



Human Resources

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UNT™

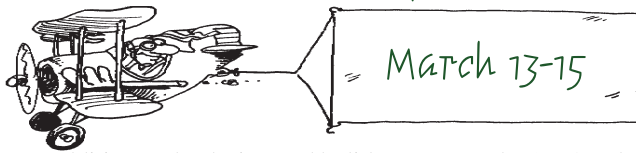
UNIVERSITY OF NORTH TEXAS

Vol. 30, No. 5

www.unt.edu/hr

February 2006

The Official Spring Break is
scheduled for



In addition to the designated holidays on March 13, 14 and 15, the Board of Regents has approved that the University will be closed Thursday, March 16 and Friday, March 17, which will allow utility savings by being closed a full week at Spring Break. Regular Staff members will either be required to use vacation or compensatory leave for the two days, or may choose to be docked. *If an employee does not have enough accrued vacation or compensatory leave, the employee will be docked.*

Reminder - -

President's Staff Sack Lunch

WEDNESDAY, FEBRUARY 16, 2006

Noon - 1:00 p.m.
Silver Eagle Suites

President Pohl responds to your anonymous questions.
Outstanding Employees/Departments honored.
TIP\$, Soaring Eagles and Eagle Partners recognized.
Bring or buy your lunch; tea, coffee and water provided.

Dessert will be provided by the President's Office.

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President's Staff Sack Lunch Honorees

The following individuals and/or departments were recognized at the President's Staff Sack Lunch held on November 1, 2005.

Outstanding Employees

- Craig Thorp
Purchasing and Payment Services
- Dan Naegeli
Student Employment and Career Services
- Uwe Rossback
College of Engineering
- Archie Hicks
Facilities Grounds



Outstanding Departments

- The EIS Student Administration Implementation Team
 - Academic Affairs
 - Finance and Business Affairs
 - Office of Facilities Planning and Construction Administration Division
- We join the President in congratulating these individuals and departments for their contributions to the University.



Star Performer Awards Information

FY 2006 Star Performer Awards nominations may be submitted to recognize outstanding regular staff employees. Winners receive up to 8 hours of Administrative Leave. Nominations can be submitted by any member of the University/UNT System community. To nominate, use the nomination form found under UNT HR Forms at: <http://www.unt.edu/hr/forms/> Additional information about the Star Performer Award Program may be found at http://www.unt.edu/policy/UNT_Policy/volume1/1_4_4_2.html

For questions, contact Human Resources at ext. 2281.

Benefits Notes

Antihistamines

Non-sedating antihistamines have higher copays.

- ☒ Tier 1 includes generic drugs, which have the lowest copayment.
- ☒ Tier 2 includes preferred brand-name drugs except nonsedating antihistamines (e.g., Allegra®, Clarinex®, and Zyrtec®).
- ☒ Tier 3 will include non-sedating antihistamines and non-preferred brand-name drugs.

Drugs within a tier are subject to change; for example, if a drug becomes available over the counter, the tier status of its category will be re-evaluated.

	Tier 1	Tier 2	Tier 3
Deductible	\$50 per person per plan year		
Retail pharmacy non-maintenance drugs	\$10 up to a 30-day supply	\$25 up to a 30-day supply	\$40 up to a 30-day supply
Retail pharmacy maintenance drugs	\$15 up to a 30-day supply	\$35 up to a 30-day supply	\$55 up to a 30-day supply
Home delivery (mail order)	\$30 up to a 90-day supply	\$75 up to a 90-day supply	\$120 up to a 90-day supply

As in the past, if you purchase a brand-name drug when a generic alternative is available (regardless of the reason), you will pay your generic copayment plus the cost difference between the brand-name and the generic drug.



