

# Human Resources Liaison Meeting

Office of Talent & Innovation

February 15, 2024



The University of  
Texas System

# Agenda

- ❖ Welcome
- ❖ Welcome New HR Liaisons
- ❖ UTS Building Conference Rooms Update
- ❖ Equal Employment Opportunity (EEO Statement Update)
- ❖ PeopleSoft Changes and Updates
- ❖ Process Update – Recruiting Materials
- ❖ Disposition Update
- ❖ Posting Locations
- ❖ UTS Internship Important Dates
- ❖ New OTI Webpages – Workplace Posters and Tuition Assistance
- ❖ Cultivate
- ❖ Reminders and Coming Attractions
- ❖ Roundtable/Questions





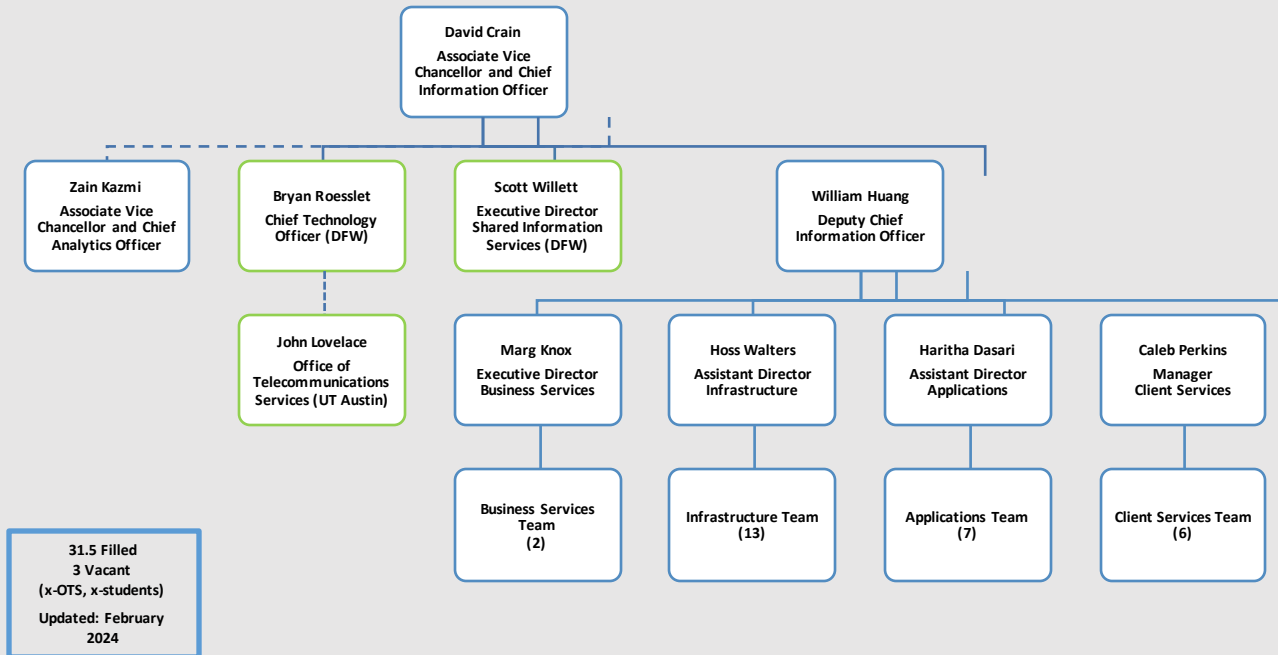
## Standard Computer Setup

- Dell Laptop
  - Docking Station
  - Two Monitors
  - Webcam
  - Headset
  - Microsoft Office
- (4 year refresh)





# Office of the Chief Information Officer (Austin Team)





## Meet Our Students (Spring 2024)

- **Ms. Anh Dang**, UT Austin BA in Management Information Systems May 2025
- **Ms. Carel Soney**, UT Austin BS in Computational Engineering May 2025
- **Mr. Isaak Arevalo**, UT Austin BS in Mathematics Dec 2024
- **Ms. Juliana Vargas**, UT Austin BS in Informatics May 2025
- **Ms. Macey Kalmanek**, UT Austin BS in Public Health Dec 2024
- **Ms. Marcus Knowles**, UT Austin BS in Physics Dec 2023
- **Mr. Naik Wright**, UT Austin BS in Public Health Dec 2024
- **Mr. Nicholas Wright**, UT Austin BS in Neuroscience Dec 2024
- **Ms. Theodora Urquhart**, UT Austin BS in Biology May 2024
  
