Thank you for joining the HR Forum, we will begin shortly.

This session is being recorded and will be posted on the HR Forum website after the event.

For those who want or need captioning, you can click the symbol in the lower right hand side of your Teams screen. The Callier Center has a list of additional resources. Click here for that list.

Please submit questions via the Q&A box or HRForum@utdallas.edu.
August 5, 2020 - Welcome!

Hosted today by:
COLLEEN DUTTON, CHIEF HUMAN RESOURCES OFFICER
The Office of Human Resources

Mission:
To enable the success of others.

What we do should help others be their best at what they do best.
A Value Added HR Department:

- **Makes it easier for people to get their job done.** Reduces unnecessary roadblocks that derail the flow of teaching, research, and service to students.

- **Proactively partners with schools and divisions on recruitment and retention activities** that will recognize and develop high performers, and in anticipating future staffing needs.

- **Promotes competitive pay and benefits** that are of value to faculty and staff. Provides ongoing benefits education so employees fully utilize and understand the *total rewards* offered at UTD.

- **Partners with schools and divisions to raise the performance standards across campus** to encourage and support positive employee relations and career development.

- **Develops faculty and staff leaders** to advance the strategic plan of UTD.

- **Serves as a role model for customer service excellence.**
Honor & Respect

ONE NETWORK OF EMPLOYEES
UNITED THROUGH DIVERSITY
• Welcome - Colleen Dutton

• General Announcements
  o You Asked, We Answered
  o Living Our Values Task Force

• Guest
  o Brian Dourty - Information Technology – Brian Dourty – Migration Project and Data Center
  o University Housing – Matt Grief -- Keeping Our Student Residents Safe
  o Facilities Management – Doug Tomlinson – Protecting Frontline Workers
  o Comets Giving Day – Brennae Wright
  o Payroll Services – Rohan Nilekani – Payroll Update

• Employment and Compensation
  o Nancy Joseph – Find Out Fridays employment forum

• Return to Campus/COVID-19 Update – Colleen Dutton

• Benefits and Wellness
  o Deer Oakes EAP – Colleen Dutton

• Closing Comments
How questions will be addressed:

1. Please type your questions in the Q&A feature or send to HRForum@utdallas.edu.

2. Questions will be addressed periodically throughout the forum.

3. We will do our best to answer as many questions as possible during the presentation and respond to them individually if needed. For unanswered questions, please email the appropriate HR contact or HRForum@utdallas.edu.
1. How will the campus be notified when people do test positive or have been confirmed to have COVID-19, in order that we can take the necessary precautions?

2. How are the University leaders monitoring/tracking the most current trends in COVID-19 spread and what criteria do they use to determine how the University will respond?
Living Our Values Task Force

Co-Chair: Rafael Martin, Vice President and Chief of Staff
OFFICE OF INFORMATION TECHNOLOGY
Voice/Email Migration Project Updates

- Status Page: https://www.utdallas.edu/oit/telephone-upgrade-and-email-migration/
- Headset Options: https://www.utdallas.edu/oit/remote-work/purchasing-headsets/
Voice/Email Migration Project Updates

Common Post Migration Issues

➢ I'm trying to call out like I always did and it’s not working.
   Dialing 9 is no longer necessary when making external calls.

➢ When I call another extension the call doesn’t go through.
   If dialing by number, you will need to enter the full 10-digit number. A preferred method is to call by name from the Universal Search bar. If it is someone you call often add them to the Speed Dial section for easy access.

➢ My voicemail is not visible in Teams.
   Voicemail will be visible in Teams only after your email is migrated to Exchange Online. This typically happens 10 days after you are activated on Teams Voice. Voicemail messages will still be delivered to your email just like prior to migration.

➢ I can no longer access my UTD mail on my mobile device.
   You may be prompted to re-authenticate on all email clients including mobile devices. Some mail clients may need to be reconfigured by removing the account and re-adding it as an Office 365 account. Instructions to assist you can be found at: https://www.utdallas.edu/oit/howto/office-365/
Additional Updates

DATA CENTER RELOCATION

WEBEX RENEWAL/CHANGES

OIT FORUM: AUGUST 13

https://www.utdallas.edu/oit/news/upcoming-changes-to-webex-features/

@UTDInfoTech
University Housing

• Social Distancing and other Precautions
• Online Programming and Events
• Quarantine/Isolation Units
• Move-In Procedures
Thank You!

