

# HR

## CONNECTIONS

Vol. 31, No. 2

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

October/November 2007

### Pay Check Reminder

Check your insurance Deductions on your October 2007 Paycheck!

To review your paycheck online, log onto [my.unt.edu](http://my.unt.edu) (do not type in www).

- ☞ Click on the FOR EMPLOYEES tab at the top
- ☞ Choose My Online Services
- ☞ Choose Payroll, Taxes and Salary
- ☞ Choose View Paycheck

It is important that you look at the insurance deductions taken from your October paycheck to verify that you are enrolled in the coverage you chose as a summer enrollment option. If you notice that incorrect deductions are being taken, please contact the Benefits section of Human Resources (x4250) IMMEDIATELY.



**FACULTY SENATE**  
UNIVERSITY OF NORTH TEXAS

The Faculty Senate met on September 12. Discussion items included:

- the revision to the core curriculum
- the ongoing discussion of how best to carry out criminal background checks for faculty
- the process by which the College of Engineering will be developing a faculty-approved charter

For more information, you can reach the Faculty Senate office at 940-565-2053. You are also invited to visit our website ([www.unt.edu/facsenate](http://www.unt.edu/facsenate)) for detailed information regarding meeting reports as well as other current news and activities.

### Pohl Student Recreation Center

- ☞ Oct. 15-17: Group Exercise Dollar Days, all group exercise classes will be \$1
- ☞ Oct. 16-Nov. 15: Tai Chi Intermediate: Tues/Thurs 4pm-5pm; \$35
- ☞ Oct. 22: All memberships will be pro-rated to half price
- ☞ Nov. 3: Indoor Sprint Triathlon: 8am-12pm; \$25 Students and members, \$35 Non-members

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#### Star Performer



Congratulations to our recent Star Performers.

*J.J. Adamowicz*  
*Amy Ayres*  
*Bonnie Bisset*  
*Angelia Blank*  
*Carol Brady*  
*Philip Buhler*  
*Doris Chipman*  
*Barcy Cordrey*  
*Diane Davis*  
*Brenda Dean*  
*Howard Draper*  
*Perri Hamilton*  
*Ronda Johnson*  
*Doryce Judd*  
*Gini Kennedy*  
*Brenda Kirk*  
*Marc Knight*  
*Keith Kregel*  
*Jennifer Lafleur*  
*Chris Lawrence*  
*Julie Leuzinger*

*Billy Mathew*  
*Jana McCaslin*  
*Melissa McGuire*  
*Sharon McLaughlin*  
*Eldon "Lee" Mears*  
*Barry Moore*  
*David Mumaugh*  
*Gina Nack*  
*Janice Patterson*  
*Cristin Peacock*  
*Gary Primeaux*  
*Brian Richman*  
*Ed Rollins*  
*Thomas Rufer*  
*Rochelle Sykes*  
*Mary Ann Venner*  
*Larry Vick*  
*J.P. Williams*  
*Elizabeth With*  
*Mike Wright*

UNT/UNTS will be CLOSED  
NOVEMBER 22-23, 2007  
IN OBSERVANCE OF THE  
THANKSGIVING HOLIDAY

## TRS Members Planning to Retire December 31, 2007

If you are a TRS member planning to retire December 31, 2007, you need to complete a TRS 18 available from the Human Resources office or download from [www.trs.state.tx.us](http://www.trs.state.tx.us). TRS will send you a packet of information. After you receive this information you will need to do the following:

- 1) Take the direct deposit form (included in the packet) to your bank for them to complete.
- 2) Schedule a Retiree Exit Meeting with Human Resources. You can schedule a meeting by calling Benefits at 940-565-4250. You should bring a valid proof-of-age document (birth certificate, passport, etc) to the exit meeting. You will also need a valid proof-of-age document from your beneficiary if choosing Options 1, 2 or 5.



