**Benefits.**

**DID YOU MAKE CHANGES DURING SUMMER ENROLLMENT?**
As a reminder, your summer benefits enrollment changes are effective with your October 1 paycheck. Please review your paycheck deductions carefully to ensure your changes reflect accurately.

To view your paycheck, log in to your portal (MyUNT, MyUNTHSC, MyDallas) and if you find a discrepancy, please contact the HR benefits team at 940-369-7650, option 2 or by email at HRbenefits@untsystem.edu.

**TEXA$AVER FEE REDUCTION**
Participants in the Texa$aver 401(k) / 457 Program are paying almost 40% less for the monthly administrative fee. The reduced lower monthly administrative fee was applied to accounts starting in early July.

A schedule of the new reduced monthly fees is shown below:
Please plan ahead for an outage to all EIS self service portals beginning on **Friday, September 20** until **Monday, September 22** while upgrades to the EIS Student System are installed. The outage will include time keeping and human resources functions for UNT System faculty and staff through the employee portal.

In coordination with functional stakeholders at UNT, UNTHSC, UNT Dallas and UNT Dallas College of Law, UNT System IT Shared Services will upgrade the EIS Student System beginning at 5 p.m. on Friday, September 20, 2019. The system will be back up and available for use by 8 a.m. on Monday, September 23.

Please be aware of the following information:

- Please note that students, faculty and staff will **not** have access to their EIS Self Service portals while the upgrade is being performed.
- Once the upgrade to the EIS Student System is complete, **all employees from all institutions** will only be able to access the EIS Employee System (employee portal) at [my.untsystem.edu](http://my.untsystem.edu). This will be a permanent change.

This upgrade will enhance performance on mobile devices, while improving overall functionality. Please mark your calendars for the outage as we upgrade our systems.
You may have noticed new time reporting codes in eLeave starting 9/1/19. Below is the list of the new codes and when they should be used. If you have any questions, don’t hesitate to reach out to your campus HR representative.

- **Weather closure (Leave – Weather Closure-EMG)** – To be used when the University is closed due to weather conditions.

- **Building closure (Leave – Building Closure-EMG)** – To be used when a University building is closed due to a facility concern (i.e. flooding, construction, etc.).

- **Agency holiday (Leave – Agency Holiday-EMG)** – To be used when the administrative head of an agency grants a University-wide partial day closure in excess of the holiday schedule.

- **Leave during Agency Investigation (Leave – Dur Agcy Invest-EMG)** – To be used when the administrative head of an agency grants emergency leave to a regular staff member or faculty when the staff member or faculty is the subject of, victim of, or witness to events that are the subject matter of an investigation being conducted by the University.

- **Bereavement Emergency (Leave – Bervmnt Emerg-EMG)** – To be used when a faculty or staff member requests leave in excess of three (3) days for bereavement and will require comments on the request for the administrative head of the agency to review.

- **Emergency (Leave – Emergency)** – To be used when a faculty or staff member has good cause for the emergency leave and will require comments on the request for the administrative head of the agency to review.

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*The Organizational Development & Engagement (ODE) area of Human Resources provides learning and development opportunities to promote employee engagement. ODE staff aim to help create a productive and successful organization that uses best practices to attract, develop and retain employees.*
Enroll in Upcoming Training Sessions Today!
(click course titles to register)

**Effective Documentation**

Explores the importance of managing and developing sound documentation practices.

*When*: Thursday, September 5, 2019 2:00 PM-4:00 PM  
*Where*: UNT Dallas, DAL1-212

**Benefits of the EAP**

How can the EAP (Employee Assistance Program) help you? You will create your account and learn to access online training, webinars, assessments, articles, resources, financial calculators and more. Come explore this free, confidential benefit to you.

*When*: Friday, September 6, 2019 9:00 AM-10:00 AM  
*Where*: UNT, ESSC-152

**Personal and Professional Resilience (EAP)**

This training focuses on flexible strength of resilient people, & the ways we develop those qualities within ourselves. Evaluate your approach to events & challenges that confront you, learn what you can do to better insulate yourself from stressors.

*When*: Tuesday, September 10, 2019 12:00 PM-1:00 PM  
*Where*: Webinar

**Employee Lifecycle**

Explore key elements to the employee onboarding and exiting process. Discuss tips to aid in employee retention and create a strategic plan for the full lifecycle of your employees.

*When*: Tuesday, September 10, 2019 2:30 PM-4:30 PM  
*Where*: UNT, SBB-102
Supervisor Communication Skills

Develop strong communication techniques such as; how to use body language, maintaining assertive communication, responding to feedback, and knowing how to handle emotionally charged conversations.

**When:** Friday, September 13, 2019 10:00 AM-12:00 PM  
**Where:** UNT Dallas, FH-306

Positive Approaches (Performance & Conduct)

Identify and recognize performance problems, and develop the skills to address problems effectively, while establishing a positive work environment.

**When:** Tuesday, September 17, 2019 10:00 AM-12:00 PM  
**Where:** UNT Dallas, DAL1-201H

**When:** Wednesday, September 18, 2019 2:00 PM-4:00 PM  
**Where:** UNT, SSB-102

Finding Balance (EAP)

This training takes a close look at how pressures and expectations from each sphere of our lives can become unbalanced. Learn how to get out of survival mode and into a steadier, more purposeful pace.

**When:** Friday, September 20, 2019 12:00 PM-1:00 PM  
**Where:** Webinar

Owning Your Own Engagement

Want to find meaningful ways to internalize and explore your own engagement as an individual contributor? Explore what having a psychological and emotional connection to your job means and discover ways to find connection in your work!

**When:** Wednesday, September 25, 2019 9:00 AM-11:00 AM  
**Where:** UNTHSC Center for BioHealth, CBH - 230

**When:** Thursday, September 26, 2019 9:00 AM-11:00 AM
Engagement Action Planning

Want to create an engagement action plan with your team but don’t know where to start? Join us in an informative session where we will review a few ways to conduct an engagement conversation with your team and jump start your plans!

When: Wednesday, September 25, 2019 1:00 PM-3:00 PM
Where: UNTHSC Center for BioHealth, CBH - 230

When: Thursday, September 26, 2019 1:00 PM-3:00 PM
Where: UNT DALLAS Founder's Hall, FH - 339

When: Thursday, October 31, 2019 2:00 PM-4:00 PM
Where: UNT Support and Services Building, SSB - 102

If you would like assistance with creating a customized learning plan for your team, please contact the System HR Organizational Development and Engagement (ODE) team at ODE@untsystem.edu

Miss an issue of HR Highlights? CLICK HERE to catch up!