HR Highlights is the Official Newsletter of UNT System Human Resources. If you have an HR question or topic you’d like covered in the newsletter, please email HR@untsystem.edu.

Sharing Gratitude.

EDITOR’S NOTE: This week we are calling on faculty and staff from all UNT World institutions to share their gratitude in celebration of the upcoming Thanksgiving holiday.

What (or who) are you grateful for when it comes to working at a UNT System institution?

Please email us at communications@untsystem.edu and we will publish gratitude submissions in next week's special issue of HR Highlights. Submissions may also be used in social media posts in celebration of the Thanksgiving holiday.

Thanks to all of you for your hard work and commitment to UNT World.

PeopleAdmin Upgrade.

The PeopleAdmin software platform rollout is under way. According to Jane Gray, UNT Director of Talent Acquisition, the upgrade has multiple positives for UNT World’s hiring processes for faculty, staff (and, for UNT Dallas, student workers).
The upgrade to the single applicant tracking system for UNT World takes place Dec. 1. Among the benefits, Gray says the new software will improve:

- **The applicant experience**, as it is mobile-friendly, and it has the ability to see all jobs across UNT World, etc.
- **Hiring managers’ experiences**, with better tracking of offer letters, position descriptions available in one place, etc.
- **Integration** into EIS – e.g. updates made via ePAR for positions will be sent to PeopleAdmin, etc.

In addition, it will serve as a:

- Single repository for all position descriptions
- Help to develop electronic performance review system for staff, and
- Offer better metrics and reporting capabilities

Of note, Gray suggests hiring managers review job postings. Talent Acquisition will be reaching out to managers to discuss the transition to the new system. In addition, Academic Affairs will be reaching out to faculty on the UNT campus. Hiring managers are asked to consider delaying postings until the Dec. 1 launch and gather position/job description information to verify/fill in gaps.

PeopleAdmin training sessions are available on all campuses. Please reach out to HREmployment@untsystem.edu for more information, and keep an eye out for further updates.

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**Payroll and Benefits.**

**HR/Payroll Security Access Audit**

UNT System HR is committed to protecting access to your human resources and payroll data. We are in the midst of auditing all users' access to this data to ensure that only authorized individuals have access to this data to carry out their official duties. If you have any questions regarding this audit, please contact Human Resources Information Services and Reporting team at hris@untsystem.edu.

**Fall into Savings**

Discount Purchase Program *administered by BENEPLACE*

To stay up to date on new ways to save, check out this month’s featured offers.

Highlights include:
• Get tickets to your favorite movies way below box office prices. Enjoy your favorite movies—and significant savings—at AMC, Regal, and more theaters across the U.S. through TicketsatWork.
• Solar power lowers your monthly electric bill and helps protect the earth for the next generation. When you sign up for a free home evaluation from SunPower, you'll get a rebate of up to $1,000.
• Obsessed with innovation? Welcome to our world. Take advantage of HP's latest technology through our corporate employee discount program today!
• Samsung has offers on tablets, phones, and When you shop now, you can save up to 40% on electronics and 15% on appliances.
• Discover amazing products from around the world with Apollo Box. Save on fun and unique hand-picked products from around the world that are great as gifts.

Visit the [Discount Purchase Program](#) to learn more about these deals. Make these savings and services work for you!

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**Campus Updates.**

**UNT Dallas School of Human Services Awarded $200,000 Grant**

The University of North Texas at Dallas School of Human Services is the beneficiary of grants in excess of $200,000 aimed to increase access to mental health care in surrounding communities as part of the Texas Health Resources initiative called Texas Health Community Impact.

UNT Dallas is one of five organizations in Dallas and Rockwall counties to receive a total of $1.12 million in funding for the collaborative health initiative, Well Together. The Well Together program provides awareness of mental health, reduces negative perceptions and takes a holistic wellness approach to improve access to a full spectrum of care.

**UNT Dallas Set for Blazer Bowl this Friday**

The end-of-year blowout, **Blazer Bowl 2019**, recognizes the hard work of faculty and staff throughout the year, and raises money for the UNT Dallas Foundation. Time is running out to get your team signed up! Faculty, staff, alumni and friends of UNT Dallas are invited to this friendly team bowling competition, the winner of which will raise the vaunted Blazer Bowl Iron Kettle!

**WHAT:** Blazer Bowl 2019

**WHEN:** Friday, Nov. 22, 2 p.m. – 4:30 p.m.

**WHERE:** AMF DeSoto Lanes, 121 Northgate Dr., DeSoto 75115
UNT Works to Develop Hiring Practices for STEM-Underrepresented

UNT is working with 20 universities nationwide to develop faculty recruitment, hiring and retention practices specifically for underrepresented populations in STEM fields.

