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.
October 7, 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

ONE UTD
• Welcome – Colleen Dutton, Chief Human Resources Officer
• Standing Items for HR Forum
  – Updates:
    • Return to Campus
    • Living Our Values Task Force – Rafael Martin
• Guests
  – Multicultural Center – Arthur Gregg
  – The Career Center – Keri Burns
  – Comet Cupboard – Hillary Campbell
  – Chief Larry Zacharias – Police
• HR Updates – Colleen Dutton
  – Reduction in Force Updates
  – New – HR Campus Connection
• Deer Oaks – Employee Assistance Program Update – Celeste Burnett
• Employment and Compensation
  – Nancy Joseph – Contactless I-9 Compliance
• Talent Development
  – Jillian McNally – Talent Development Specialist – Fall Update
• Closing Comments
How questions will be addressed:

1. Please type your questions in the Q&A feature or send an email to HRForum@utdallas.edu if unable access the Q&A feature. Both will be monitored throughout the forum.

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.
Return to Campus Updates

— Continue to work remotely or as directed by your supervisor
— Complete your daily health screening
— Wear your mask
— Practice Social Distancing
— And wash your hands
— Actions for spring semester to be determined
Living Our Values Task Force

Co-Chair: Rafael Martin, Vice President and Chief of Staff
Arthur Gregg, Assistant Vice President of Multicultural Affairs

MULTICULTURAL CENTER
WE ARE THE
UT DALLAS
MULTICULTURAL CENTER
The Multicultural Center acknowledges the history and legacy of colonization. UT Dallas stands on land originally settled and occupied by the Caddo, Wichita and Comanche people. We recognize the history of UT Dallas begins with the forced removal of the indigenous people through the legacy of colonization.
Vision: All UT Dallas students will treat each other with civility, dignity & respect, regardless of differences, which will prepare them for a global and diverse society.

Areas of Focus

• Cultural Celebration
• Diversity Education
• Student Success & Outreach
THE MC IN LIVING COLOR
UPCOMING PROGRAMS

Hispanic Heritage Month '20
* * mas fuerte unidos
stronger together

September 15 - October 15

RSVP Required

Hispanic Student Leadership
Virtual Experience

Friday, October, 9th • 10am - 4pm
RSVP Required

DIA DE LOS MUERTOS RECOGNITION
Save the Date: October 29th

Save the Date!
COMETS CULTURAL CONVERSATIONS:
DISMANTLING SYSTEMIC RACISM
PART 2: NOV. 10TH, 5-7 P.M.

Women in Social Engagement
Women of Color Discussion Group

Led by the Multicultural Center &
Student Counseling Center

Wise

Thurdays
Noon-1:30 p.m.
Thank You!

Questions?
Part-Time Jobs

Handshake is the UCC platform we currently use for on-campus part-time positions and countless internship and full-time opportunities for UT Dallas students and alumni. Typically, Handshake is primarily used by larger corporations and businesses, so but as a courtesy to faculty and staff, we are going to extend this service to allow for domestic positions beginning Monday, October 12, 2020

This will be used to promote part-time jobs for students that are submitted to us by Faculty and Staff looking for assistance from students living in the DFW area for things like babysitting, tutoring or an in-home assistant for an elderly or disabled individual who needs an extra set of hands.
Part-Time Jobs

Employees of UT Dallas will be able to complete an external form to specify exactly what you are looking for in a UT Dallas student. This could include nursing experience for an in-home assistant, CPR certification and childcare experience for a babysitter, or a high GPA and good academic standing for a tutor.
Student Employment Dates

Fall 2020 and Spring 2021

Extended Break - up to 40 hours/week

- Fall 2020: Saturday, December 12, 2020 – Friday, January 15, 2021
- Spring 2021: Saturday, March 13 – Friday, March 19, 2021

Last Day to Work for Graduating Students

- Fall 2020: Friday, December 11, 2020
- Spring 2021: Friday, May 14, 2021

*NEW – Work Study Students

- Last Pay Period: June 15 – June 30, 2021
Contact Us

University Career Center
Email: careercenter@utdallas.edu

Student Employment
Email: studentemployment@utdallas.edu
Thank You!

Questions?
Hillary Beauchamp Campbell, Director Undergraduate Education

COMET CUPBOARD
COMET CUPBOARD

The Comet Cupboard is a UT Dallas food pantry initiative dedicated to helping students in need. Its primary mission is to provide necessary food and personal care items to members of the UT Dallas community, but its impact reaches much further. The Comet Cupboard acts as a service learning component of the undergraduate academic experience and strives to cultivate a campus culture where the community is valued above individualism.
Comet Cupboard @ UT Dallas FAQs

When did the Cupboard open? FALL 2012

Who runs the Cupboard? OFFICE OF UNDERGRADUATE EDUCATION

Where is the Cupboard? MC 1.604

Who can use the Cupboard? ALL CURRENTLY ENROLLED UT DALLAS STUDENTS

How Much Does it Cost to Use the Comet Cupboard? NOTHING

What Items Are Available in the Comet Cupboard? NON-PERISHABLE FOOD, PERSONAL CARE, LIMITED FRESH & FROZEN FOOD, AND HOUSEHOLD