## New Faculty have a 90-Day Deadline to Choose TRS or ORP

New faculty are automatically enrolled in Texas Teacher Retirement System (TRS) effective 9/1/2007. However, some may qualify for the Optional Retirement Program (ORP). There are several factors that go into this determination. Those who are eligible for ORP are contacted by Human Resources to make a selection between the two programs. Enrollment in TRS continues until the required ORP enrollment documents are submitted to Human Resources. ORP documents must be completed and submitted no later than November 30, 2007. Remember, this is a one-time irrevocable choice and cannot be changed at a later date. For more information contact Human Resources at 940-565-4250.

## Important Dates for TexFlex Participants

### Grace Period—November 15

The TexFlex “grace period” gives participants an additional two months and 15 days to use up the plan year account money in their Flexible Spending Account-Health Care and/or Flexible Spending Account-Dependent Day Care. Employees with Plan Year 2007 (PY 07) TexFlex accounts have until November 15 to incur expenses.

Participants may use the PayFlex™ Debit Card during the grace period as long as they are enrolled in TexFlex and have elected the card for the new plan year. PY 07 participants who don't enroll in PY 08 will still have the grace period for PY 07 as long as they are active participants on August 31. They will need to submit paper claims for expenses during the grace period.

### Run-out Period—December 31

September 1 through December 31 is the “run-out period.” During the run-out period, participants may file claims for reimbursement for the previous plan year (September 1, 2006-August 31, 2007) and any additional grace period expenses (Sept. 1 - Nov. 15, 2007).

## Do Holidays tend to Stress You Out?

As we approach the holiday season people are often overwhelmed with so many activities and expectations to navigate. You may have concerns about your or a family member's use of alcohol during holiday event. Perhaps you just find yourself feeling unhappy, anxious, exhausted, or depressed this holiday season. Remember that your Employee Assistance Program (EAP) is here to help. The EAP trained professionals can help you identify ways to create appropriate boundaries when feeling overwhelmed and to gain a new perspective on the holidays. EAP is a benefit provided by UNT at no cost to you. All services are confidential. Contact your EAP 24-hours a day, 365 days a year at 1-800-343-3822 or online at [www.alliancewp.com](http://www.alliancewp.com) (when accessing the EAP website use “UNT “ when prompted for a username).



## Upcoming Events

### DIABETES SUPPORT GROUP

October 12, 2007; 12:30-1:30 P.M.

Marquis Hall, Room 118

*"Know Your Nutrition!" - Karen Purcell, Certified Diabetes Educator from DRMC. For more information, contact Tami in HR at x4581.*

### LEGENDS HALL RIBBON CUTTING

October 13, 2007; 2:00 P.M.

*See the new Legends Hall during this open house.*

### UNT BLOOD DRIVE

October 15, 2007; 9:00 A.M. - 5:00 P.M.

*Carter Blood Care will have a Blood Mobile on the South side of the Union. There will also be a week-long blood drive Nov. 5-9th at various locations around campus.*

### PRESIDENT'S STAFF SACK LUNCH

October 16, 2007; 12:00 - 1:00 P.M.

Union, Silver Eagle Suites

*President Bataille answers questions and awards are presented for Outstanding Employee and Department.*

### HONORS HALL RIBBON CUTTING

October 27, 2007; 3:00 P.M.

*See the new Honors Hall during this open house.*

### THE REGENTS' FACULTY LECTURE

November 8, 2007; 7:00 P.M.

Lyceum in the Union

*Lecture by Dr. Steven Friedson, Coordinator, Ethnomusicology Division. Reception at 8:00 P.M. in the Silver Eagle Suite.*

### CHESTNUT HALL RIBBON CUTTING

November 10, 2007; 1:30 P.M.

*Dedication of Chestnut Hall and Bayless Rotunda*

### DIABETES SUPPORT GROUP

November 30, 2007; 12:30-1:30 P.M.

Marquis Hall, Room 118

*"Know Your Healthy Steps!" - Karen Purcell, Certified Diabetes Educator from DRMC.*

### UNT FACULTY/STAFF HOLIDAY PARTY

December 12, 2007; 2:00 - 4:00 P.M.

