

# HR

## CONNECTIONS

Vol. 31, No. 7

[www.hr.unt.edu/main](http://www.hr.unt.edu/main)

August/September 2008

## Staff Classification and Compensation Study: THANKS for your participation

### Recent Activities:

- ☞ Job analysis questionnaires (JAQ) for the Staff Classification and Compensation Study (SCCS) were completed in April. Over 90% of active employees and their supervisors participated in the JAQ process.
- ☞ Identified appropriate market survey target employers.
- ☞ Established list of benchmark job classifications for inclusion in the salary survey.
- ☞ In June, over 350 employees participated in focus group sessions to provide feedback about the current compensation program and suggestions for the new program.
- ☞ Over 50 UNT and UNT System key administrators attended meetings with the consultants regarding key concerns on staffing, salary and recruitment/retention issues.

### Next Steps:

- ☞ Reducing the number of staff job classifications from 800+ to a more manageable and meaningful number.
- ☞ For more information and answers to frequently asked questions about the study, access the SCCS website at <https://www.hr.unt.edu/main/forms/CompStudy/CompStudy.php>

## Staff Appreciation Week October 27-31, 2008

Please plan to join us as we celebrate the first Staff Appreciation Week! Watch for upcoming information in future issues of the HR Connections as well as Announce.com.



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## Federal Minimum Wage Increased in July

The Federal hourly minimum wage increased from \$5.85 to \$6.55 per hour on July 24, 2008. All departments were required to implement this new federally mandated wage increase. Therefore, all hourly appointments below the new minimum wage rate and were currently in time and labor were automatically raised to the new rate of \$6.55. Since this increase happened in the middle of the pay period, employees who were affected will see hours worked prior to July 24th paid at their old rate and hours worked after July 24th paid at the new rate on their August 15th paycheck. Departments will be required to adjust their expenses to cover this increase in wages. Students who receive college work-study awards will not see an increase in the award amount so the department will pay 100% of anything earned over the student's awarded amount for summer. Questions regarding the minimum wage should be directed to Melinda Lilly in the Human Resources department, ext. 4245. Questions pertaining to budgets should be directed to Brenda Cates in the Budget Office, ext 3233.

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## New Pharmacy Benefits Administrator

The Employees Retirement System Board of Trustees announced it has selected Caremark to serve as the State's Pharmacy Benefits Manager. Caremark will begin on September 1, 2008.

- Prior to the September 1, 2008 start of the new plan year, you will receive a new Insurance ID card from Blue Cross Blue Shield and Caremark.
- Your remaining prescription refills will transfer from Medco to Caremark automatically unless federal law prevents the transfer of your prescriptions (ex. transfer of controlled substances is prohibited). A Caremark prescription card will arrive prior to September 1st.
- Your plan deductible (\$50 a year per family member) and co-pays will remain the same.
- You can use your current retail pharmacy. Just be sure to show the pharmacist your new Caremark ID card.

## New TEXFLEX Administrative Fee

An administrative fee will be implemented for members who enroll this summer and those who continue their enrollment in a reimbursement account for the Plan Year 2009. The administrative fee will be \$24 annually per account (\$2 per month). The debit card fee will be reduced to \$15. More information about the administrative fee was included in your Summer Enrollment communication materials from ERS.

## Project Update: OPTIONAL RETIREMENT PROGRAM AND TAX DEFERRED ACCOUNT (ORP/TDA)

The evaluation committee has completed their review of proposals submitted and we are in the process of finalizing a contract agreement. Once the agreement has been signed, we will begin phase two of the project which includes: consolidation of both institutions' 403(b) tax sheltered annuity and optional retirement programs into a single UNT system program using the same rules, vendor options, educational programs, website, and plan document. We will keep you updated via the UNT Human Resources website at <http://www.hr.unt.edu/main>.

## \$50 Prescription Drug Deductible

A separate \$50 deductible for you and each covered dependent begins with the new plan year on September 1st. Only eligible prescription drug purchases count towards the \$50 deductible.



## Insurance Enrollment Ends August 22

Check out the Summer Enrollment page at [www.ers.state.tx.us](http://www.ers.state.tx.us) for information on enrollment fairs, benefit choices, etc. You can also download forms such as the Evidence of Insurability form. ERS will mail a statement of benefits the first week in September for your review any changes made during Summer Enrollment.

## Check Your October 1st Paycheck

Be sure to review your October 1st paycheck to make sure it reflects the changes you made to your insurance during Summer Enrollment.

To review your paycheck, log into [my.unt.edu](http://my.unt.edu) using your EUID and click on the Employees tab at the top. From there you can click on the Human Resources tab from the left-hand menu and click on View My Paycheck from the hyperlinks listed. If you notice any errors, please contact the Benefits area at 565-4250 immediately.

## 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.
- \* Forms are available in the Payroll Office located in Marquis Hall room 127.

Questions concerning the FNI form or the procedures should be directed to Jim Webb in the Payroll Office at 369-7014.

## 2008-2009 Staff Holiday Schedules

### UNT Denton/Dallas Holiday Schedule

The Board of Regents has approved fifteen (15) holidays for Fiscal Year 2009. Listed below is the University's holiday schedule.

