

HR CONNECTIONS

Annual Service Recognition Awards To Be Held December 13

President Bataille, in conjunction with Human Resources, will be hosting the Annual Service Recognition ceremony on Thursday, December 13, 2007. The ceremony will be held in the Silver Eagle Suite in the University Union from 2:00 p.m. to 4:00 p.m.

There will be six employees honored for 40 years of service! More than 350 other faculty and staff members will be recognized for five to thirty-five years of service. The event is open to everyone who is at the Denton campus, Dallas Campus and the UNT System. Seating is limited so come early.

Honorees were sent notices in October. Anyone who believes they are up for an award and did not receive a notice should contact Human Resources immediately. For more information about this program, contact Kristina Randolph at ext. 4363 in the Human Resources Department.

New Service Recognition Program to Begin January 2008

Beginning in January 2008, UNT will begin a new catalog-style service recognition program. The change will allow for employees to be recognized in the month of their anniversary date versus once a year at an annual ceremony.

Under the new program, departments will receive packets each month for those employees that have 5 to 50 years of service in five year increments. Each honoree will have a catalog of items from which to select their service award. Each level of award will have about

80 items from which to choose. The items range from jewelry to outdoor equipment. Recipients will be able to order their awards via website, postcard or phone. Most items will ship within a week of the order being placed. Look for more details in January on the Human Resources website.



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UNT Faculty Staff Holiday Party

Wednesday, December 12, 2007
2:00 - 4:00 p.m.
Union, Silver Eagle Suite



Extreme Weather Policy

The University of North Texas Denton and/or Dallas campuses will remain open unless weather conditions are such that the majority of students, faculty and staff are unable to reach their respective campus due to severe weather or impassable road conditions.

In the event of a severe weather warning or university closing, the Eagle Alert messaging system will be used to send messages in a variety of ways (home phone, cell phone, etc.) to students, faculty and staff. Any text messages sent to your cell phone will incur the normal text messaging fees charged to your cell phone provider. You can learn more online at <http://inhouse.unt.edu/index.cfm?commentID=2276>.

FREQUENTLY ASKED QUESTIONS ABOUT HEALTH INSURANCE

Does the state health insurance plan have pre-existing conditions provisions?

No. The health plans offered through the state insurance plan do not deny coverage due to pre-existing conditions. However, disability income coverage does have a pre-existing conditions provision.

Do I have to enroll in health insurance?

No. You may decline coverage. However, in most cases once you decline coverage, you must go through the evidence of insurability process to elect coverage later. This process requires you to complete a 2 page questionnaire relating to current and past health history. The questionnaire is then submitted to the insurance carrier. They evaluate your responses to determine whether or not you are insurable. Based on the determination made coverage will be either approved or denied. Coverage is not guaranteed.

When can I expect to receive my I.D. card(s)?

Usually, you can expect to receive your identification card within 10 business days after the effective date of your coverage. Employees will receive their card at their home address.

When do I need a referral?

You need a referral anytime you want to see a specialist for anything other than routine obstetric, gynecological and optometry care. When appropriate, your primary care physician will refer you to a participating specialist on your plan.

How do I change my PCP?

Call the customer service number on the back of your insurance card.

What is the difference between co-payments and co-insurance?

A co-payment is a flat dollar amount the participant must pay for medical services or prescription drugs at the time they are provided. Co-insurance is the participant's share of covered services and supplies, not counting the deductible or co-payments. It is usually a percentage (20%, 30% or 40%) of the allowable amount.



Is my medication covered?

Prescription drug coverage is included in your health plan but is administered by Medco Health. Prescriptions are covered on a 3-tier level which is shown on your insurance card. Co-pays are generally \$10, \$25 or \$40.

How can I find out who I have listed as my beneficiary?

This documentation is filed at the Employees Retirement System of Texas (ERS), and with the Teacher Retirement System (TRS) or Optional Retirement Program (ORP) carrier you have chosen. You must contact them directly.

New Exit Procedure and Information

In an ongoing effort to streamline HR services, we have made an improvement to the exit procedure for employees who are ending UNT employment. Exiting employees will no longer be required to attend an exit meeting in the Human Resources office. All exit information is available on the Benefits website.

Employees will simply go to the main HR page, www.hr.unt.edu/main, click on "Benefits" at the bottom, and then on the "Exit Procedure" link. Employees who may not have access to a computer should contact the Benefits section of Human Resources at x4250 to schedule an appointment.

Employees should return the clearance form to HR through intercampus mail or they may drop it off at the HR reception desk. As always, if the employee has questions, they should contact Benefits at x4250 for assistance.

Payroll Notes - Important Tax Deadlines Approaching

Changes in 2008 Social Security Deductions

Social Security deductions for 2008 will be subject to the following:

1. Social Security tax will consist of 6.2% social security tax and 1.45% for Medicare.
2. The maximum in earnings that is subject to the Social Security tax will increase to \$102,000.
3. There remains no limit on the amount of earnings subject to the Medicare tax.

W-2 Forms To Be Distributed By January 31, 2008

W-2 forms showing your earnings and withholdings for 2007 will be distributed in January 2008. Every employee should verify their address is correct in the system by going to my.unt.edu and clicking on My Online Services and then My Personal Information. For tax reasons, employees are unable to change their address online. To make a change, an employee will need to contact Human Resources at 940-565-2281.