REMINDERS

The \$50 Prescription Drug deductible is applied once per PLAN year (9/1-8/31)

The Health Insurance deductibles for out-of-area and non-network coverages are applied once per CALENDAR year (1/1-12/31)

The Out-of-Pocket maximum co-insurance is applied per CALENDAR year (1/1-12/31)

The BlueCross BlueShield Explanation of Benefits now contain accumulated co-insurance amounts

— Blood Assurance Program —

The Blood Assurance Program is administered by Carter Blood Care in Fort Worth. This program is made possible by the generous blood donations from faculty, staff and students during campus blood drives. If you have a family member in need of blood donations please contact us. University personnel and students may designate anyone they wish to receive this benefit. For more information regarding the Blood Assurance Program, please contact Benefits at ext. 4250.

VISION ONE EYECARE PROGRAM®

HealthSelect participants should continue to follow network guidelines for their annual routine eye exam by using a HealthSelect network optometrist or ophthalmologist. However, the Vision One Eyecare Program can be used when purchasing frames, lenses and contacts. HealthSelect participants can receive discounts of up to 60% for most vision products and services, including frames, lenses and contacts by simply presenting their BCBSTX ID card to a Cole Vision provider.

Note: When a participant presents his or her HealthSelect ID card to a Cole Vision Provider, the participant should mention that they are using the “BCBSTX Plan #57999.” This alerts the Cole Vision provider that the participant should receive a discount. (From BCBS Fresh Coat of Blue publication)

Dependent Care Reimbursement Account Tax Form 2441 Filing



If you contributed to a TexFlex Dependent Care Reimbursement Account during the 2005 calendar year, you must file an IRS Form 2441 with your Federal Income Tax Return.

For more information visit www.irs.gov or you may call 1-800-829-1040

Payroll Notes

Do you qualify for the Earned Income Tax Credit?



Families with two or more qualifying children may qualify for an EIC refund if their total 2006 annual earned income is less than \$36,348 (\$38,348 if married filing jointly.)

Families with one child may qualify for an EIC refund if their total 2006 annual earned income is less than \$32,001 (\$34,001 if married filing jointly.)

Families with no qualifying children may be eligible for an EIC refund but are **not** eligible to claim advance EIC payments.

Advance EIC payments are available to employees who meet the requirements set out on the 2006 Form W-5. These advance payments allow you to receive a portion of the refund in equal amounts on your paychecks. The Form W-5 and instructions are available in the Payroll Office located in Marquis Hall, room 127.

Employees who are not eligible to receive advance EIC payments may claim the refund when they file their tax return for the year.

Employees who may be eligible for the EIC refund for 2005 should refer to the back of Copy B of their 2005 W-2 Form or to their tax filing instruction booklet for eligibility requirements for 2005.



Faculty/Staff ID Card Change

The University of North Texas issued random ID numbers (EMPL ID's) to all students and employees as part of the Enterprise Information System implementation (EIS). These random ID numbers are used instead of social security numbers in the information system and are displayed on the UNT identification cards.

ID cards containing social security numbers will be deactivated in early spring, as UNT continues its efforts to protect private information. Any employee with an ID card that was issued prior to April 2004 must replace their ID cards to maintain access to UNT facilities, including the libraries, residence halls, health center, computer labs and recreational center.

ID cards can be replaced at no charge by bringing the current ID card or a driver's license to ID Systems. Employees at the UNT Dallas campus or other locations can contact ID Systems to arrange for alternative methods to replace ID cards.

ID Systems is open from 8:15 a.m. to 5 p.m. Monday through Friday in room 105 of the Eagle Student Services Center. For more information, contact Michael McElroy, ID Systems assistant, at (940) 565 3225 or email at McElroy@fis.admin.unt.edu.



Employee Assistance Program



(For Retirement-Eligible Employees and Dependents)

Your Employee Assistance Program (EAP) is designed to confidentially help you and your family members deal with life's stresses and the variety of personal problems that can develop from them, such as: relationship problems, depression or anxiety, legal issues, financial issues, substance abuse problems, stress, parenting or family issues.

HOW DOES THE EAP WORK AND HOW MUCH DOES IT COST?

