dining Services

Curt Condray
Bryan Hale

Distance Education

Jane Himmel
Rita Knoblock
Mary Speight

Facilities

Glen Haubold
Randy Sikes

Health & Wellness Center

Linda Webb

Human Resources

Kristina Randolph

International Programs & Studies

Imran Mandviwalla

Physics

Shawn Adams

PPS

Thomas Augsburger
John Morgan
Donna Rains

Printing Services

Nita Slaughter

Research Services

Lucien Finley

Student Accounting &

Univ. Cashiering
Jana Watkins

Student Development

Mary Pastorius

Student Rec Center

Ben Hanisian

Survey Research Center

Michelia Mason
Marilyn Murphy

TAMS

Yvette Njoku-Ani
Liz Pals

Diana Reaves
Annetta Shifflett

Union

Brad Taylor

VP Student Development

Paul Goebel
Velma Gray
Devin Stephens

Soaring Eagle Departments

Center for Distributed Learning's Instructional Consultants Unit

Dining Services

Human Resources - Employment

Housing Maintenance
Student Crew