

1  **Welcome to HR Forum**

October 13<sup>th</sup> 2010

2  **Outstanding Staff & Outstanding Supervisor Awards**

Kelly Lomasney

Assistant Director, HRSC

3  **Nomination Period**

- October 25 – December 3
- Nominations are submitted online for eligible staff members
- Eligible staff members
  - Continuously employed for at least 20 hours per week from September 1, 2008 to August 31, 2010
  - Previous award recipients, if award was received more than five years ago

4  **Awards Cont.**

- E-mail announcement to campus on October 25, with later reminders
- 30 staff and two supervisor award recipients receive \$1,500 each
- The President's Staff Awards Ceremony
  - May 5, 2011
  - 2-4 p.m.
  - Texas Union Ballroom

5  **Off-Cycle Pay Adjustment Document (OPA)**6  **Purpose of OPA Document**

- Enable One-time Merit (type of Additional Pay) to be given to multiple monthly or hourly paid positions/incumbents on one mass-type document
  - All positions selected to be on the document must be owned by the same unit
  - Budget office will process OPAs for Budget Controlled positions (cannot be processed by owning units)
- Effective date for One-time Merit must be other than 9/1, thus being "off-cycle" from the typical merit increase effective at the beginning of a fiscal year.

7  **OPA Eligible Positions and Document Types**

- Tenure/Tenure Track Faculty, JFP
- Non-tenure Track Faculty, JFB
- Administrative and Professional/ Librarian, JAP
- Classified, JCP
- School Teachers, JHP
- Extension Instructors, JEP

8  **Other OPA Details**

- OPA effective date 11/1/10
- Positions with active assignments as of 11/1/10 are eligible to be placed on document
- Entry for each incumbent includes amount of increase and account number from which it will be paid
  - If multiple accounts fund One-time Merit then separate One-time Merit lines are created for each account and the amount of merit associated with it.
  - Account(s) funding the One-time Merit are not required to be the same account(s) that fund base pay

**Note: HRMS modify document can be used to add new or correct existing One-time Merit**

9  **OPA Development Status**

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11  **Student Non-Academic Job Titles:  
Timekeeping Requirements**

Amy Greenspan

Student Employment Coordinator

12  **Timekeeping Requirements**

- Student Non-Academic Job Codes (0073, 0074, 0075, 0076, 0077, 0079) are non-exempt under

the FLSA

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- Minimum wage and overtime requirements apply
- Time records are required: hours per day and hours per week

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## Timekeeping

- For Fall 2010, student non-academic positions should be hourly
- If monthly, hours worked must equal hours assigned
- Beginning Spring 2011, student non-academic positions must be hourly.

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Forms for Student Employees: [http://www.utexas.edu/hr/student/forms\\_for\\_student\\_employees.html](http://www.utexas.edu/hr/student/forms_for_student_employees.html)

Hourly time report: [http://www.utexas.edu/hr/forms/timesheet\\_hourly.pdf](http://www.utexas.edu/hr/forms/timesheet_hourly.pdf)

Work-Study Timesheet: [http://www.hirealonghorn.org/pdfs/on\\_timesheet100.pdf](http://www.hirealonghorn.org/pdfs/on_timesheet100.pdf)

Monthly time report: [http://www.hirealonghorn.org/pdfs/on\\_timesheet100.pdf](http://www.hirealonghorn.org/pdfs/on_timesheet100.pdf)

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## Occupational Health & Wellness Update

Adrienne Howarth-Moore

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## CPR/AED Training

Quarterly CPR and automatic external defibrillator (AED) training that is tailored to the needs of staff & faculty.

- On-campus in NOA 4.106A
- Normal business hours
- 2 hours for 2 year certification for \$30
- Tracked in TXClass - register for PN900
 

■ 4Q10	December 2	1:00p-3:00p
■ 1Q11	March 8	1:00p-3:00p

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## Women's Health Month

**October is Breast Cancer Awareness Month Celebrate by taking control of your health and living a healthier life!**

- The Occupational Health Program has partnered with St. David's Breast Center to offer **UT Mammogram Days**.
  - **October 12<sup>th</sup>, 14<sup>th</sup>, 19<sup>th</sup> & 20<sup>th</sup> are SOLD OUT**
  - **October 18<sup>th</sup> has openings**

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## Women's Health Month cont.

- UT employees who schedule an appointment during UT Mammogram Days receive:
  - Priority scheduling to get you in & out quickly\*\*
  - Complimentary parking
  - Digital mammography technology
  - UT Select Plan participants receive **one routine** screening mammogram with no co-pay and 100% coverage per plan year!\*
  - Eligibility for door prizes from RecSports and the FIT Institute

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## Women's Health Month cont.

- Have more fun! Schedule your mammogram during special *Mammo Mixer* times and receive:
  - "Mocktails"
  - Free chair massage; or
  - Free mini-manicure; **AND**
  - Free peripheral bone density screening

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## Women's Health Month cont.

