



Human Resources

N · E · W · S · L · E · T · T · E · R

UNT

UNIVERSITY OF NORTH TEXAS

Vol. 30, No. 6

www.unt.edu/hr

March 6, 2006

To: All Faculty and Staff of the University

From: Dr. Norval F. Pohl
President

Re: Annual Equal Opportunity, Anti-Harassment and Anti-Retaliation

Please be reminded of the University's ongoing commitment to equal opportunity and to providing a working and educational environment that is free of discrimination and harassment based on individual differences such as race, color, religion, sex, age, national origin, disability, or veteran status. I also want to emphasize that the University is equally committed to prohibiting retaliation against individuals who report or complain about discrimination or harassment or who participate in investigations and other efforts to comply with equal opportunity laws and policies. Not only is this behavior inconsistent with the University's policies and visions, it is prohibited by federal and state laws and can result in individual sanctions.

Harassment of any type, including behavior based on sexual orientation, is inconsistent with the University's mission and educational goals. It is every faculty and staff member's responsibility to work diligently toward eliminating all forms of intolerant behavior from our campus and from University activities. Individuals who believe they are being subjected to discriminatory, harassing or retaliatory behavior or who observe such behavior should report the conduct to the UNT Office of Equal Opportunity, located in the Hurley Administration Building Room 210 or at (940) 565-2737. Faculty and staff members who receive reports of harassment, discrimination or retaliation must forward the report to their immediate supervisor or to the UNT equal opportunity office.

I hope you will join me in committing the University of North Texas to fulfill both the spirit and the law of Equal Employment Opportunity/Affirmative Action.

REMINDER!

**SPRING BREAK
MARCH 13-15**

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.*

Don't Forget

Honors Day

FRIDAY, APRIL 21, 2006

3:00 - 5:00 P.M.

MURCHISON PERFORMING ARTS CENTER

For more information, contact ext. 4909.

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Benefits INFO.

No Loans or Withdrawals from TRS or ORP while Employed.

State law governing the Teacher Retirement System and the Optional Retirement Program prohibits employees from withdrawing or borrowing against TRS or ORP funds. You cannot withdraw funds from your TRS or ORP account until termination of employment or retirement.

Insurance Eligible Graduate Students

Newly eligible Graduate Student employees hired in January must turn in insurance enrollment forms by April 28th in order to be enrolled in the HealthSelect health insurance. Reminder: graduate student employees are NOT automatically enrolled.

Know Before You Go



When you take an active role in managing your health care costs, you'll spend less out-of-pocket and get more for your health care dollars. Here are a few important reminders:

1. To receive the highest benefit level, NETWORK benefits, your primary care physician (PCP) should refer you to providers that are in the network. Always confirm that the provider is in the network and that a referral has been established with HealthSelect. Visit Provider Finder at www.bcbstx.com or contact Blue Cross and Blue Shield of Texas (BCBSTX) Customer Service at 800-252-8039 to find network providers.
* No referral is required for your annual routine eye exam with a network Optometrist or Ophthalmologist. Also, no referral is required for female participants using a network OB/GYN for OB/GYN-related services.
2. When using network providers, you WILL NOT be responsible for any charges above the BCBSTX allowable amount. If you receive services from a provider who is not in the network, your out-of-pocket costs will be higher and you may be responsible for charges above the BCBSTX allowable amount.
3. If your inpatient or outpatient surgery is performed by a network provider to whom you have a referral, your associated care rendered by hospital-based physicians (anesthesiologist, pathologist, radiologist, neonatologist, or emergency medicine physician) will also be paid at the network level. If any of these physicians are not contracting with BCBSTX (network or ParPlan), you may be required to file your claims and be billed for charges above the allowable amount. In an effort to minimize your out-of-pocket expenses, you can use the hospital-based grid to assist you in determining which facilities have network hospital-based physicians practicing at their location. You may also contact BCBSTX Customer Service at 800-252-8039 for assistance in locating hospital-based physicians who have a network or ParPlan contract with BCBSTX. YOUR OUT-OF-POCKET EXPENSES WILL BE LESS IF YOU UTILIZE A FACILITY WHERE HOSPITAL-BASED PHYSICIANS CONTRACT (NETWORK OR PARPLAN) WITH BCBSTX.