Questions?
Doug Tomlinson - Associate Vice President

FACILITIES MANAGEMENT
Facilities Management
COVID-19 Information & Instructions
Updated July 17, 2020

UTD Facilities Management is making accommodations and changes throughout campus to mitigate the spread of the COVID-19 virus, SARS-CoV-2:

Departmental Supply Distribution
Sanitation
Building Safety

Please follow the UT Dallas COVID-19 website for the latest campus updates.

Departmental Supply Distribution

- Each major department has been assigned a representative based on its mail stop. In an effort to avoid duplication and efficiently deliver these limited supplies, we ask that only the authorized departmental representative submit one comprehensive request for each mail stop on behalf of the department AFTER the department has received authorization to return to campus by its Vice President.
Thank you!

Questions?
DEVELOPMENT AND ALUMNI RELATIONS

Brennae Wright, Director
Comets Giving Day

• Beginning 8/5 at 10am – 8/6 at 6:49pm
• 1,969 minutes of impact for more than 70 areas of campus
• Virtual events - follow @UTDallasAlumni
• Challenges and matches taking place all 1,969 minutes
• Faculty/Staff matches ($19.69 gifts)
  • 8/5 at 4pm
  • 8/6 at 2pm
• Paws Fill Plates Challenge will match gifts to Comet Cupboard when you take a photo of your fur baby
Comets Giving Day

AUGUST 5-6, 2020

#COMETogetherUTD

Givingday.utdallas.edu
Supporting the Comet Cupboard with a minimum $25 donation.

Take a pic or post a video with your pet, include the phrase “Let’s Make UTD Hunger Free”

Post using #COMETtogetherUTD - don’t forget to tag @CometCupboard!

Or send your photo or short video clip to cupboard@utdallas.edu

All faculty/staff gifts of $25+ to Comet Cupboard will be matched dollar for dollar up to $500 donated.
Rohan Nilekani – Director

PAYROLL SERVICES
A New Item On You Pay Stub

• Beginning on the October 1st Paycheck
• RetAcc - new **employer** paid benefit in the lower right hand section of your pay stub
  • This represents internal transfers
• **This will not** impact either the employee’s gross or net salary
Thank You!

Questions?
The Employment and Compensation Team is hosting a monthly event called “Find Out Fridays.” The next session will be held at 10:00 – 11:00 am on August 14, 2020.

These sessions are intended to complement our HR Forum by providing the opportunity to take a deeper dive into the Employment, Compensation and Immigration processes and procedures in a fun, casual, informal setting. Please come with your questions, topics and innovative ideas.

If you would like to be involved but did not receive an invitation, please reach out to us.

Nancy.Joseph@utdallas.edu
Topics that will be covered on August 14th:

- I-9 Compliance
- Comp Time
- Immigration Updates
- Hiring Proposal Changes in PeopleAdmin 7 (PA7)
RETURN TO CAMPUS
COVID-19 UPDATE

Colleen Dutton
Comets United
Protecting our campus protects us all.
Return to Campus - Employee Training

Training Dates and Access Links

• Additional Return to Campus trainings are available on the following dates and times:
  ▪ August 12, 2020- 3pm to 4:30pm
  ▪ August 17, 2020- 10am to 11:30am
  ▪ August 25, 2020- 3pm to 4:30pm

• All sessions are TEAMS Live events. To join, click the link below. Links can also be found on the UTD Talent Development webpage.
  ▪ August 12th- Please Click Here to Join the Training
  ▪ August 17th- Please Click Here to Join the Training
  ▪ August 25th- Please Click Here to Join the Training
Return To Campus: Employee Training

Agenda

• Online Resources
• Return to Campus Process and Daily Health Screenings
• Campus Controls and Community Protection
• COVID-19 Supervisor Guide
• Families First Coronavirus Response Act/Emergency Leave
• Health and Wellness Resources
Online Resources

To aid our UTD Community in safely returning to campus, the following resources have been provided online:

**Comets United Website:** [https://www.utdallas.edu/comets-united/](https://www.utdallas.edu/comets-united/)

The Comets United Website includes information and return to work resources such as a Supervisor’s Guide, Workplace Guide, and Student Guide.

**UTD COVID-19 Website:** [https://www.utdallas.edu/coronavirus/](https://www.utdallas.edu/coronavirus/)

The UTD COVID-19 Website includes information and resources such as latest updates, FAQ, and continuity resources for Academics, Campus units, and Research.
Expanded Essential is defined as any employee who will be on campus, even if only on an occasional or short term basis to maintain departmental operations or to complete their work duties.
Return to Campus: Process

• Form entered by the RTC Coordinator or by supervisor.
• More than one form may be required to complete this process for each department if there are multiple supervisors.
• Include employees who are authorized to work on campus/satellite locations or who may return to campus intermittently for any reason.
• Includes: RAs, TAs, GAs, PhD students, and Undergraduate Student Workers, etc.

