

HR

CONNECTIONS

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www.hr.unt.edu/main

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New Look...New Faces

Recently, HR has added some new work space with a remodeling project and new faces to fill those spaces. Four new staff members have joined our team. Marci Bailey, HR Director, is responsible for assisting with overall HR initiatives and programs. Carol Free is an HR Manager and is currently working on projects. Shaureece Park is the new HR Manager for Employee Relations and Training and Tony Mitchell is our new HRIS Analyst.

As UNT continues to grow and change, we are dedicated to partnering with the organization to meet university goals. We are excited about the future and the many projects underway as we strive to make UNT a great place to work!

Employee Relations and Training

Did you know that Employee Relations can assist in a variety of ways other than just discipline actions? Perhaps a supervisor would like to improve his/her coaching/leadership skills. Maybe an employee just needs advice on how to bring up a difficult subject with his/her supervisor. We are here to problem solve workplace issues before they become a grievance. The best way to do that is by being proactive and partnering with a department to create a plan to develop their employees. Sometimes just having a discussion can lead into developing a training program because it is a subject that supervisors across campus are dealing with as well.

Shaureece Park is a person that every manager and supervisor should know. Whether it is to call and give feedback on training you would like to see offered, or to get advice on a work place issue, she is happy to get the call. Shaureece is a UNT alumnus and is evaluating the processes and services in Employee Relations as well as evaluating all the HR training programs. If you have an employee relations or training need do not hesitate to contact her at 940-565-3997 or spark@unt.edu

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President's Staff Sack Lunch

All UNT Staff are invited to attend the President's Staff Sack Lunch on March 6, 2008. This is an event where the staff has an opportunity to submit anonymous questions to the President for her response. Don't miss this opportunity to get answers to the questions that affect you the most.

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

Mark your calendar!
March 6, 2008
12:00-1:00 p.m.
Silver Eagle Suites

Spring Break 2008

As part of the official 2007-2008 Employee Holiday Schedule, the University will be closed March 17, 2008 for Spring Break.





Calendar Year Out-of-Pocket Maximums

Out-of-pocket coinsurance maximums, inpatient copayment maximums and deductibles (non-network benefits and out-of-area only) are accumulated on a calendar year basis. This means that beginning January 1 of every year, participants are required to pay for coinsurance, inpatient copayments and possibly a deductible. Even if the out-of-pocket maximums and/or deductibles are not met until the latter part of the previous year, no amounts are carried over.

Insurance Eligible Graduate Students

New insurance eligible graduate students hired for the Spring semester have until April 28th to enroll in the HealthSelect health insurance program. If enrollment is not completed by that date, the next opportunity to apply through the medical insurability process would be during summer enrollment (generally a portion of July and August). Coverage is not guaranteed after April 28th.

Dependent Care Reimbursement Account Tax Form 2441 Filing

If you contributed to a TexFlex Dependent Care Reimbursement Account during the 2007 calendar year, you must file an IRS Form 2441 with your Federal Income Tax Return. For more information visit www.irs.gov or you may call 1-800-829-1040.

No Loans or Withdrawals from TRS or ORP while Employed

State law governing the Teacher Retirement System and the Optional Retirement Program prohibits employees from withdrawing or borrowing against TRS or ORP funds. You cannot withdraw funds from your TRS or ORP account until termination of employment or retirement.

Earned Income Tax Credit?

Families with two or more qualifying children may qualify for an EIC refund if their total 2008 annual earned income is less than \$38,646 (\$41,646 if married filing jointly.)

Families with one child may qualify for an EIC refund if their total 2008 annual earned income is less than \$33,995 (\$36,995 if married filing jointly).

Families with no qualifying children may be eligible for an EIC refund but are not eligible to claim advance EIC payments.

Advance EIC payments are available to employees who meet the requirements set out on the 2008 Form W-5. These advance payments allow you to receive a portion of the refund in equal amounts on your paychecks. The Form W-5 and instructions are available in the Payroll Office located in Marquis Hall, Room 127.

Employees who are not eligible to receive advance EIC payments may claim the refund when they file their tax return for the year.

Employees who may be eligible for the EIC refund for 2007 should refer to the back of Copy B of their 2007 W-2 Form or to their tax filing instruction booklet for eligibility requirements for 2007.