Call the toll free number (800-343-3822) anytime, 24 hours a day, 365 days a year, and speak with an EAP professional or set up an appointment with an EAP counselor. The EAP benefit is FREE to you (retirement-eligible employees) and your dependents. The EAP is a confidential short-term counseling and referral program.

ONLINE SERVICES (www.alliancewp.com): In the process of accessing the website please use "UNT" when prompted for company name.

HELPNET SERVICES (www.alliancewp.com): This is an online service with information about your EAP program, along with a variety of tools to assess and assist you with your personal situation.

LAW ACCESS (www.alliancewp.com): LAW ACCESS feature is a free online law library with many common legal documents available and the benefit includes a FREE 30 minute consultation by phone or in person with a licensed attorney for most legal services. To access the online LAW ACCESS program go to www.alliancewp.com Click on the LAW ACCESS information on the home page. When prompted for "user name" and "password" use "UNT" for both prompts.



UNT Organizational Changes System and Campus Facilities Area

At the *UNT System level* the Associate Vice Chancellor for System Facilities will no longer maintain the dual title of Associate Vice President for UNT Facilities.

The University Architect will lead the Division of System Construction and Renovation. This division will be responsible for plan review and inspection of all campus and system construction work to determine compliance with appropriate codes and administer construction and renovation contracts.

The Division of Planning and Development will be responsible for project programming and design, and will work with all three campuses on campus planning issues. It will review campus and System projects, plans and work activities for consistency with the appropriate Board-approved campus master plan.

Campus Facilities functions formerly under the direction of the Associate Vice President will now be under the direction of the Executive Director of Facilities who will report to the Senior Vice President for Administration. University Facilities functions will be organized in three units:

*The Facilities Maintenance Office consisting of three divisions – Grounds Maintenance, Structural Maintenance and Utilities Maintenance. There will be little change in the organization or functions of Facilities Maintenance.

*The Facilities Services Office consisting of four divisions – Custodial Services and Solid Waste, Information Systems, Support Services and Recycling. There will be no change in the organization or functions of Facilities Services.

*The newly organized Campus Construction Office consisting of the Interiors Division, CADD Management, and Space Management. This division will be led by the new position of Senior Construction Manager.

University Facilities contract responsibilities will include:

- ✓ Maintenance and repair contracts including replacement or repair of roofs, chillers, other mechanical systems, electrical and plumbing systems, flooring, sidewalks, sprinkler systems, UPS systems, fire alarms, and similar types of contracts.
- ✓ Service contracts for elevator maintenance, other mechanical and electrical system maintenance, and energy management.
- ✓ The administration of renovation and construction projects less than \$100,000 in total project cost.
- ✓ Other projects as delegated by the Associate Vice Chancellor.

2005 SECC Passes Goal (State Employee Charitable Campaign)

Contributions to the 2005 State Employee Charitable Campaign totaled \$150,303.49 with 43% participation of UNT faculty and staff. These amounts surpass the university goal to raise \$132,000 with 37% participation. Fifteen separate fundraisers added to the success of the campaign during October. The campaign supports more than 400 charities who rely heavily on these contributions. Dr. Jean Keller and Dee Wilson, Co-Chairs of SECC, would like to thank everyone who participated and were dedicated to the success of the campaign.

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- ☺ Student Recreation Center spring payroll deduction deadline is February 10, 2006.
- ☺ For more information about Rec Center activities, please contact Recreational Sports at 940.565.2275 or 940.369.8347, or go to the website at www.unt.edu/recsports.

TAX FORMS INFORMATION

IRS tax forms and publications can be obtained online at <http://www.irs.gov> or ordered over the telephone by calling 1-800-829-3676.

Many of the most popular tax forms, instructions, and publications are available free of charge at the Denton Public Library, North Branch, at 3020 N. Locust Street.

A limited number of tax forms and instructions are available free of charge on the Third Floor of Willis Library.

For more information, please see the UNT Libraries' page on Obtaining U.S. Federal Income Tax Publications, Forms, and Instructions (<http://www.library.unt.edu/govinfo/tax/taxfile.html>).

