

# HR C O N N E C T I O N S

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[www.hr.unt.edu/main](http://www.hr.unt.edu/main)

December 2008/January 2009

## Staff Classification and Compensation Study Update

HR and Management Advisory Group (MAG) are continuing to work toward recommendations for comprehensive changes to the staff compensation program. Recent activities include:

- Completion of best practices and benchmark salary surveys
- Preparation of a model pay plan, model compensation philosophy and pay policy
- Performance evaluation program research to determine campus needs

Final recommendations from MAG are expected within the next several months, at which time Administration will begin their review.

You can find the most updated information on the project on the SCCS website at <http://www.hr.unt.edu/main/ViewPage.php?cid=316>

## Flexible Work Schedule Policy Effective January 1, 2009

The flexible work policy is designed to provide flexibility to UNT staff members while maintaining the business operations of each department. President Bataille recognized the need to provide flexible work arrangements and Human Resources partnered with the Policy Advisory Group to develop a comprehensive policy to address these needs. While all positions will not lend themselves to flexible work arrangements, managers are encouraged to allow them where it does not cause a disruption to business operations. To learn more about the Flexible Work Schedule policy, join us for staff information sessions the first week of December. For exact dates and times visit the Training page at:

<http://www.hr.unt.edu/main/ViewPage.php?cid=69>

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### UNT Faculty Staff Holiday Party

Wednesday, December 10, 2008  
2:30 - 4:30 p.m.  
Union, Silver Eagle Suite

## Staff Appreciation Week 2008 - Huge Success!!

The Human Resources department coordinated Staff Appreciation Week to showcase how UNT values the dedication of our staff members and their many contributions. The Kick-off and Awards Reception was attended by 250 Denton campus employees. We were excited to utilize the video conferencing services of the UNT CLEAR department to expand our offerings to Discovery Park and Dallas campus employees. The 22 training classes provided opportunities to improve personal/lifestyle and professional development skills and over 380 employees participated. Over 550 employees enjoyed celebration parties held at each campus.

Staff Appreciation Week was truly a collaborative effort between HR, Staff Council and many UNT departments and community businesses. We thank all of our sponsors for their generous support and contributions.

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## New Retail Health Clinic Benefit

### What is a Retail Health Clinic?

- A Retail Health Clinic is a health care clinic located in a retail setting that provides services of a routine nature rendered by appropriately licensed medical staff, which may include Advanced Practice Nurses, Physician Assistants, and/or Physicians.

- Typically you can seek care at a Retail Health Clinic without an appointment and your visit lasts about 15 minutes.

- An example of a Retail Health Clinic is a clinic located in a supermarket or a retail pharmacy.

### What are my benefits?

- If you seek care at a network Retail Health Clinic, you will be responsible for a \$20 Retail Health Clinic copayment and any applicable coinsurance. You do not need a referral from your primary care physician to receive network benefits.

- If you seek care at a non-network Retail Health Clinic, non-network benefits apply and you will be responsible for your non-network deductible and coinsurance amounts.

### Where can I find a network Retail Health Clinic?

You may find a list of network Retail Health Clinics by using BCBSTX's online provider directory, Provider Finder®, which can be found at [www.bcbstx.com/hs/provider.htm](http://www.bcbstx.com/hs/provider.htm). As BCBSTX contracts with additional Retail Health Clinics, updates will be made to Provider Finder.

## Blue Access

Blue Access for members located on the Health-Select website is your personal portal to:

**Claims information** - find out quickly when a claim has been processed, and any possible out-of-pocket expenses. You can even have emails sent directly to you each time a claim is paid.

**Explanations of Benefits** - turn off those paper EOB's and save the hassle.

**Current lists of contracting Blue Cross and Blue Shield of Texas providers** - helps you to make the most of your healthcare benefits and reduce your possible out-of-pocket liability.