- Call [St. David's Breast Center](http://www.stdavid.com) at 544-8800 to schedule your appointment**
  - Be prepared to provide your doctor's name & contact number
    - Don't have one? Don't worry. You can select a provider from the UT Select [BCBS-TX provider network](#). Routine screening mammograms do NOT require a prescription.
  - If you are not a UT Select Plan participant, check your insurance eligibility, co-insurance and co-pay requirements
  - For questions, contact [HealthPoint.ohp@austin.utexas.edu](mailto:HealthPoint.ohp@austin.utexas.edu)

## 21 Get Ready to Kick Butt!

The 3<sup>rd</sup> Thursday of November is the **Great American Smokeout**.

According to the American Cancer Society, within 12 hours of quitting the carbon monoxide level in your blood drops to normal.

Within nine months of quitting, shortness of breath and coughing decrease, and the lungs are repairing their ability to function.

After just one year of not smoking, the risk of coronary heart disease decreases by half.

A smoker who quits will personally save at least \$2,100 per year!

## 22 Get Ready to Kick Butt!

To help prepare staff & faculty who want to quit smoking in November, **free** Nicotine Replacement Therapy (NRT) in conjunction with free telephonic *Quitline* counseling is available to State employees.

The free NRT will be available through December 2011 so don't delay, **QUIT TODAY!**

Employees simply call the *Quitline* at **1-877-YES-QUIT** for access to telephonic counseling as well as up to eight weeks of NRT such as the patch, gum or lozenges.

## 23 Campus Wellness Resources

All throughout the year there are great wellness resources available.

**Get FIT today!**

FIT Institute and FIT Lunch & Lose Programs

<http://www.edb.utexas.edu/fit/>

Join RecSports for Faculty & Staff <http://www.utrecsports.org/memberships/facultystaff/facstaff.php>

Blue Care Connection® and BlueExtras™ Discount Program

Most local fitness centers participate (\$29/mth)

<http://www.bcbstx.com/ut/pdf/bcc.pdf>

HealthPoint Work/Life Balance Program

[http://www.utexas.edu/hr/current/services/informational/wl\\_resources.html](http://www.utexas.edu/hr/current/services/informational/wl_resources.html)

## 24 Flu Season!

Adrienne Howarth-Moore

## 25 Flu Shots

University Health Services (UHS) will provide flu shots (while supplies last) for \$10 from October 12, 2010 to November 10, 2010 at various times and locations.








To get your flu shot during work hours **FIRST** get supervisory approval, then go to either a UHS sponsored clinic or to a medical provider of your choice.

For more information on flu shots, please visit: <http://www.healthyhorns.utexas.edu/flushots10.html>

## 26 Preventing the Flu

Other ways you can avoid getting the flu include:

- frequent cleaning of your hands,
- sneezing or coughing into your elbow or sleeve,
- and getting plenty of rest and fluids.

- For more information on flu prevention, please visit: [http://www.healthyhorns.utexas.edu/ht\\_flu.html#prevention](http://www.healthyhorns.utexas.edu/ht_flu.html#prevention)
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- 27  **If you have the flu...**
  - If you start to display flu-like symptoms including fever, **stay home** and limit contact with others to avoid infecting them.
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  - The Centers for Disease Control (CDC) recommends that you stay home except to get medical care for at least 24 hours after your fever is gone without the use of fever-reducing medications, such as Tylenol®.
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  - If you are unsure when to seek medical care for flu-like symptoms and you are a UT Select Plan member, you may contact the [24/7 Nurseline](tel:1-888-315-9473) at 1-888-315-9473 or [HRSC@austin.utexas.edu](mailto:HRSC@austin.utexas.edu)
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- 28  **HealthPoint Employee Assistance Program (EAP)**  
Jeff Stellmach, Counselor
- 29  **EAP Presentations and Trainings**
  - EAP presentations and trainings available on-site for departments:
    - Stress Management
    - Overview of EAP services
    - Responding to crisis and distressed persons in the workplace
    - Words Matter
  - Please contact at 471-3366 or [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu).
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- 30  **WCI Training Class**  
Mark Steitle
- 31  **WCI Training**
  - On 1/1/2011 the WCI reporting software, WCMENU, will be replaced by web application, WCIWeb
  - Training for WCIWeb is being provided by Mark Steitle, WCI Mgr. (1-5361)
  - All HR Reps. who currently use WCMENU should sign up for the TX Class (PN570)
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- 32  **WCI Training**
  - WHERE: NOA 4.106A
  - WHEN:
    - 1/5/11                    9 – 11
    - 1/7/11                    9 – 11
    - 1/11/11                   9 – 11
    - 1/13/11                   9 – 11
    - 1/19/11                   9 – 11
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- 33  **See ya next time!**  
November 10<sup>th</sup>, 2010.