☒ **IRS Web access:**

www.irs.gov

☒ **UNT Electronic Library:**

www.library.unt.edu/govinfo/tax/taxfile.html



Training and Development Opportunities

How To Register

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

send e-mail to Tina Daniel at tdaniel@unt.edu

call ext. 4246

register on-line at:

<http://home.unt.edu/hr/training/treg.htm>

Please include your:

- ♦ name
- ♦ department
- ♦ EMPL ID
- ♦ phone number

COMPLIANCE TRAINING INFORMATION

La Orientación Para Nuevos Profesores y Empleados

Orientación estará disponible cuando sea requerido. Favor de llamar a Melissa Ozuna ext. 8398 o Tina Daniel ext. 4246.

Dirigido por Melissa Ozuna, Recursos Humanos, incluye la política de la universidad sobre vacaciones, permiso por enfermedad u otras razones; normas de trabajo, seguridad, igualdad de oportunidad en el empleo y acoso sexual. (Nuevo) incluye información sobre seguro y jubilación.

Orientation will be scheduled on an as needed basis. Please contact Melissa Ozuna ext. 8398 or Tina Daniel ext. 4246.

NEW FACULTY/STAFF



(Registration is *NOT* required.)

All new Faculty/Staff must attend during their first 30 days of employment.

The schedule for February and March:

Tuesday, February 14 and 28, 2006
Tuesday, March 7 and 28, 2006

All classes are held in Marquis Hall, Room 118 from 8:30 a.m. - 4:30 p.m.

Please let new employees know that they need to bring the social security numbers and birth dates of anyone they want to add to their insurance or designate as their life insurance beneficiary.

Failure to attend may result in delayed paychecks, lack of insurance coverage, and improper withholding deductions, etc.

Purchasing and Payment Services 3-Day Seminar

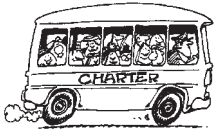
All new employees or those new to processing PPS items are encouraged to attend days one (1) and two (2) for an overview of Purchasing and Payment Services Laws and Policies. Veterans who have attended this training in the past are encouraged to attend day three (3) for updates and changes.

This session covers such issues as Legislative updates and Policy Changes; Advanced Purchasing covers TXMAS & TBPC Contracts, Co-Ops and Change Notices; Advance Payments covers Managing your Encumbrances and Petty Cash; Advanced Asset covers Annual, 1% and Random Spot Check Inventory and other PPS topics.

Each session is presented by a PPS Team of professionals.

Day 1 Thursday, February 2, 2006
Day 2 Thursday, February 9, 2006
Day 3 Thursday, February 16, 2006

All classes held from
2:00 p.m. to 5:00 p.m.
Marquis Hall, Room 118.



VAN DRIVER SAFETY TRAINING

Thursday, February 16, 2006
1:30 p.m.

Thursday, March 9, 2006
9:00 a.m.

Thursday, March 23, 2006
1:30 p.m.

Class size is limited to 8

Classes will be held at the Research Park
Room G134D

Timekeeper Training

Wednesday, February 8, 2006

9:00 a.m. - 12:00 noon

Marquis Hall, Room 116

UNT Division of Equity and Diversity UPCOMING Events

9th Annual Equity and Diversity Conference

"The Power of Inclusion!"
featuring Yolanda King and B.D. Wong

February 23-24, 2006
University Union, Silver Eagle Suite

7th Annual Women of Color Conference

"Women's Global Health Issues"
featuring Lisa Ling

March 30, 2006
University Union, Silver Eagle Suite

FOR MORE INFORMATION VISIT www.unt.edu/edo OR CALL EXT. 2456.

PROGRAMS ARE SUBJECT TO CHANGE.