Aspire: National Alliance for Inclusive and Diverse STEM Faculty is a three-year program aimed at ensuring all STEM faculty use inclusive teaching practices and that institutions increase the diversity of their STEM instructors. The Association of Public and Land-grant Universities and the University of Wisconsin-Madison are coordinating the program and it is funded by the National Science Foundation.

To read more, click here.

UNTHSC Physician Assistant Is Reunited With Birth Doctor

Lindsey Graff was delivered into the world 24 years ago after her mother experienced a high-risk pregnancy that included strict bedrest.

Marco Uribe, MD, an obstetrician in Austin, made sure Lindsey Graff’s birth was successful.

“He was determined to ensure Lindsey would make it into the world," said Tracey Graff, Lindsey’s mother.

Now, years later, Dr. Uribe helped guide Lindsey Graff’s training as a physician assistant student at the UNT Health Science Center Physician Assistant Studies Program. He was Graff’s OBGYN preceptor for about four weeks this fall.

To read more, click here.

Chancellor and Presidents Town Hall.

Chancellor Lesa Roe’s next UNT World Town Hall will be held on Dec. 12 at 9 a.m. in Room 109-11 of the MET Building at UNT Health Science Center in Fort Worth (address below). This very special Town Hall will not only feature a moderated discussion with Chancellor Roe, but also discussion with all three UNT World presidents – Bob Mong (UNT Dallas), Neal Smatresk (UNT) and Michael Williams (UNTHSC).

UNT World Town Halls are held each quarter to keep you informed and to provide an opportunity to ask the Chancellor and other key UNT System leaders work-related questions.

As always, UNT World faculty and staff from all institutions are welcome to attend the Chancellor’s town halls
in-person, pending supervisor approval. Seating will be available on a first-come, first-served basis, and the town hall discussion will be live streamed and archived on the UNT System web site for those that cannot attend in person.

Full details of this open event for UNT World team members are as follows:

WHAT: Quarterly UNT World Town Hall with Chancellor Lesa Roe

WHEN: Thurs., Dec. 12 at 9 a.m.

WHERE: UNT Health Science Center
        MET Building, Room 109-111
        1000 Montgomery Street
        Fort Worth, TX 76107

CAMPUS MAP: https://www.unthsc.edu/campusmap/

LIVE STREAM: The Town Hall will be streamed live at www.livestream.com/unthsc under the label “Chancellor’s Town Hall Dec. 2019.” The video will also be available on the UNT System web site once the town hall concludes.

Faculty and staff with work-related questions for Chancellor Roe and/or Presidents Mong, Smatresk and Williams, may email those items in advance to communications@untsystem.edu Questions will also be taken on site during the town hall.

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)
Electronic Communications for Supervisors

The Electronic Communications for Supervisors session focuses on how to use electronic communication, such as texting, instant messaging, videoconferencing, social media and email following appropriate and professional etiquette.

**When:** Friday, Nov. 22, 2019 10:00 AM-12:00 PM  
**Where:** UNT Dallas, FH-136

Effective Documentation

Good documentation practices give managers the resources needed to provide meaningful feedback to employees, provide specific examples when trying to correct unwanted performance or behaviors, and to provide a balanced evaluation of employees' performance during review time. Effective documentation also serves as an aid to future managers and HR professionals for historical perspective, audits, and legal claims. The Effective Documentation session explores the importance of managing and developing sound documentation practices.

**When:** Monday, Dec. 2, 2019 2:00 PM-4:00 PM  
**Where:** UNT, SSB-102

Managing Holiday Stress (EAP)

Make this year different, with proactive steps that make the season memorable and the stress manageable.
- Evaluating holiday goals and expectations
- Balancing desires with finances and time
- Tips for holiday survival

**When:** Tuesday, Dec. 3, 2019 12:00 PM-1:00 PM  
**Where:** Online

Art of Successful Coaching

Grow your coaching skills. Learn how the right coaching conversation can empower and engage your team. Explore how coaching differs from managing, mentoring or counseling. Practice identifying powerful questions that inspire and catalyze new thinking.

**When:** Wednesday, Dec. 4, 2019 2:00 PM-4:00 PM  
**Where:** UNT, SSB-102
Navigating ADA, FMLA & Workers Compensation

The Navigating ADA, FMLA & Workers Compensation session will focus on what each law addresses, who is covered, what each law requires, and how these laws apply in different situations.

When: Thursday, Dec. 5, 2019  2:00 PM-4:00 PM  
Where: UNT Dallas, DAL1-201H

Using the ePAR System

Covering ePAR standard functions (hiring, employee changes, transfers, terminations, approving, etc.) and important information regarding budget changes, additional pay items, timely approval, correcting errors, and related EIS functions.

When: Thursday, Dec. 5, 2019  10:00 AM-12:00 PM  
Where: UNT HSC, CBH-230

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!