HELPFUL WEBSITES

Employees Retirement System

www.ers.state.tx.us

Teacher Retirement System

www.trs.state.tx.us

Optional Retirement Program

<http://www.unt.edu/hr/benefits/orpcarrierlist.htm>

Tax Defered Accounts

<http://www.unt.edu/hr/benefits/orpcarrierlist.htm>

HealthSelect

<http://www.bcbstx.com/hs/index.htm>



GEHA Dental Choice

<http://www.txdentalchoice.com/>

Aetna Dental Maintenance

http://custom.aetna.com/members/ers2006/customer_service.html

PayFlex Flexible Benefits

www.payflex.com/texas

Medco Health Prescriptions

www.medcohealth.com

Changing Your Beneficiaries

1. If you'd like to change your retirement beneficiaries, then visit the Teacher Retirement System of Texas website at: www.trs.state.tx.us. Click on forms and download the TRS-11. Fill it out, have it notarized and mail it to the address displayed top of the form. If you are an Optional Retirement Program participant, contact your authorized representative for the appropriate paperwork for changing beneficiaries. A listing of our authorized agents can be found at www.unt.edu/hr/benefits.
2. If you'd like to change beneficiaries for life insurance purposes, then please visit the Employees Retirement System of Texas website at: www.ers.state.tx.us. Click on the blue bar to your left labeled "ERS Online." It will prompt you to enter a User ID and password. If you have not accessed ERS Online before, then enter your SSN# without dashes as both your User ID and Password. If you have accessed the ERS Online system before and have forgotten your password, then click on "Need a New Password." ERS will mail or email you a new password. Once you have received the new password, then you will need to enter your SSN# as your User ID and your new password. This will take you to the Member Home Page where you can check your benefits, make changes to your personal information and change beneficiaries. Click on "Beneficiary Summary" to make appropriate changes to your beneficiaries. For historical purposes ERS will never allow you to delete a beneficiary, but rather to add or change. After making the appropriate changes to your information ERS will mail or email your designation changes. At this point, you will need to sign, have your changes witnessed and mail this form to them. Beneficiary changes are not complete until ERS has received and processed this form.

EMPLOYMENT CORNER

Do you have a vacancy advertised on the UNT Employment Bulletin? Would you like to recruit outside of UNT? Would you like help obtaining price quotes? The UNT Employment Office is here to assist your department. Please send all staff announcements to Employment prior to placing the ad with a vendor and processing the purchase order. The Purchasing Department will not process advertisements without Human Resources approval.

If you have any questions, contact Valerie Green at ext. 4240.

NEW ONLINE APPLICATION SYSTEM

"ARE YOU READY FOR PEOPLEADMIN?"

PeopleAdmin will be UNT's new online application system for prospective UNT staff and internal staff candidates. This new process will streamline applicant flow, reduce excessive copying and allow hiring departments to access applications electronically. Stay tuned for more information and upcoming training opportunities for UNT departments. If you have any questions, please contact Valerie Green at ext. 4240.

Staff Contribution

Awards

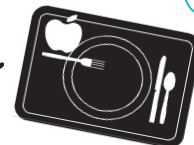
- ▶ The Staff Contribution Awards Program recognizes staff members who have made an outstanding contribution to the university's mission or reputation in the areas of customer service, productivity, performance or other significant initiatives.
- ▶ The recipient nomination campaign will be held April 1 - April 29.
- ▶ Recipients are recommended to the President for approval by an appointed five (5) member committee.

Nomination forms will be sent via Groupwise e-mail to UNT employees. Additional forms can be picked up in the Human Resources Department.

For more information, contact Melissa Ozuna at ext. 8398 in the Human Resources Department or go to <http://www.unt/hr/training/staffcontribution.htm>

Retirement Luncheon

Tuesday, April 26, 2006



- ❁ Faculty and staff members who are retiring this year will be honored.
- ❁ If you plan to retire this fiscal year (9-1-05 through 8-31-06), please contact Donna Carter or Pat Morgan in Human Resources at ext. 4363.



University Staff Council

IT'S TIME FOR THIS YEAR'S STAFF COUNCIL ELECTIONS!

For all members of the staff to be well represented on the council, and as stated in the Staff Council Bylaws, there will be one representative for every 50 employees in each of five job categories. These job categories are determined by federal guidelines. The job categories and the corresponding number of Council seats open are as follows:

Administrative/Professional	6 Council seats
Office Support	6 Council seats
Paraprofessional/Technical/Police	2 Council seats
Skilled Crafts	1 Council seat
Service	1 Council seats

Ballots will be sent out this month, so you will be receiving one for your particular job category soon. Be sure to complete your ballot quickly and return to Internal Audit by April 7, 2006.