What/Who Funds the Comet Cupboard? DONATIONS / DONORS

What Else Should You Know? FIRST UNIVERSITY FOOD PANTRY IN TEXAS & CHARTER MEMBER OF THE COLLEGE AND UNIVERSITY FOOD BANK ALLIANCE
# Cupboard in the Pandemic

## Operation

<table>
<thead>
<tr>
<th>Frequency of Distribution</th>
<th>Pre-Pandemic</th>
<th>In Pandemic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily, 11AM-6PM</td>
<td></td>
<td>Thursdays, 10 AM-3PM</td>
</tr>
</tbody>
</table>

| Volunteers                | 300 Undergraduate Comets | UTD Police + UTD Faculty/Staff |

| Donations                 | Events, Programming, Drives, Competitions, Student Orgs | UTD PD Dropoff + Staff Shopping |

| Student Engagement         | Programming, Distributions, Inventory, Donation Retrieval | Virtual Service Opportunities, National Hunger and Homelessness Awareness Week |

| User Experience            | Individual Selection Process | Distanced “Personal Shopper” |
Comet Cupboard By the Numbers

Pre-COVID, over **1,500 students** used the Comet Cupboard over **5,000 times** during the Fall 2019 and Spring 2020 semesters.

<table>
<thead>
<tr>
<th></th>
<th>Pre-COVID 2019-March 2020</th>
<th>COVID Response</th>
<th>Fall 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Items Distributed</td>
<td>17,072</td>
<td>42,550</td>
<td>5,796</td>
</tr>
<tr>
<td>Number of Visits</td>
<td>5,220</td>
<td>2,203</td>
<td>460</td>
</tr>
<tr>
<td>Number of Unique Users</td>
<td>1,456</td>
<td>563</td>
<td>218</td>
</tr>
</tbody>
</table>
College Food Insecurity

44% worried their food would run out before they had money to buy more.

47% could not afford to eat balanced meals.

35% cut the size of or skipped their meals because they didn’t have enough money to buy food.

34% ran out of food before they had money to buy more.

28% felt hungry but didn’t eat because they didn’t have enough money to buy food.

20% did not eat for a whole day because they didn’t have enough money to buy food.

16% lost weight because they did not have food.

8% did not eat for a whole day because they did not have enough food.
53% missed a class because of hunger or housing problems.

54% missed a study session because of hunger or housing problems

37% missed a club meeting because of hunger or housing problems.

55% opted not to join an extracurricular activity.

55% did not buy a required textbook

25% dropped a class

*College and University Food Bank Alliance*
Recent User Testimonials

“When I first started using the Comet Cupboard, I was in a really bad place and felt embarrassed about letting anyone else know. That fact is that it helped me so much that I would go to the Comet Cupboard as often as I could—meaning that I was often letting my friends know why I was headed to the library and how I was walking around campus with groceries. Eventually, I was like a walking commercial for this resource because I felt like everyone in need should take advantage of this resource.”

“My friend and I had a difficult time with the pandemic and the closure using public transport was a big risk for me since I lived on campus and had no means of transport, I was also financially struggling due to problems at my home (massive lockdown in home country + other costs for my parents). Comet cupboard allowed me to sustain in that period in which I was most vulnerable. The easy pickups on campus helped mitigate all the risks and also helped me a lot financially in those difficult times.”

“Comet Cupboard has ensured that all the students keep getting essentials so that we can focus more on studies and finding jobs. I am so grateful to comet cupboard.”

“It helped me especially during the time the pandemic started, as I didn't have a means to work or earn money that I could use for groceries.”
Comet Cupboard Needs

**DONATE ITEMS**
Drop off at UTD Police Department

**BE A SHELF STAR**
Collect a specific item during an assigned month

**SPREAD THE WORD**
Share posts and raise awareness of college food insecurity, homelessness, and other obstacles to our students' academic success

**VOLUNTEER**
Unload, stock, and personal shop on distribution days

**HOST A DRIVE**
In your department, community, organization, student group

**FOLLOW US**
Facebook @CometCupboard
Twitter @CometCupboard
Instagram @cometcupboard

**FOLLOW US**
Share posts and raise awareness of college food insecurity, homelessness, and other obstacles to our students' academic success
THANK YOU, UT DALLAS EMPLOYEES!
Thank You!

Questions?
Larry Zacharias – Chief of Police

UNIVERSITY POLICE
UTD Police Life Saving Award

Sgt. Hunter Landry

Cpl. Larry Aldridge
UTD Life Saving Award

• Public Safety Officer Shawn Thrift
Officer Maranda Tupper
UTD Police Commendation Award

Senior Detective Rod Bishop
Promotion to Sergeant of Police

Sergeant Somer Fernandez
HR UPDATES

Colleen Dutton
69 staff impacted

• 61 eliminated

• 4 reduced FTE level to .50

• 4 offered other positions within school/division – (3 accepted/1 declined)

• End dates range from 8/31/20 - 12/1/20

• Median age: Female - 46, Male – 49

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<th>Gender/Race</th>
<th>Two or more</th>
<th>American Indian</th>
<th>Asian</th>
<th>Black</th>
<th>Hispanic</th>
<th>Non-Disclose</th>
<th>White</th>
</tr>
</thead>
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<td>1</td>
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<td>(27)</td>
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</tbody>
</table>
HR Campus Connection is your source for UTD HR News and Updates. Join us in Teams today to stay connected!