Service Advantage



PRINT BUYERS 101

Are you responsible for your department's printing needs? Did you know that Printing Services can DESIGN, PRINT and MAIL your project with just one IDO? Did you know we can use your excel database to create custom personalized direct mailing pieces? Don't miss this fun, interactive and informative seminar designed to give you all the information and resources to buy and produce printing for your department. Attendees will receive a Print Buyers 101 handbook, a guided tour of our facility, refreshments and a special gift. Make your reservations early. Class is limited to 15.

February 15, 2006
1:30 - 4:30 p.m.
Printing Services
University Services Building



Building Community through Welcoming Diversity

National Coalition Building Institute (NCBI)

Award winning NCBI models are used on over 100 college campuses and in many communities in the U.S. and around the world. It is experiential, interactive training. Below are some comments participants have made in reference to the workshops:

- “Great job! The power of this experience never fails to amaze me.”
- “I appreciate the chance to have a eye/heart/soul opening experience. I want to try to make a difference.”

NCBI is sponsoring another Building Community workshop with open enrollment for the campus community including faculty, staff, **and students**.

Come and learn:

- how to remove the hurt, misinformation, and powerlessness that holds prejudice in place
- how to experience and express pride in one's own groups
- how to intervene in the face of offensive remarks and actions



Friday, March 3, 2006

9:00 a.m. - 4:30 p.m.

Marquis Hall, Room 118

(continental breakfast and lunch provided)

Emotional Intelligence for Leaders

Emotional Intelligence (EI) is measured by:

- ❖ your level of awareness of your own emotions and those of others,
- ❖ your ability to manage your emotions and those of others, and
- ❖ your skill at self-motivation.

Emotional Intelligence has a far more profound effect on your leadership than either your IQ or your level of expertise. Join us for this workshop to assess your EI and enhance your capacity to lead well. Class size is limited in order to allow for practical exercises and interaction.

Wednesday, February 8, 2006
9:00 - Noon
Marquis Hall, Room 118

UNT Service Connections

Don't miss this exciting program! (UNT Service Connections replaces the Connections training class.) This course is based on the book Delivering Knock Your Socks Off Service.

Wednesday, March 1, 2006
9:00 a.m. - Noon
Marquis Hall, Room 118





Soaring Eagles



Nominees this month will receive their award at the President's Staff Lunch on February 16, 2006

To nominate someone for a Soaring Eagle award, go to www.unt.edu/hr/training/soareag.htm

CAS Student Advising

Julie Kirkland

CCECM

Rod Jones

Chemistry

Pamela Johns

CITC

Matt Duncan

Jason Emanuel

Bahram Paiani

Computer Science and

Engineering

Sally Pettyjohn

Controller's Office

Chris Bennett

Dining Services

Wanda Burkhardt

Lela Jones-Taylor

Copy Centers

Marion Allen

Laura Cranford

Will Kapinos

Nita Slaughter

Facilities

Summer Flaa

Lance Standifer

Human Resources

Andrea Lillie

Melinda Lilly*



Housing

Lamar Brown

Mary Canada

Robert Daniels

Shalaun Graves*

April Poole

John Waites

Katie Watson

Learning Center

Joshua Adams

Payroll

Barbara Allen*

Lynda Boysen

Ruth Moors

*denotes employee received more than one Soaring Eagle

Departmental Soaring Eagles

Housing Maintenance Crew

Purchasing and Payment Services

Way to Soar!

PPS

Sue Carrigan*

Walter Hickman

Mac Jarrell

John Mayfield

Karl Skaar

Dennis Standifer*

Craig Thorp

John Wilson

Student Accounting

Wynnie Duarte

Sherry Gleaton

Pam Johnson

Student Development

Susan Fisher

Kathryn McCauley

Office of Disability

Accommodation

Kristina Clark

Rebecca French

Office of the President

Bruce Pollock



HR Newsletter and Phone Information

The Human Resources Newsletter is published monthly by the University Human Resources Department.

Main HRD Number 565-2281

Administration	565-4363	Employment	565-4240
Benefits	565-4250	Records	565-4249
Compensation	565-4245	Training/Development	565-4246
Employee Relations	565-4817		