Regulations state that all W-2's must be mailed by the UNT Payroll Office by January 31st. Departments who receive W-2's for former employees should return them immediately to payroll for mailing. If an employee does not receive their W-2, check with your departmental timekeeper or the Payroll Office at 940-565-2440.

Withholding "Exempts" Must File By February Deadline

By February 15th of each year, the Internal Revenue Service requires that UNT remove all withholding "exempts" from our tax status base. "Exempts" from withholding can only be renewed by filing a new 2008 W-4 Form claiming "exempt" status, which will be in effect until February of the next year. If a new W-4 Form is not filed, your tax status is automatically changed to "single" and "0". All new W-4 Forms must be returned to the Payroll Office (Marquis Hall, Room 127) by Thursday, February 14, 2008.

Earned Income Credit (E.I.C.) Must Be Filed By December 14, 2007

A reminder to all employees that the W-5 Form for Earned Income Credit expires December 31, 2007. Employees need to file a new W-5 Form by Friday, December 14, 2007 at 10:00 a.m. in order to have it effective for the January 2, 2008 paycheck.

8233-International Tax Forms

International students or employees who have filed an 8233 Form for exemption from withholding taxes based upon their country's treaty with the United States must file a new 8233 Form for 2008 no later than Friday, December 7th at 5:00 p.m. in order to continue their exemption status for their January 2nd paycheck (2008 income). The 2007 8233 Forms will expire as of 12/31/07 and will not apply to the January 2, 2008 paycheck. Departments are asked to urge their students not to wait until the last minute to complete this form as it takes time to counsel each student and complete the forms correctly in the Payroll Office (Marquis Hall, Room 127).

Tax Forms and Publications

Information on tax forms and publications can be found in the Government Documents Department in the Willis Library and through the Internal Revenue Service. For more details, visit the Willis Library website at:

<http://www.library.unt.edu/govinfo/browse-topics/government-and-politics/taxes#general-tax-resources> or the IRS website at <http://www.irs.gov>.



December 1: All Spring Memberships, Lockers, Passes and other Spring items go on sale.

December 3-18: Faculty/Staff "12 Days of Wellness", Free, sign-up in the Rec Sports office or call 940-565-2275 for more information.

December 15-21: Rec Center Reduced Hours; See www.unt.edu/recsports for a list of hours.

December 22-January 1: Rec Center closed for Winter Break.

January 2: Rec Center re-opens with reduced hours.



Soaring Eagles

Behavior Analysis
Carla Smith

Budget Office
Tina Garza

Career Center
April Kuykendall

CAS, Student Advising
Melissa Elliott
Jennifer Horton
Ana Martinez
Lindsay West

Cntr for Student Rights
and Responsibilities
Marsha McLaughlin
Leon Minor

Circulation - Libraries
Jennifer Bald
John Jenkins
Melissa Jenkins
Curren McLane
Rachel Sales

CITC
Brian Adams
Donna Cagle
Daniel Harris
Jennifer Lafleur

COBA
Ivy Naude
Cheryl McQueen*

Controller's Office
Lauren Buchanan

Dining Services
Curt Condray
Regenia Phillips
Tim West

Facilities
Denise Harpool
Scott Salsman

History
Shannon Sacks

Honors College
Connie Fickenschler

Housing
James Fairchild
Carmen Galvez
Andre Geoffrion
Josie Jimenez
Bill Rose*

Connie Thompson
Human Resources
Martye Bradley
Angie Braudaway
Lori Burgin

*Leah Chastain
*Tina Daniel
Nelda Evarts
Lisa Garner
Brandis Kennerson
Melinda Lilly
Alyx Martinez

International
Admissions
Rita Cooper
PPS
Thomas Ausburger
Jason Bodine
Pilar Bradfield**
Shawn Griffin-Graham
Abbie Huzarevich
Vernita Jackson
Sheri Lara
Donna Lumpkins
Denise Philpot*
Debbie Reynolds
Joey Saxon
Renee Sims
Susan Sims
Tawana Spearman
Dennis Standifer
Cathy Woodard

President's Office
Brendan Carroll

Recreational Sports
Caesar Wood

SAUCS
Diane Charles
Toni Erwin
Sherry Gleaton
Larrie McDonald
Rebecca Lowe

Student Financial Aid
and Scholarships
Lisa Goodwin

Student Health &
Wellness Center
Dana McBride

Telecommunications
Ken Sedgely

Undergrad. Admissions
Bobby Oehlschleger

Union
Rex Brewer
Kenneth Edwards
Mary Finley
Mike Flores
Scott Grazer
Brian Henry
Cathy Johnson
Joseph McMullen
Lee Ramsey
Tom Rufer
Pamela Stephens
Josh Taylor
Vicki Whitmer
Carol Wilkinson

URCM
Mike Woodruff

Willis Library
Sabrina Arney

**Denotes multiple
nominations*

RESEARCH COMPLIANCE TRAINING

Human Subjects Research & the
UNT IRB

Wednesday, Jan. 30, 2008
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.

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

Van Driver Safety Training

December 6, 2007; 9:00 a.m.
January 10, 2008; 9:00 a.m.
January 24, 2008; 9:00 a.m.
February 7, 2008; 9:00 a.m.
February 21, 2008; 9:00 a.m.

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.

New Faculty/ Staff Orientation

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

December 11, 2007
January 8, 2008
January 22, 2008
February 12, 2008

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