- **Ms. Chidimma Ogbonna**, UT Rio Grande Valley MBA in Business Analytics May 2024
- **Ms. Hannah Anderson**, UT San Antonio MBA December 2025
- **Ms. Jamunaa Selvaprabhu**, UT Arlington MS in Computer Science Graduated 2023
- **Ms. Shreya Gupta**, UT San Antonio MS in Information Technology May 2024

# OTI Team

## Leader



**Julie Goonewardene**

*Sr. Advisor to the Chancellor,  
Chief Talent & Innovation Officer*

## Operations Team



**Mary Zimmerman**

*Operations Program Manager*



**Susan Onion**

*Sr. Administrative Associate*



**Cristina Galvan**

*Sr. Administrative Associate*



**Sherri Prince**

*Sr. Administrative Associate*

## Innovation Team



**Gus Johnson**

*Assistant Director, Horizon Fund*



**Susan Masson**

*Asst. Director of Talent &  
Innovation Programs*



**Josh Seils**

*Talent Program Manager*



**Abby Pollard**

*Innovation Program Manager*

## Human Resources Team



**Stephanie Gil**

*Assistant Director, Talent*



**John Feeney**

*Compensation Manager*



**Lesley Ducran**

*HR Supervisor*



**Siria Barrera**

*Sr. HR Business Partner*



**Johnny Reyes**

*Sr. HR Business Partner*



**Gina Arevalo**

*Benefits & Wellness Program  
Coordinator*



**Manon Goulet**

*Talent Management Specialist*



**Michelle Polkinghorn**

*Talent Management Specialist*



# EEO Policy/Statement Update

[HOP 3.1.1 Equal Employment Opportunity](#) has been updated, resulting in minor edits to the EEO statement:

## **EO/AA Statement**

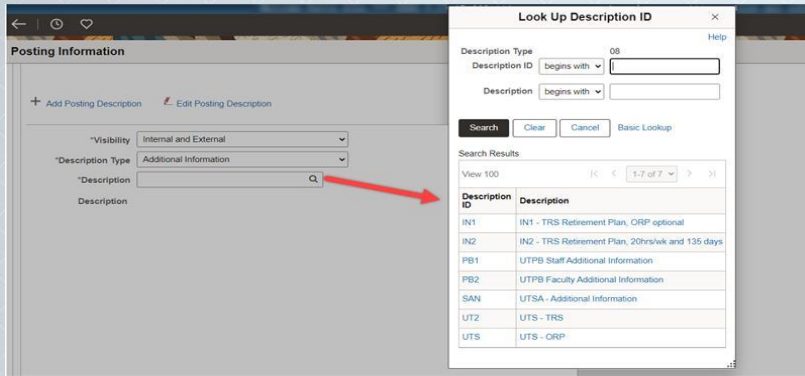
The University of Texas System Administration is a federal contractor committed to providing equal employment opportunity for all qualified applicants and employees in all terms and conditions of employment. U. T. System will provide equal employment opportunity to all qualified persons and will not discriminate on the basis of race, color, sex, sexual orientation, gender identity/expression, pregnancy, religion, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by federal or state laws.

For information on accommodations for individuals with disabilities, please contact the Office of Talent and Innovation at [oti@utsystem.edu](mailto:oti@utsystem.edu).

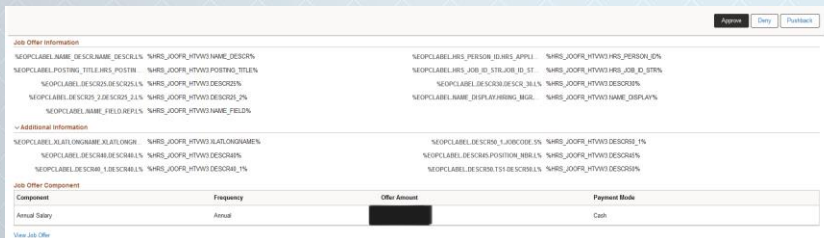
The EEO statement has been updated on job postings, hourly posting templates, interview guides, UTS websites, and external advertising sites.