**Wellness information** - get the latest tips on the hottest wellness topics.

**Blue Extras discount program information** - includes access to information on over 35,000 participating practitioners, spas and wellness and fitness centers with savings up to 30%.

**Personal Health Manager** - the online tool that helps you to manage your health and the health of your family while earning \$Rewards\$.

**Live Chat with Customer Service** - instant responses to your healthcare questions without the wait.

**Secure email with Customer Service** - complete responses within 24 hours of your question - email 24 hours a day – 7 days a week.

**If you are a new user to Blue Access for Members**, it's easy to get started! Simply follow these 3 steps:

1. With your group and subscriber identification number ready (these can be found on the Health-Select ID card), go to [www.bcbstx.com/hs](http://www.bcbstx.com/hs).
2. Log in to Blue Access for Members.
3. Create a User ID and password. Once the User ID and password are created you will receive a confirmation email. Simply open the email to confirm registration and you are on your way...

For more information on any of these programs, visit [www.bcbstx.com/hs](http://www.bcbstx.com/hs) or call the Customer Service Department toll-free at (800) 252-8039.

Visit the new HR website at [www.hr.unt.edu/main](http://www.hr.unt.edu/main)! It has a new look and more information for faculty and staff!

# Payroll Notes - Important Tax Deadlines Approaching

## Changes in 2009 Social Security Deductions

Social Security deductions for 2009 will be subject to the following:

1. Social Security tax will consist of 6.2% social security tax and 1.45% for Medicare.
2. The maximum in earnings that is subject to the Social Security tax will increase to \$106,800.
3. There remains no limit on the amount of earnings subject to the Medicare tax.

## W-2 Forms To Be Distributed By January 31, 2009

W-2 forms showing your earnings and withholdings for 2008 will be distributed in January 2009. Every employee should verify his/her address is correct in the system by going to [my.unt.edu](http://my.unt.edu) and clicking on My Online Services and then My Personal Information. Employees may update their address online.

Regulations state that all W-2's must be mailed by the UNT Payroll Office by January 30th. Departments who receive W-2's for former employees should return them immediately to payroll for mailing. If an employee does not receive a W-2, check with your departmental timekeeper or the Payroll Office at 940-565-2440.

## Withholding "Exempts" Must File By February Deadline

By February 15th of each year, the Internal Revenue Service requires that UNT remove all withholding "exempts" from our tax status base. **"Exempts" from withholding can only be renewed by filing a new 2009 W-4 form claiming "exempt" status, which will be in effect until February of the next year.** If a new W-4 form is not filed, your tax status is automatically changed to "single" and "0". All new W-4 forms must be returned to the Payroll Office (Marquis Hall, Room 127) by Friday, February 13, 2009.

## Earned Income Credit (E.I.C.) Must Be Filed By December 12, 2008

A reminder to all employees that the W-5 Form for Earned Income Credit expires December 31, 2008. Employees need to file a new W-5 form by Friday, December 12, 2008 at 10:00 a.m. in order to have it effective for the January 2, 2009 paycheck.

## 8233-International Tax Forms

International students or employees who have filed an 8233 Form for exemption from withholding taxes based upon their country's treaty with the United States must file a new 8233 Form for 2009 no later than Friday, December 5th at 5:00 p.m. in order to continue their exemption status for their January 2nd paycheck (2009 income). The 2008 8233 Forms will expire as of 12/31/08 and will not apply to the January 2, 2009 paycheck. Departments are asked to urge their students not to wait until the last minute to complete this form as it takes time to counsel each student and complete the forms correctly in the Payroll Office (Marquis Hall, Room 127).

## Tax Forms and Publications

Information on tax forms and publications can be found in the Government Documents Department in the Willis Library and through the Internal Revenue Service. For more details, visit the Willis Library website at:

<http://www.library.unt.edu/govinfo/browse-topics/government-and-politics/taxes#general-tax-resources> or the IRS website at <http://www.irs.gov>.