Information required to complete the Return to Campus Form:
  – Supervisor Name
  – Responsible VP/Dean
  – For Phase, select: Expanded Essential
  – Total number of employees under individual supervisor (including non-returning)
  – List of Employees (by supervisor)

https://utd.link/returntoCampus
Return to Campus Concerns

- Employees who have been instructed to return to work and have concerns about doing so because of potential higher risk for COVID-19 infection should contact their supervisor.

  - Supervisors will consult with Human Resources about possible options for these employees.
Symptom Monitoring: Daily Health Check

If a suspected/confirmed positive COVID-19 case is reported, follow reporting procedures.  [https://utd.link/covid19-selfreport](https://utd.link/covid19-selfreport)
Symptom Monitoring: Daily Health Check

Daily Health Check

Hello Mariah Phipps,

Please complete your daily health check for 07-21-2020

Will you be on campus today?
- Yes
- No

If you are avoiding returning to campus due to fever, cough, shortness of breath, persistent pain/pressure in their chest, chills, repeated shaking with chills, runny nose or new sinus congestion, muscle pain, headache, sore throat, fatigue, new GI symptoms (nausea, vomiting, diarrhea), new loss of taste or smell, or potential exposure please complete this form.

Submit
Daily Health Check

Hello Mariah Phipps,

Please complete your daily health check for 07-21-2020

Will you be on campus today?

☐ Yes
☐ No

In the previous 14 days, have you experienced any of the following new or worsening symptoms, in a way that is not normal for you: fever (>100°F), coughing, shortness of breath, or persistent pain or pressure in your chest?

* must provide value

☐ Yes
☐ No

In the previous 14 days, have you tested positive for COVID-19 or been in close contact with a person that has tested positive for COVID-19?

* must provide value

☐ Yes
☐ No

In the previous 14 days, have you been directed by a public health or medical professional to self-quarantine or isolate due to possible exposure to COVID-19?

* must provide value

☐ Yes
☐ No

Submit
Face masks or cloth face coverings **must be worn by all employees** when on campus even if social distancing with others.

- This includes but not limited to common work spaces, meeting rooms, private office space, breakrooms, classrooms, hallways, restrooms, etc.

- Face shields are not a substitute for a cloth face covering.

- *Let's protect each other!*
Campus Controls and Community Protection

**SHIFTs**

- If employees must be on campus:
  - Stagger shift start/stop times to prevent groups from arriving and leaving at the same time.
  - Alternate work schedules - days/weeks.
  - Stagger break/meal times and limit the number of people in common areas to allow for 6-foot physical distancing.

**BREAKS/MEALS**

- Group lunches, team building retreats, any in person events/meetings, holiday events, carpooling, etc., should be discouraged or prohibited for 2020.
Campus Tracing: Employees

Campus Tracing occurs for the following scenarios:

- Scenario 1: Positive for COVID-19
- Scenario 2: Exhibiting Symptoms of COVID-19
- Scenario 3: Close Contact
Campus Tracing: Employees

C19 Coordinator gathers information
• Contacts employee to find out additional information
• Instructs employee that they should quarantine/isolate and not return to campus until cleared
• Requests employee contact C19 if there are any changes to their situation
• Gives employee opportunity to ask any questions they may have

VEOCl and Notifications
• C19 Coordinator inputs information in Veoci
• Employee and Supervisor receive an email from Veoci
• Automated notifications go to various departments to take additional action
• If positive/symptomatic case, C19 reaches out to UTD close contacts (repeat above)

Next Steps and Follow-Up
• If confirmed positive, communications sends notification to the campus community
• C19 Coordinator follows up with individuals 3 days prior to return to clear them
• C19 Coordinator sends email to employee and supervisor on status of return
COVID-19 Self-report Form

https://utd.link/covid19-selfreport

UT Dallas will treat this information as confidential to the fullest extent allowed by state and federal law.

PLEASE NOTE: UT Dallas is obligated to notify your local health department if you have been in known contact with an individual with COVID-19 or tested positive for COVID-19.
Families First Coronavirus Response Act

New Federal Emergency Paid Sick Leave and Emergency Family & Medical Leave

- **FFCRA** – Families First Coronavirus Response Act
- **EPSL** – Emergency Paid Sick Leave
- **EFML** – Emergency Family & Medical Leave

Questions?
Karen Casey
Leave Administration Manager (Interim)
LOA@utdallas.edu
Health and Wellness Resources

Employee Assistance Program

UT Dallas offers counseling and mental health services to all employees through the Deer Oaks Employee Assistance Program (EAP). The EAP services can be accessed by calling 888-993-7650 or online at www.deeroakseap.com. To access the online services, visit the member login page and enter "utdallas" for both the username and password.