Join in 3 Easy Steps:

1- In the MS Teams App, click on the “Teams” icon to the left

2- Click on the “Join or Create Team” button in the upper right corner

3- Enter the following code to join: 4NSTAB6
Updating the “Reports to” function in PeopleSoft

Tina Sharpling, HRIS Manager
• Job Data shows the position number and name of the designated Reports To supervisor

• Employee’s direct supervisor is the person responsible for performance appraisals
  – Reports To needs to be maintained when an employee’s role changes requiring a new position, new department, and/or new supervisor
  – Reports To needs to be updated for all direct reports when a supervisor leaves the department or University

• Required for accuracy in reporting
• Required for processing various transactions, such as
  – Performance Appraisals
  – Extended Absence
  – Travel and Expense

• To update Reports To
  – Initiate an e-PAR with an action of “Job Attribute Change” (JAC)
  – Populate the new supervisor’s position number in the “Proposed” column
  – Submit for routing and update
DEER OAKS (EMPLOYEE ASSISTANCE PROGRAM) UPDATE
Upcoming Seminars

- **Upcoming EAP Seminars**
  - Managing the stress of time and competing priorities – 10/26 at 10 AM CT
  - Managing the stress of change – 11/4 at 10 AM CT
  - How to become a resilient person – 11/9 at 10 AM CT
  - Managing stress of the holidays – 11/19 at 10 AM CT
  - How to live a mentally healthy life in the 21st Century – 11/30 at 10 AM CT
  - The four keys of handling pressure – 12/3 at 10 AM CT

- **Your feedback if very important to us**
  - After each seminar employees will receive an email requesting they participate in a short survey.
  - We encourage employee participation – let us know what you think!
Students & Student Workers

• **Student Counseling Center**
  – Website: [https://utdallas.edu/counseling/](https://utdallas.edu/counseling/)
  – 24/7 Crisis Hotline - **972-UTD-TALK (972- 883-8255)**
  – Appointments - Email - counselingcenter@utdallas.edu.

• **Other Resources for Students**
  – North Texas Behavioral Health Authority – [https://ntbha.org/](https://ntbha.org/)
    - Crisis Phone: 1-866-260-8000
    - Main Phone: 1-877-653-6363
  – LifePath Systems - [https://www.lifepathsystems.org/](https://www.lifepathsystems.org/)
    - Crisis Phone: 1-877-422-5939
    - Main Phone: 1-877-422-5939
  – *Serves Dallas, Ellis, Hunt, Kaufman, Navarro and Rockwall Counties*

• Faculty or Staff concerned about a student’s emotional or mental health should contact the Dean of Students at 972-883-6391 or complete the **BAIT Referral Form**.
Questions?

Helpline: 888-993-7650
Email: eap@deeroaks.com
Website: www.deeroakseap.com
Login/Passcode: utdallas
iConnectYou App Passcode: 148384
Nancy Joseph, Employment & Compensation Manager

EMPLOYMENT & COMPENSATION

Contactless I-9 Compliance
Contactless I-9 Compliance

To ensure we remain compliant with DHS’s federal rules and regulations, the Employment and Compensation team will be conducting contact-less, drive through/walk up sessions.

The exception previously granted is expiring and we must see the original I-9 supporting documents as soon as possible. This will allow us to view I-9 supporting documents for new hires whose documents.

We will soon be contacting those new hires that are in this category to attend one of these sessions.
Contactless I-9 Compliance

• The drive through sessions will start on Oct 20th and end by November 12th occurring on Tuesdays and Thursdays for mornings and afternoons.
• The new hires will be contacted by the Employment and Compensation team and will be given specific dates and times to attend the contact-less drive through/walk up sessions.
• They will be asked to bring their unexpired, original I-9 supporting documents for viewing purposes.
• The sessions will recognize and maintain social distancing and safety protocols.

Feel free to contact Nancy.Joseph@utdallas.edu if you have any questions.
UTD Talent Development is excited to announce two Brand New training series launching this month!

**EQ Mind and Heart: Emotional Intelligence and Problem Solving**
This new two-part series that will explore how we can use emotional intelligence to think systemically and solve problems in our complicated worlds.
*Launching October 21*

**In the KNOW: Becoming Part of the UTD Community through Knowledge, Networking, Organization, and Welcome**
Designed for new UTD employees, this new four-part series aims to help new employees become better acquainted with the university and prepare them for success and satisfaction in their new role.
*Launching October 28*
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**
Q & A
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
November 4, 2020
10:00 AM – 11:30 AM