**December 1:** All Rec Center Spring items go on sale December 1 (new memberships, renewals, locker service, towel service, passes).

**December 13-23 & January 3-17:** Rec Center reduced hours (please visit [www.unt.edu/recsports](http://www.unt.edu/recsports) for a full list of reduced hours).

**December 24-January 2:** Rec Center closed for winter break.

**January 5-17 & 26-30:** Faculty & Staff free weeks! All UNT Faculty & Staff are invited to use the Rec Center for FREE during these weeks.

**January 12:** 4 month payroll deduction deadline! Discover the convenience of having your Rec Center membership deducted from your paycheck!

# Soaring Eagles

## Admissions

Christine Waggoner\*

## Advancement

Cynthia Hornbeck  
Janice Rainey

## Chemistry

Susan Brockington

## COBA

Susan Manuel

## Computing & Information Technology Center

Bob Saringer

## Facilities

Helen Bailey  
Rob Davis  
Michael Lathan  
Mala Sambasivan  
Amanda Wimberley

## Libraries

Melody Baker  
Qi Lu  
Susan Whitmer

## Office of the President

Laurea Dunahoe

## Police, Parking & Transportation

Kathy Kamp  
Molly Standifer

## PPS

Pamela Moore  
Cathy Woodard  
**Registrar**  
AnnaBelle Gorman  
Brittany Odom

## Student Development

Alex Seltzer  
Lisa Wallace

## Student Financial Aid and Scholarships

Chrisana Black  
Abby Goynes

## Student Health & Wellness Center

Nancy Warnell  
Heather Weiss

## Union Administration

Kathy Fischer

## Departmental Soaring Eagles

Admissions  
Graduate School  
Advancement

*\*Denotes multiple nominations*



## Training Survey Update

In September the HR Department sent out a campus wide survey to get feedback from employees on training needs. Over 440 staff and faculty completed the survey! The HR Department held six focus groups following the survey's completion which included both the Dallas and Discovery Park locations.

The survey looked at a number of components of the training program, including: types of training needed, preferred methods of training, amount of time an individual can spend in training and preferred time of day for training. We are working to develop training programs that will assist employees in their professional growth at the university. Thanks to all who responded for your participation and candid feedback!

## HR Live

Thursday, December 4, 2008

2:00 p.m. - 3:00 p.m.

University Union, Room 411

Join us for the second HR Live session which is open to all University Staff members. In an effort to provide a regular forum for open discussion and Q&A, HR team members will be providing updates on current programs and new initiatives impacting the campus.

## Van Driver Safety Training

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

Facilities Training Room

December 11, 2008

January 8, 2009

January 22, 2009

In order to drive a 12 or 15 passenger van at UNT you must attend this training.

## Planning Your Future

Wednesday, December 3, 2008

8:00 a.m. - 4:00 p.m.

University Union, Room 411

It's never too late (or too early!) to start planning your future. Whether you are three months or thirty years from retiring, come and learn the answers to your questions and information you need to make informed choices about planning for retirement.

**Registration** - 8:00 a.m.

**ERS** - 8:30 a.m. - 10:00 a.m.

**TRS** - 10:15 a.m. - 12:00 p.m.

**Social Security Benefits** -

1:00 p.m. - 2:15 p.m.

**CNA Long Term Care** -

2:30 p.m. - 3:00 p.m.

**Modified Service for Faculty** -

3:15 p.m. - 4:00 p.m.

## New Hire Orientation

8:30 a.m. - 12:00 p.m.

Marquis Hall, Room 118

December 9, 2008

January 13, 2009

January 27, 2009

This orientation gives new employees information about working at UNT, as well as completing important hiring and benefits paperwork. Employees must register by emailing Tina Mohan at [tina.daniel@unt.edu](mailto:tina.daniel@unt.edu) or via the HR website at [hr.unt.edu](http://hr.unt.edu).