Please take the time to vote, as these people are elected to represent you!



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.

For more information contact Human Resources at ext. 4817.

Rec Sports and Student Rec Center Information



☺ Spring semester memberships, lockers, towels, semester climbing wall passes and semester group exercise passes will be discounted to half price on March 20, 2006.

☺ **Masters Swim:**
March 20-April 28
Sundays/Tuesdays
8:00 - 9:30 p.m. \$75

☺ **Learn to Swim Parent/Child:**
April 3-27
Monday/Wednesday
5:30 - 6:15 p.m.
\$45, Rec Center Members;
\$55 non-members
March 20-31 -Signup

☺ **Learn to Swim Children:**
March 20-30 or April 3-13
Monday-Thursday
Level I & II, 6:00 - 6:45 p.m.
Level II & IV, 7:00 -7:45 p.m.
\$45, Children of Members;
\$55, Children of Non-members

☺ **Water Safety Instructor:**
March 27 - April 26
Monday/Wednesday
7:00 -10:00 p.m.
Signup held March 6-24
\$180

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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.
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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

Support Staff Development Day Reception and Classes

Wednesday, April 26, 2006

Support Staff day is UNT's way of recognizing the hundreds of individuals who keep the University running. We could not operate without these skilled and dedicated individuals.

Our dependence on support personnel creates an ongoing need for their professional development. While it may be difficult to maintain coverage while they attend training programs, it is less costly in the long run and of great benefit to your department! Reward and retool your staff by encouraging participation in Support Staff Development Day!

Please join us to honor and recognize all UNT support staff

Reception will be held

Wednesday, April 26, 2006

3:30 p.m. - 4:30 p.m.

University Union, Golden Eagle Suite
(come-and-go)

Watch for the April issue of the HR Newsletter and Groupwise e-mail messages for additional information on the topics, times and locations for Support Staff Day classes.

Show Me the Money!

Participants learn about the exciting programs and services being created and sponsored by the Student Money Management Center. Audience members discover the power of being organized, setting financial goals and building a budget.

*Facilitated by Paul Goebel,
SMMC Director.*

Seven Financial Habits of Highly Successful People

Do you experience splitting migraines and a general queazy feeling when contemplating your personal finances? Learn seven powerful habits that will direct your personal change in creating a path of success where your personal finances are involved.

*Facilitated by Danielle Champagne,
SMMC Assistant Director.*

Introduction to Records Management

This class is especially for new staff and administrators, as well as for persons who have previously attended and who want updated information. It covers the classification of records, how to read the UNT Records Retention Schedule, how long to keep documents, and how to properly destroy them.

*Facilitated by Paul Dworak,
UNT Director/UNT System Compliance
Officer.*

Filing Systems

This training session helps you evaluate your existing filing system and provides specific information on how to improve it, so that you can retrieve what you need, and so that your customers can access the information that they need. You will receive information on storage equipment, filing schemes, filing supplies, assessing storage space needs, and writing a departmental filing manual.

*Facilitated by Paul Dworak,
UNT Director/UNT System Compliance Officer*

Electronic Records and E-mail

Saving documents on a disk or a file server saves a lot of space, but it creates new records management and legal challenges. This session explains how to classify electronic files, how to handle junk e-mail, and how to select appropriate media for archiving important electronic data.

*Facilitated by Paul Dworak,
UNT Director/UNT System Compliance Officer*

Emotional Intelligence for Leaders

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 so hurry and sign up!*

**Wednesday, April 15, 2006
9:00 - Noon
Marquis Hall, Room 118**

UNT Service Connections

Don't miss this exciting program based on the book Delivering Knock Your Socks Off Service.

**Wednesday, April 19, 2006
9:00 a.m. - Noon
Marquis Hall, Room 118**

COMPLIANCE TRAINING INFORMATION

BENEFITS FOR VETERAN'S AND FAMILY ARE YOU A VETERAN? KNOW A VETERAN?

Don't miss this chance to learn about the different types of benefits that are available to veterans and their families. You will also have the opportunity to gain valuable information about the North Texas Health Care System, medical care, types of financial benefits and more. *Facilitated by Hank Scheible, Denton County Veterans Service Officer.*

**Wednesday, April 12th, 2006
9:30 a.m. - 11:30 a.m.
Marquis Hall room 118**

NOTE!

Timekeeper Training

This training is designed for new timekeepers or as a refresher of the process for timekeeping in EIS. Beginning March 2006, timekeeper training will now be offered by appointment only.