Labor Day - September 1, 2008  
Thanksgiving - November 27-28, 2008  
Winter Holiday - Dec 24, 2008 - Jan 2, 2009  
MLK Day - January 19, 2009  
Spring Break - March 16, 2009  
Memorial Day - May 25, 2009  
\*Floating Holiday - TBD by staff member

### UNT System Staff Holiday Schedule

Labor Day - September 1, 2008  
Thanksgiving - November 27-28, 2008  
Winter Holiday - Dec 24, 2008 - Jan 2, 2009  
MLK Day - January 19, 2009  
Memorial Day - May 25, 2009  
Summer Holiday - July 3, 2009  
\*Floating Holiday - TBD by staff member

\*All vacation-eligible staff employees will receive one floating holiday. For a full-time staff member, that would be eight hours which can be used on any business day with prior supervisory approval. For staff that are less than full-time, the number of hours is prorated accordingly. Floating holiday hours are good through the end of the fiscal year in which they were accrued (August 31, 2009), and cannot be carried forward.

## HR Live

Join us as we kick off a series of HR Live sessions open to all University staff members. In an effort to provide a regular forum for open discussion and Q&A, HR team members will be providing updates on current programs and new initiatives impacting the campus community. Hope to see you there!

Thursday, August 7th  
8:30am – 9:30am

Union 411, University Union  
*Coffee and pastries will be served*



August: 2008-2009 memberships, lockers and other items are on sale! Faculty, Staff, their dependents and spouses can all purchase memberships to the Rec Center. Faculty/Staff annual rate: \$240, 2 Semesters: \$180, Fall Semester: \$90.

Faculty and Staff have the option to have membership fees deducted directly from their paycheck each month. Payroll deduction deadline is Sept 10, 2008. Visit the Rec Sports office, call 940-565-2275 or visit [www.unt.edu/recsports](http://www.unt.edu/recsports) for more information.



Congratulations to the newly elected Senate officers:

Dr. Terry Clower, Chairman  
Beth Thomsett-Scott, Vice-Chair  
Dr. Pam Harrell, Secretary

The next Faculty Senate meeting will be Wednesday, September 10, 2008 at 2:00 p.m. in Wooten Hall, Rm 322.

All Faculty Senate meetings are open to everyone. For more information visit our website [www.unt.edu/facsenate](http://www.unt.edu/facsenate) or call the Faculty Senate office at 565-2053.

## Mark Your Calendars!

**Commencement Ceremonies, August 8**  
Masters Ceremony, 4pm Coliseum  
Doctoral Ceremony, 7pm Murchison

**Commencement Ceremonies, August 9**  
Undergraduate Ceremonies, 9am, 1pm,  
5pm Coliseum

**President's Staff Sack Lunch, August 14**  
Silver Eagle Suite, University Union

**Fall Convocation, September 9**  
Silver Eagle Suite, University Union  
Continental Breakfast beginning at  
7:15am, Convocation begins at 7:45am

## Van Driver Training

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

August 14  
August 21st  
September 11th  
September 18th

*In order to drive a 12 or 15 passenger van at UNT, you must attend this training.*

## New Hire Orientation

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

August 12  
August 26  
September 9  
September 23

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](mailto:tina.mohan@unt.edu) or via the HR website at [hr.unt.edu](http://hr.unt.edu).

## Additional Training Courses

All classes are held in Marquis Hall room 118. For information on program descriptions and registration, refer to our HR Events Calendar at <http://www.hr.unt.edu/main/EventCalendar/ViewCalendar.php> or contact Tina Mohan at 565-4249 or [Tina.Daniel@unt.edu](mailto:Tina.Daniel@unt.edu)

### Stress Management

August 4  
9:00-10:30 a.m.

### Managing Mental Health Issues

August 4  
11:00 a.m. - 12:00 p.m.

### Research Compliance IRB 101

September 17  
2:00 – 3:30 p.m.

### Keeping Your Cool When Others Don't

September 13  
1:00 - 2:00 p.m.

## Soaring Eagles



Arts and Sciences  
Kathryn Cullivan

Business Services  
Carolyn Hansen

CITC  
Larry Vick

COBA  
Cheryl McQueen

Coliseum/Gateway  
Cecil Miller

Disability  
Accommodation  
Bertrand Batiste  
Ronald Venable

Distance Education  
Kelly McMichael

Facilities  
Connie Havis  
Kelly Lewis  
Delbert Phillips

Graduate School  
Roxanne Litman

Honors Hall Housing  
Bill Rose

Human Resources  
Laura Lerma

Learning  
Technologies  
Mary Chandler  
Pamela Gentry  
Cynthia Trussell

Legends Hall  
Housing


Cheryl Elliott

Marketing  
Debora Stack

Physics  
Ronald Diulio  
Christopher Littler

PPS  
Joyce Bellar  
Craig Carter  
Leah Cook  
Deborah Reynolds  
Joey Saxon  
Susan Sims

Registrar  
Benjamin Dearman



Teacher  
Education &  
Administration

Alexander Harrell  
Marilyn Kocurek  
Destinie Noles  
Denise Stansel  
Allison Taylor

URCM  
Kenneth Moffitt

VP Student  
Development  
George Niebling  
Sharon Karackattu-Traum  
Catherine Tedrick  
Jason Simon

Soaring Eagle Department  
Facilities