Union, Silver Eagle Suites

### SERVICE RECOGNITION AWARDS

December 13, 2007; 2:00 - 4:00 P.M.

Union, Silver Eagle Suites

## Training & Development

### How To Register

To register for a class, please choose one of the following:

- 1) Send e-mail to Tina Daniel at [tdaniel@unt.edu](mailto:tdaniel@unt.edu)
- 2) Call ext. 4246
- 3) Register on-line at:  
<https://www.hr.unt.edu/main/forms/training/TrainingRegForm.php>

You will need to provide your name, department EMPL ID and phone number to register for classes.

## Planning Your Future

Thursday, December 6, 2007

8:00 A.M. - 5:00 P.M.

University Union, Golden Eagle Suite

It's never too early (or too late!) to start planning for your future. Whether you are three months or thirty years from retiring, come and learn the answers to your questions and information you need, to make informed choices about planning your future.

Check out the "This Fall in Training" email for a complete agenda.

## NEW FACULTY/STAFF



8:30 a.m. - 12:00 p.m.

Marquis Hall, Room 118

### ATTENTION!!!

The dates for New Faculty/Staff Orientation have changed. New Faculty/Staff Orientation will be offered every 2nd and 4th Tuesday of each month. All participants will now be required to register in advance.

OCTOBER 9th or 23rd	DECEMBER 11th
NOVEMBER 13th or 27th	

*Training Courses Contined on Page 4*

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## **VAN DRIVER SAFETY TRAINING**

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.

**October 11; 9:00 a.m.**

**October 25; 1:30 p.m.**

**November 8; 9:00 a.m.**

**November 29; 9:00 a.m.**

**December 6; 9:00 a.m.**

## **Payroll Forms and Procedures**

**Wednesday, November 7, 2007  
9:00 a.m. - 12:00 p.m.  
Marquis Hall, Room 118**

This session will cover the forms used for authorizing and removing employees from the payroll for salaried, hourly, and task appointments.

## **Employment Waiver Seminar**

**November 6, 9:00 a.m.  
Marquis Hall, Room 118**

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 give attendees an opportunity to ask questions.

## **Information Security Awareness**

**October 22, 2007; 2:00- 3:00 p.m.  
Marquis Hall 118**

This class will introduce users to the basics of Information Security as well as policies and practices important to all University employees. Topics to be covered will include securing your workstation, protecting sensitive information, copyright infringement, identity theft, and more. For more information, please contact Gabe Marshall at x4062 or e-mail [security@unt.edu](mailto:security@unt.edu).



## **Soaring Eagles**

Nominees this month will receive their award at the President's Sack Lunch on October 16, 2007. To nominate someone for a Soaring Eagle award, go to <http://www.hr.unt.edu/main> and click on the "online Forms" from the left-hand menu.

### **Facilities**

Rudy Benavides  
Greg Fry  
Glenn Teague

### **Housing**

Jay Ferguson  
Patrick Tharp  
Joe Villarreal

### **Learning Center**

Joshua Adams  
Bonnie Bisset

### **Multicultural Center**

Lanette McClure  
Shannon Saxton

### **Payroll**

Barbara Allen

### **PPS**

Ginny Anderson  
Pilar Bradfield  
Tina Koenig  
Carol McFarland  
Clara Richard  
Susan Sims  
Cathy Woodard

### **Student Development**

Kent Marshall  
Elizabeth With

### **System Center at Dallas Student Services**

Katrina Cornish

### **Teacher Ed & Admin.**

Denise Stansel

### **URCM**

Donna Ables  
Amy Kios

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### **HR CONNECTIONS**

The HR Connections newsletter is published bi-monthly by the UNT Human Resources Department. Ideas/articles can be submitted to Kristina Randolph at [krandolph@unt.edu](mailto:krandolph@unt.edu). Archive issues can be viewed at <http://www.hr.unt.edu/main/ViewPage.php?cid=28>.