Please contact Brandis Kennerson at ext. 3995 to schedule an appointment, or for further questions you might have about the Timekeeper Training.

PEOPLEADMIN TRAINING

UNT Human Resources has discovered another way to serve you with an on-line application system. The date for implementation is Monday, May 1, 2006. With this new system, all applicants (internal and external) will apply on-line for vacant positions. Based on the information submitted by the applicant, the referral process will be automatic. Do you want to learn more about this new process?

Please contact Tina Daniel at ext. 4246 or by email at tdaniel@unt.edu to register.

Training classes will be held on the following dates:

Tuesday, April 4, 2006 or Thursday, April 6, 2006
Tuesday, April 11, 2006 or Thursday, April 12, 2006
Tuesday, April 18, 2006 or Thursday, April 20, 2006
Tuesday, April 25, 2006 or Thursday, April 27, 2006

**Classes will be offered from
9:00 a.m. – 11:00 a.m.**

or

**1:00 p.m. – 3:00 p.m.
Marquis Hall, Room 116**

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 at ext. 8398 or Tina Daniel at 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 March, April and May is:

Tuesday, March 7 and 28, 2006

Tuesday, April 11 and 25, 2006

Tuesday, May 9 and 23, 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.

Human Resources Records Overview

The Human Resources Records staff will offer 2 sessions to cover all you want to know about Records related issues and more.

Session 1 will focus on: Leave Policies and Procedures and the Return to Work Program.

Thursday, April 27, 2006

9:00 - 11:30 a.m.

Marquis Hall, Room 118

Session 2 will focus on: Timekeeping Issues, Disclosure of Employee Information Issues, Records Retention, and Employment Eligibility (I-9 preparation).

Thursday, April 27, 2006

2:00 - 4:30

Marquis Hall, Room 118



You are invited to attend one or both sessions. Both sessions are a must for new employees responsible for departmental records and/or leave reporting. Employees who have attended in prior years will also benefit from updated and/or new policy information.

Overtime/Comptime

This session will answer your questions regarding the accrual, use, and payment of compensatory leave and overtime. **Hands on EIS data entry will be included.**

Melinda Lilly and Brandis Kennerson of Human Resources will facilitate this informative session.

Thursday, April 13, 2006

9:00 a.m. - noon

Marquis Hall, Room 116

Payroll Forms and Procedures

For staff members newly responsible for preparing University payroll documents, this session will cover the forms used for authorizing and removing employees from the payroll for salaried, hourly, and task appointments.

The session will be conducted by Melinda Lilly and Pat Morgan, Human Resources Representative.

Thursday, April 6, 2006

9:00 - Noon

Marquis Hall, Room 118



Soaring Eagles



Nominees this month will receive their award at the President's Staff Lunch on May 10, 2006

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

Admissions

Chiana Blaze



Budget Office

Tina Garza

Career Center

Rachel Smith

CITC

Jonathan 'Mac' Edwards
Elizabeth Hinkle-Turner

COBA - FIREL

Charles Foster

CAS - Computing Services

Curry Searle

Custodial Services

Elva Salazar
Loyd Sims
Jorge Rodriguez
Miguel Salazar

Dining Services

Donnie Stults
Rolando Yoc

Distance Education

David Roberts

Facilities

David Young

Facilities - Grounds

Gerald Morris
Dean Ames
Santos Escamilla
Felipi Ibarra

Human Resources

Donna Shell

Journalism

Richard Wells
Maureen Landers
Diane Eure
Brandee Harrawood
Jacob Taylor

Kinesiology

Barbara Howe

Payroll

Catrina Schmittou
Barbara Allen

Police, Parking and Transportation

Chris Brown

Registrar

Lisa Martin
Jason Sacks
Keitha Robertson
Lareen Hamilton

SOVA

Jason Dibley



***denotes employee/department
received more than one
Soaring Eagle**

Student Accounting and University Cashiering

Randall Saxon
Martha Allen
Rebecca Lowe
Susan Sims

Student Development

Elizabeth With
Janet Marling
Sherry Henderson

Student Financial Aid and Scholarships

Barbara Dickens
Melissa Rogers

TAMS

Melissa Becker

Union Administration

Ginger Boone (*)

URCM

Kayla Dobbins

Verde Catering

Brady Hollar

VP Administration

Ruby Raines

Willis Computer Lab

Shane Yeagan

Departmental Soaring Eagles

Kerr Cafeteria
Dining Services

Union Facilities and
Maintenance Crew (*)

Way to Soar!