We have also added our contact email to the ADA statement.

# PeopleSoft Changes & Issues



- Job posting template change
- Offer letter error
- Other changes and tickets





# Dispositions

Dispositions in PeopleSoft indicate an applicant's standing in the recruiting process.

- **Disposition updates help:**
  - Track the review and evaluation of applicants during the process.
  - Enhance ability to inform applicants in a timely manner.
  - Create an accurate record of the progression of each applicant, which is important for documentation.

# Update to Available Dispositions

Disposition Setup <span>?</span>		
Predecessor Dispositions	Source Disposition	Available Transitions
	010 Applied (Default)	020 Reviewed 050 Route 060 Interview 110 Reject 130 Withdrawn Application
010 Applied	020 Reviewed	050 Route 060 Interview 110 Reject 130 Withdrawn Application
010 Applied 020 Reviewed	050 Route	060 Interview 110 Reject 130 Withdrawn Application
010 Applied 020 Reviewed 050 Route	060 Interview	065 Finalist 070 Offer 110 Reject 130 Withdrawn Application
060 Interview	070 Offer	080 Ready to Hire 110 Reject 130 Withdrawn Application



# Update to Disposition Workflow

Disposition Setup ⓘ		
Predecessor Dispositions	Source Disposition	Available Transitions
	010 Applied (Default)	020 Reviewed 050 Route 060 Interview 110 Reject 130 Withdrawn Application
010 Applied	020 Reviewed	050 Route 060 Interview 110 Reject 130 Withdrawn Application
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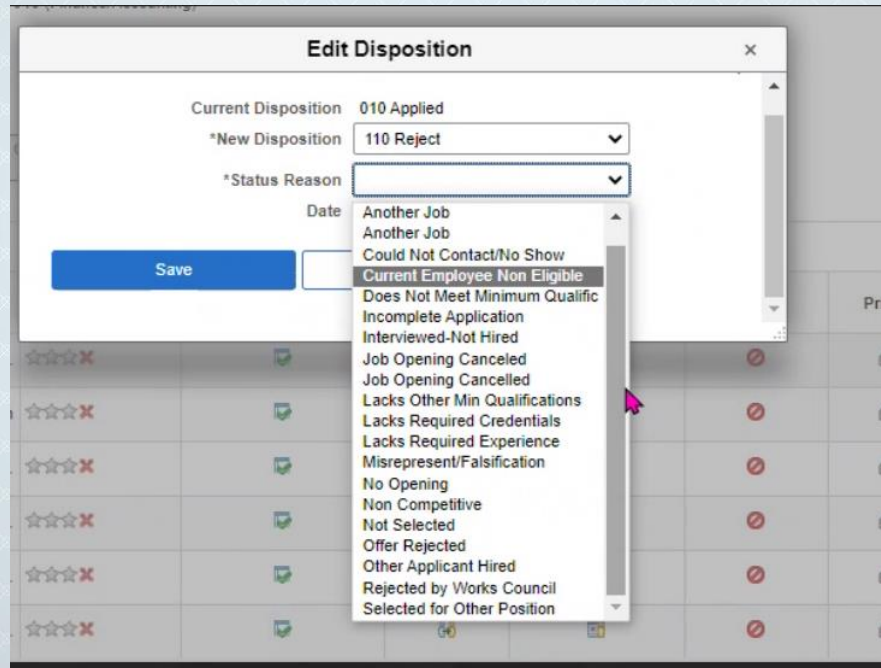
## Ready to Hire

- Use once signed offer is received
- Moves posting to pending fill
- Allows OTI to use **Hired** to preserve selected candidate once closed



# Status Reasons

Status reasons provide a quick and consistent way to provide insight into why an applicant was moved to a certain disposition.