Employee Wellness

Wellness resources (e.g. fitness, nutrition, health screenings, etc.) can be found on the employee wellness website www.utdallas.edu/wellness

Telehealth

MDLIVE
www.mdlive.com/bcbstx

UT Select BCBS Health Advocates
www.bcbstx.com/ut
Contact Information

Karlynda Poage
COVID-19 Resource Program Manager
C19Resource@utdallas.edu

Mariah Phipps, CEM, TEM
Director of Emergency Management and Continuity Planning
OEMCP@utdallas.edu

For Student related COVID 19 questions and campus tracing:

Dean Of Students
DOS@utdallas.edu
Return to Campus - Employee Training

Training Dates and Access Links

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  ▪ August 25th- Please Click Here to Join the Training
QUESTIONS
DEER OAKS
EMPLOYEE ASSISTANCE PROGRAM
**COUNSELING SERVICES**

- Confidential access
- 24/7 access
- 7 free counseling visits per issue, per person
- Access to services via face-to-face, video, or telephonic
- Bilingual call center (English and Spanish)
- Tele-language Services
  - Ability to provide therapy in a language other than English if requested. Services are available for telephonic interpretation in over 190 of the most commonly spoken languages and dialects.

**WORK-LIFE SERVICES**

- Legal
- Financial
- Child / Elder Care Resources
- Daily Living Services (Concierge)
  - Daily living consultants assist individuals with finding resources such as care for their pets, travel, home improvement contactors, apartment locators, and more.
- Safe Ride
- Training
  - Unlimited on-line seminars
24-Hour Program Access

- Helpline: (888) 993-7650
- iConnectYou App (call, instant message, video, SMS text with a counselor)
- LiveCONNECT Instant Messaging

Eligibility

- Employees
- Dependents
- Household members
- Coverage extends for 6 months post-employment
ACCESSING ON-LINE SERVICES

www.deeroakseap.com

EAP Services
Deer Oaks offers integrated, built-to-suit Employee Assistance Program, Work/Life, Wellness and Student Assistance Program solutions for employer groups of all sizes.

Work / Life Services
Today's workforce manages many duties in addition to work such as parenting, personal commitments, household responsibilities, and other tasks that make life demanding. To help ease daily living stresses, Deer Oaks offers an industry-leading suite of work/life services as part of its EAP solution.

Organizational Training & Skills Development
Deer Oaks is committed to assisting its clients with their staff development goals through our comprehensive organizational training and skills development program.
Eligible Members will enter the UTD username and Login

Please enter your Username and Password to access Work Life Services.

Username: 
Password: 

Login: utdallas
Password: utdallas
Questions?

Helpline: 888-993-7650
Email: eap@deeroaks.com
Website: www.deeroakseap.com
Login/Passcode: utdallas
iConnectYou App Passcode: 148384
Calling all Readers!

Join the Reading Roundup Team to share a recommendation and see what other UTD Community members are reading!

To join, visit the “Teams” tab in MS Teams, click “Join or create team” and enter the code XK2J8W4
HR Contact Emails

- **hr@utdallas.edu** – issues relating to general HR concerns.
- **employverify@utdallas.edu** – to request employment verification.
- **compensation@utdallas.edu** – issues relating to compensation including PRR, reclassifications, job descriptions, FLSA, and reorganizations.
- **employmentservices@utdallas.edu** – questions relating to general employment, onboarding and Employment Express.
- **jobs@utdallas.edu** – issues relating to jobs including access to PA7 and job postings.
- **visashr@utdallas.edu** – issues relating to international hiring, hiring of foreign nationals, or immigration including (but not limited to) J-1 (for scholars) and H1-B requests, travel signatures, and I-765 completion.
- **benefits@utdallas.edu** – issues relating to benefits and retirement.
- **hcm-timereporting@utdallas.edu** – issues relating to time reporting.
- **loa@utdallas.edu** – questions relating to Family & Medical Leave (FMLA), leaves of absence, and other leave programs.
- **employeerelations@utdallas.edu** – employee relations related questions.
- **serviceawards@utdallas.edu** – questions related to service awards.
- **appraisals@utdallas.edu** – questions relating to appraisals and to submit appraisals.
- **hrtraining@utdallas.edu** – questions relating to training or to request specific training.
THANK YOU FOR COMING!

Next Human Resources Forum via TEAMS
September 2, 2020
10:00 AM – 11:30 AM