Tax Forms & Publications

IRS tax forms and publications can be obtained online at <http://www.irs.gov> or ordered over the telephone by calling 1-800-829-3676.

Many of the most popular tax forms, instructions, and publications are available free of charge at the Denton Public Library, North Branch, at 3020 N. Locust Street. A limited number of tax forms and instructions are available free of charge on the Third Floor of Willis Library.

For more information, please see the UNT Libraries' page on federal income tax publications, forms, and instructions at (<http://www.library.unt.edu/govinfo/browse-topics/government-and-politics/taxes>).

Pohl Student Rec Center

- * Feb. 5: Fat Tuesday (Call 565,2275 to have your department checked for FREE Body Fat Testing, (space is limited)
- * Feb. 8: 3 month payroll deduction deadline
- * Feb. 18-Mar. 12: Children's Learn to Swim session I
- * Feb. 19-29: American Red Cross Lifeguard Course
- * Feb. 15-17: Backpacking Weekend
- * Mar. 15-18: Rec Center is Closed for Spring Break
- * Mar. 19-22: Rec Ctr Spring Break Reduced Hours
- * Mar. 24-26: Group Exercise Free Week



For information about these and other events, please call the Rec Sports office at 940-565-2275 or visit www.unt.edu/recsports.

Background Checks on Camp Volunteers

Effective February 1, 2008, the criminal background checks for all volunteers and workers with camps or programs will be handled through Business Services.

All volunteers and workers with the camps or programs must successfully pass a criminal background check prior to the beginning of the camp or program. If your department has scheduled a camp for this spring semester or summer, please contact Carolyn Hansen in Business Services at extension 2894.



Be sure and watch for the upcoming Evaluation of University Administrators. These completely anonymous evaluations are conducted by the Faculty Senate and will be available both online and in paper form beginning March 3rd.

Our new administration has promised to use the results in their annual reviews, but we need a high level of faculty participation for this to work properly and effectively--so please participate.

All Faculty Senate meetings are open to everyone and are held the 2nd Wednesday of each month in Wooten Hall Rm. 322 at 2 pm. For more information visit our website www.unt.edu/facsenate or call the Faculty Senate office at 565-2053.

Donate Blood and Save a Life



Carter Blood Care will hold the UNT Spring Blood Drive **March 3rd thru the 7th**. The blood mobile will be located outside the Union. The blood drive will run from 9 a.m. to 5 p.m.

Training & Development

Information Security Awareness

Wednesday, February 20th; 2-3:30pm
Thursday, March 20th; 2-3:30pm
ESSC Room 152

The UNT Information Security team is currently offering Information Security Awareness courses to all UNT faculty and staff. Topics to be covered will include workstation security, sensitive data handling, copyright infringement issues, identity theft, email security, and more. For more information, or if you would like to request a customized course to be taught for your department, contact Gabe Marshall at x4062, or at security@unt.edu.

Van Driver Safety Training

9:00 a.m.
Custodial Services Building

February 7
February 21
March 6
March 20
April 10
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

February 12
February 26
March 11
March 25

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 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



CDL

Brenda Ritz

Center for Student Rights and Responsibilities

Adrienne Edwards
Catherine Evans
Janna George
Marion Gipson

CITC

Frank Arnold

Facilities - Custodial

Ellen Jackson

FIREL

Michelle Bennett

Graduate School

Angie Blank
Dana Mordecai

Housing

Gene Harrowood
Tanya St. Clair

Human Resources

Karen Crist

Journalism

Maureen Landers*

Mechanical and Energy Engineering

Kathy Bomar

PPS

Joyce Bellar
Sherene Long
Chris McCaskill

President's Office

Bruce Pollock

Registrar's Office

Kelli Mason

Student Accounting

Larrie McDonald
Adam Rodriguez
Stephanie Womack

Student Financial Aid and Scholarships

Kristi Wolfe

Student Health and Wellness

June Brownlee
Donna Felton
Linda Maughan
Gina Nack
Linda Webb
Heather Weiss

TAMS

Roy Zumwalt

Union Administration

Mike Flores

UNT Dallas Campus - Student Services

Lucia Salinas

URCM

Jill King
Julie Payne
Chuck Weatherall

VP - Student Development

Danielle Champagne
Velma Gray