The screenshot shows a web application window titled "Edit Disposition". The form contains the following fields:

- Current Disposition: 010 Applied
- \*New Disposition: 110 Reject (dropdown)
- \*Status Reason: (dropdown menu is open, showing a list of reasons)
- Date: (input field)
- Save: (blue button)

The dropdown menu for "Status Reason" is open and displays the following options:

- Another Job
- Another Job
- Could Not Contact/No Show
- Current Employee Non Eligible
- Does Not Meet Minimum Qualific
- Incomplete Application
- Interviewed-Not Hired
- Job Opening Canceled
- Job Opening Cancelled
- Lacks Other Min Qualifications
- Lacks Required Credentials
- Lacks Required Experience
- Misrepresent/Falsification
- No Opening
- Non Competitive
- Not Selected
- Offer Rejected
- Other Applicant Hired
- Rejected by Works Council
- Selected for Other Position

# Status Reasons

*When moving to Reject from **bolded** dispositions, choose from status reasons indicated.*

## Reviewed

- Another job
- Does not meet minimum qualifications
- Non-competitive
- Could not contact/No Show

## Route

- Another job
- Non-competitive
- Could not contact/No Show

## Interview

- Another job
- Interviewed – not hired
- Could not contact/No Show

## Offer

- Another job
- Offer rejected
- Could not contact/No Show



# Group Actions

∨ Group Actions

Recruiting Actions >

Applicant Actions >

Mark Reviewed

Manage Interviews

Create Interview Evaluation

Reject Applicant

Route Applicant

Edit Application Details

Print Applications



# Posting Locations

Postings are advertised via:

- WorkinTexas.com
- Circa network sites:
  - Automatically posted to DiversityJobs.com and niche sites
  - Aggregated to a network of 600 employment and diversity sites
  - Sent to community partners based on skill matching.
- LinkedIn

If additional advertising is deemed necessary, OTI will also:

- Sponsor a post on Indeed
- Cover an additional external posting up to a set amount

# NEW – Required Workplace Posters Webpage

## What's covered?

- Federal Posters
- State Posters
  - Texas
  - Colorado
  - District of Columbia
  - Kansas
  - Maryland
  - Missouri
  - Virginia
  - Wisconsin

Home -> Offices -> Human Resources ->  
Current Employees -> Required Workplace  
Posters



Home > Offices > Human Resources > Current Employees

## Required Workplace Posters

- [Current Employees](#)
- [Benefits](#)
- [Compensation](#)
- [Employee Relations](#)
- [Holidays](#)
- [HR Liaison/Timekeeper Resources](#)
- [HR Policies and HOPs](#)
- [Professional Development](#)
- [Leave](#)
- [Manager Resources](#)
- [New Employees](#)
- [Payroll](#)
- [Performance Management](#)
- [Retirement](#)
- [Telecommuting](#)
- [Time Reporting](#)
- [Tuition Assistance](#)
- [Wellness](#)
- [Workplace Accommodation](#)
- Required Workplace Posters**
- [Quick Links](#)
- [FAQ](#)
- [Retirees](#)

**Federal - English, Spanish**

- Employee Polygraph Protection Act (EPPA)
- Employee Rights Under the Fair Labor Standards Act (FLSA)
- Your Employee Rights Under the Family and Medical Leave Act (FMLA)
- Job Safety & Health - It's the Law (OSHA)
- Know Your Rights: Workplace Discrimination is Illegal (EEOC)
- Your Rights Under USERRA: The Uniformed Services Employment and Reemployment Rights Act

**Federal Contractors - English, Spanish**

- Employee Rights on Government Contracts
- Notification of Employee Rights Under the National Labor Relations Act (EO 13496 posting)
- Pay Transparency Nondiscrimination Provision
- Paid Sick Leave
- Worker Rights Under EO 13658 (Federal contractor minimum wage)
- Worker Rights Under EO 14026 (Federal contractor minimum wage)

**Texas**

- Office of Injured Employee Counsel - Ombudsman Program Notice - [English, Spanish](#)
- Unemployment Insurance/Texas Payday Law - [English, Spanish](#)
- Minimum Wage Law Summary - [English, Spanish](#)
- [Texas Whistleblower Act](#)
- Workers' Compensation (Notice 6) - [English, Spanish](#)
- Notice Regarding Certain Work-Related Communicable Diseases and Eligibility for Workers' Compensation Benefits (Notice 9) - [English, Spanish](#)
- [IRS Notice 797: Earned Income Credit](#)
- First Responder Liaison Notice - [English, Spanish](#)
- Hazardous Communication Act of Texas Right-to-Know - [English, Spanish](#)

**OTHER STATES**

Employees working outside of Texas can find state required workplace notices below.

