

# HR

## CONNECTIONS

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

October/November 2008

### Staff Appreciation Week October 27-31, 2008

Human Resources is partnering with departments throughout UNT to provide Staff Appreciation Week. This is a week long event designed to recognize the hard work and commitment of UNT Staff members. During Staff Appreciation Week employees can show their staff ID cards to enjoy the following:

- Pohl Recreation Center FREE to all staff members
- Dining Services staff lunch specials all week
- Eagle Images offering discounts on services

Staff Appreciation Week is designed around three core principles:

**Achievement** - presentation of the 2008 Staff Contribution Awards and recognition of service milestones at the kick-off event on Monday, October 27, 2008 from 2 – 4pm in the University Union, Silver Eagle Suites.

**Enrichment** - staff will have many training and development opportunities on October 28-29, 2008.

**Enjoyment** - celebration appreciating staff for their hard work on October 30th from 2 – 4pm in the Union Silver Eagle Suites for the Denton Campus. Discovery Park and the UNT Dallas campus will enjoy a party at each location on Friday, October 31st from 9:30 – 11am. **Watch for detailed information in your mailboxes and on [announce.unt.edu](http://announce.unt.edu).**

### HR Live

Join us for the second HR Live session which is 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, December 4th  
2:00p.m. - 3:00 p.m.  
Union 411, University Union  
*Refreshments will be served*

#### INSIDE THIS ISSUE:

Retirement Information .....	2
TexFlex Deadlines .....	2
Criminal History Checks .....	3
Training.....	3-4
Soaring Eagles .....	4

### President's Staff Sack Lunch in November

The next President's Staff Sack Lunch is scheduled for November 5, 2008 in the Union Silver Eagle Suite. Staff are invited to hear news from Human Resources and ask the President questions that concern them the most.

Dallas campus and Discovery Park will be able to view the event via video-conferencing. Streaming video will be available from the HR website after the event.

### Town Hall Meeting October 16, 2008

The Division of Finance and Administration will be holding its next Town Hall meeting October 16th in the Union, Silver Eagle Suites A & B at 8:30 a.m.

A general overview of the functions of Financial Reporting, Financial Systems, Payroll, PPS, and Student Accounting & University Cashiering Services will be covered.

Visit the new HR website at [www.hr.unt.edu/main](http://www.hr.unt.edu/main)! It has a new look and more information for faculty and staff!

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## TRS Members Planning to Retire December 31, 2008

If you are a TRS member planning to retire December 31, 2008, 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).) and mail it to TRS now. 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 940-565-4253. 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

New faculty are automatically enrolled in Texas Teacher Retirement System (TRS) effective 9/1/2008. 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, 2008. Remember, this is a one-time irrevocable choice and cannot be changed at a later date. For more information contact Human Resources at 940-565-4129.

## 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 2008 (PY 08) 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 08 participants who don't enroll in PY 09 will still have the grace period for PY 08 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, 2007-August 31, 2008) and any additional grace period expenses (Sept. 1 - Nov. 15, 2008).

## 403(b) Certification Project - Consultant Chosen

Sibson Consulting, a division of Segal, will be working with the UNT, UNT System, and UNT Health Science Center to create a consolidated 403(b) program, bringing the three campuses under one centralized administration for retirement planning.

Sibson Consulting is part of a national firm providing services to all types of employee benefit plans from offices throughout the United States and Canada. The firm is headquartered in New York City and has assisted employers for thirty-nine years to measure and evaluate investment performance. Sibson's parent company, Segal, is registered with the Securities and Exchange Commission as an investment advisory firm.

Sibson Consulting has a team dedicated to higher education and has extensive expertise in higher education issues. In the past three years, the firm has conducted more than 100 comprehensive full service vendor selection and evaluation projects for defined contribution programs, including 403(b) plans.

## Criminal History Checks - Can't Start Without 'Em!

UNT implemented a new Staff policy and procedure in September 2007. All criminal history checks (CHC) are now completed prior to an employee beginning work. The CHC should be obtained from the final candidate and forwarded to HR for processing. Results are typically received within three (3) business days; therefore, established start dates should allow for the completion and clearance of candidates.

When submitting CHC authorization forms, please ensure the candidate has fully completed the form and provided the information necessary to process the background check. Incomplete forms result in the forms having to be sent back to the department for follow-up, which delays processing and potentially leads to an extension of the start date.

