NEW PROCESS: I-9 Re-Verification

To assist with I-9 compliance, a new process has been created that alerts employees, I-9 Input Coordinators, and supervisors, when work authorizations are expiring.

Current employees, which include student workers, whose work authorizations are due to expire, and who are continuing employment, are required to re-verify their I-9 form before the expiration of their current work authorization. An email will be sent to the employee reminding him/her to begin the re-verification process and to provide the I-9 documentation as soon as possible.

If you are copied on an email sent to an employee, please encourage him/her...
to begin the renewal process immediately. The employee should meet with Human Resources or his/her I-9 Input Coordinator to update the I-9.

For questions or additional information, please contact UNTS HR Talent Acquisition, talentacquisition@untsystem.edu.

TRAINING OPPORTUNITY: Engaging with Empathy

Learn more about the three types of empathy and identify how empathy can be displayed inside of the workplace.

Participants will have applied practice in giving empathetic responses during emotional conversations.

- **UNT Dallas**: June 4 @ 2PM
- **UNT**: June 10 @ 2PM
- **UNT Health Science Center**: June 12 @ 10AM
- **UNT System/UNT Dallas College of Law**: June 18 @ 10AM

Register TODAY on the [Learning Portal](#).

Questions about training? Email talentmanagement@untsystem.edu.
IMPORTANT DATES: Benefits Open Enrollment

Don't miss out on these important deadlines:

- **Benefits Open Enrollment***:
  - UNT: July 1-13, 2019
  - UNT HSC: July 8-20, 2019
  - UNT Dallas: July 8-20, 2019
  - UNT System Administration: July 8-20, 2019

  *Information sessions will be scheduled for each campus. Details regarding dates, times, and locations will be sent out soon!

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Miss an issue of HR Highlights? Find the archived issues [here](#).

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Questions?

Do you have a question for the UNT System HR team that you would like to see answered in an upcoming issue of HR Highlights? Submit your questions to [AskHR@untsystem.edu](mailto:AskHR@untsystem.edu).