**Colorado - English, Spanish**

- Overtime and Minimum Pay Standards Order



# NEW - Tuition Assistance Webpage

## What's covered?

- Eligibility
- Application Process
- Important Links
- Policy
- Testimonial Video
- FAQ's

Home -> Offices -> Human Resources ->  
Current Employees -> Tuition Assistance



The University of  
Texas System

Home > Offices > Human Resources > [Current Employees](#)

Current Employees

Benefits

Compensation

Employee Relations

Holidays

HR Liaison/Timekeeper Resources

HR Policies and HOPs

Professional Development

Leave

Manager Resources

New Employees

Payroll

Performance Management

Retirement

Telecommuting

Time Reporting

Tuition Assistance

Wellness

Workplace Accommodation

Required Workplace Posters

Quick Links

FAQ

Retirees

## Tuition Assistance



Are you looking to supplement your career and enhance your professional skills?

The robust tuition assistance program permits eligible employees to enroll in coursework at an accredited college or university that will improve the employee's performance in their current or prospective job duties. The program provides reimbursement of tuition and related fees of up to \$4,500 following successful completion of graduate or undergraduate coursework subject to approval(s). Certain limitations apply.

*Before applying, please explore the eligibility requirements, application process, and frequently asked questions below.*

### Eligibility

To be eligible for the Employee Tuition Assistance Program, you must:

- Be a full-time employee.
- Be approved to participate in the Program by the department head and Chancellor's designee (department Executive or Vice Chancellor).
- Be in and maintain non-probationary employment status and have received at least a "good" rating on the most recent performance evaluation.

### Application Process

To apply for tuition assistance benefits, an employee must submit to the Office of Talent and Innovation (OTI):

- **Prior to the beginning of the course** for which the employee is requesting assistance, eligible employees must submit a [Tuition Assistance Program Application](#) and a current copy of the degree plan to the Office of Talent and Innovation.
- **After coursework is completed**, to receive reimbursement, a participating employee must submit an electronic expense report in accordance with applicable Accounting Services (AS) procedures within 30 calendar days after the completion of

# UTS Internship Upcoming Dates

**Applications Open** - January 12, 2024

**Application Deadline** – March 1, 2024

**Interviews** - March 4-27, 2024

**Tech On-Boarding** - May 30, 2024

**Orientation** - May 31, 2024

**Start Date** - June 3, 2024

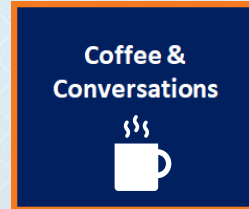
**Intern & Law Clerk Summit** - July 30 & 31, 2024 in Austin, TX

**End Date** - August 9, 2024



# Cultivate

The learning and development program designed to help UT System Administration employees learn, grow, and connect.



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The learning and development program designed to help UT System Administration employees learn, grow, and connect.

- **Learn more** at <https://utsystemadmin.sharepoint.com/sites/cultivate>
- **Questions? Ideas** E-mail: [cultivate@utsystem.edu](mailto:cultivate@utsystem.edu)
- Sign up to lead (or nominate) a Show & Tell!
- New Manager Training Series  
(Coaching, Feedback, 1x1s, TOPP, Meeting Mastery)



# Reminders & Coming Attractions

- Checklists
  - Always use checklists/job aids directly from the HR website.
  - Do not refer to saved versions
  - [Recruiting, Hire, and Transfer Checklist for salaried positions](#)

Home -> Offices -> Human Resources -> Current Employees -> HR Liaison/Timekeeper Resources

- UTSI & LC Supervisor & HR Liaison Interview /Offer Prep Training
  - Monday, 2/19 – 1:00-2:30 p.m.

# Roundtable and Questions