If you have questions about the process, please don't hesitate to contact Human Resources at 940-565-4240.

## Pay Check Reminder

Check your insurance deductions on your October 2008 paycheck!

To review your paycheck online, log onto 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.

## SCCS Status Update

Work is advancing on job analysis and consolidation of job titles for the Staff Classification and Compensation Study. Management Advisory Group (MAG) is also working on compiling benchmark salary survey responses and has initiated a Best Practices survey to review other organizations' compensation philosophies/practices and performance appraisal programs.

For more information and answers to frequently asked questions about the study, access the SCCS website at <http://www.hr.unt.edu/main/ViewPage.php?cid=316>

## Training & Development

### How To Register

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

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

## Payroll Forms and Procedures Training

HR will be providing training on the various Payroll forms Wednesday, October 22 from 9-12 in Marquis 118. This course is highly recommended for all new payroll processors, but is a good refresher course for anyone that is responsible for hiring employees.

## Employment Waivers

**Wednesday, November 5, 2008**  
**9:00 a.m. - 10:00 a.m.**  
**Marquis Hall Room 118**  
*For Spring 2009 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.

## Sponsored Project Workshop Series

Research Services will present training workshops for proposal submissions, grant and contract management, and effort reporting. New/current principal investigators and department administrative assistants responsible for submitting proposals and managing grants from external sponsors are encouraged to attend. Sessions will address roles, forms, and procedures related to sponsored projects. For more information, contact ORS at (940) 565-3940 or [Kristi.Lemmon@unt.edu](mailto:Kristi.Lemmon@unt.edu).

## Van Driver Training

9:00 a.m. - 12:00 p.m.  
Facilities Training Room

October 2nd  
October 22nd  
November 6  
November 20

*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

October 14th or October 28th  
November 11th or November 25th

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

**Save the Date - Planning Your Future Conference!**  
Wednesday, December 3, 2008. Watch for details on [announce.unt.edu](http://announce.unt.edu)

## Soaring Eagles



### Advancement

Cynthia Hornbeck

### Business Services

Chuck Fuller

### CDL

Mary Speight

### CITC

Donna Cagle  
Krysta Kaye  
Gary Primeaux

### Counseling & Testing

Judith McConnell

### CAS Advising Office

Lindsay West

### COE Academic

#### Advising

Philippe Becerra

### Computer Science & Engineering

Stephanie Deacon

### PACS - Dean's Office

Adrienne McRae

### Dining Services

Jennie Mann  
Regenia Phillips  
Shohreh Sparks  
Penny Washington  
Maryann Wilkins

### Enrollment

#### Management

John Berra

#### Facilities

Joey Boerner  
Krystyna Bojanowski  
Mike Chenault  
Daniel Dillon  
Lynda Martin  
Johnny McDaniel  
Patti McGee  
Pedro Palacios  
Delbert Phillips  
Terri Pierce  
Byrle Roberts  
Ricky Stinchcomb  
Tessa Ryles

#### Housing

Eugene Frier  
Shirley Govan  
Maureen McGuinness  
Travis Miller  
Erin Piper  
LaToya Russell  
Steven Taylor  
Connie Thompson

#### Human Resources

Tami Patterson  
Melinda Lilly  
Shea Randles

#### Internat'l Admissions

Rita Cooper

### Journalism

Mitch Land

### Kendall Copy Center

Will Kapinos

### New Student Programs

Taylor Kamin  
Karen Moore

### Police, Parking & Transportation

Mark Bergstrom  
Jim Coffey  
Elizabeth Dracobly  
West Gilbreath  
Terrance Harris

### PPS

Barbara Graham  
Abbie Huzarevich  
Rhonda Ratliff  
Debbie Reynolds  
Elaine Robbins

### Public Administration

Toni Nelson

### Registrar

Connie Smith

### Research Services

Shelia Bourns  
Marsha Corrigan

### SAUCS

Pat Esther  
Larrie McDonald

### SCS General Access

#### Labs

Jackie Thames

### Student Health & Wellness Center

Rae White

### TEA, Curriculum & Instruction

Nita Davis

### Undergrad Admissions

Betty Anker  
Tanya Quiroz  
Tara Roby  
Debbie Terrill

### Union, Design Works

Carol Wilkinson

### UNT Dining Services

Anita Adefope

### URCM

Darren Petersen

### Student Development

Jan Hillman  
Elizabeth With