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.

Early Closures.

Last week UNT System Headquarters, UNT and UNT Dallas (main campus) announced early closures on Friday, Dec. 20, in celebration of the winter holidays.

- All UNT System Headquarters and UNT offices will close at noon on December 20.
- Offices on the UNT Dallas Main Campus will also close at noon, however UNT Dallas College of Law will remain open for final exams on Dec. 20 and 21.
- UNT Health Science Center also has exams on Dec. 20 and plans to announce closure plans later this week.

Instructions regarding how to record the closure hours are detailed online by Payroll Time & Labor. Please contact your supervisor with any additional questions.

Happy Holidays!

People Admin Update.

Be Sure to Check Out Tutorials for New PeopleAdmin System
The new PeopleAdmin Applicant Tracking and Position Management System is up and running. We will be scheduling more training classes on the campuses after the first of the year. In the meantime, check out our video tutorials at https://www.youtube.com/playlist?list=PLEZEW97B0Yxon1uFmULCptMLRqpx2_4Xo. We also have “how to” guides on the UNTSystem HR website under PeopleAdmin/Hiring Employees located here: https://hr.untsystem.edu/hiring-employees.

If you have questions – please email us at HREmployment@untsystem.edu or call at 855-878-7650.
Holiday Cheer!
**Campus Updates.**

**TAMS Students Take Home Top Prize**
Four students from the Texas Academy of Mathematics & Science at the University of North Texas recently took home a top prize in AT&T's Inventor’s Challenge competition thanks to a little device designed to help police better interact with people who struggle to communicate.
Click [here](#) to read more.

**UNTHSC Hosts Roundtable on Vaping**
E-cigarettes began, for some, as a way to stop smoking tobacco. Through the years, flavor options began to grow, now reaching the thousands, with flavors such as fruit, cotton candy and gummy bears. “It was a good thing gone bad,” UNTHSC President Michael Williams said.
Click [here](#) to read more.

**Urban Advantage Podcast is back at UNT Dallas**
The Urban Advantage Podcast has returned from hiatus with new co-host Jeff Caplan, UNT Dallas' Director of Integrated Communications, joining Rainmaker Inc. CEO Greg Campbell, an ardent supporter of UNT Dallas and the economic and social development of our southern Dallas communities. The hosts promise to take this podcast deep into real issues that affect our students and community members.
Be sure to subscribe on [iTunes](#), [Soundcloud](#) or [YouTube](#).

**Benefits.**
UNT System will be providing a financial education workshop series in which UNT World team members will learn strategies and tips to help manage their financial future with confidence. The first in an upcoming series can be found below.
Create a Budget, Ditch Your Debt and Start Building for the Future

If you want to get your monthly finances on track, learn about tools, tips and strategies to help you balance paying down your debt with saving for your future goals.

When: Jan. 7, 2020 at 12:00 PM EST or Jan. 16, 2020 at 2:00 PM EST
Reserve your spot for Jan. 7 or Jan. 16.

Hold the Date(s)!
More informative financial wellness workshops are coming soon to your campus. Upcoming face-to-face sessions being offered include:

**Tax Planning**
Become more fiscally fit this year. The Tax Planning workshop will help you determine tax liability, figure standard deductions and credits, accounting for capital gains and how to reduce taxes by contributing to a workplace savings plan. These tips are all part of a sound financial fitness strategy for the new year.

UNT Dallas          Jan. 23          2:00 PM   DAL1 244
UNTHSC              Jan. 21        2:00 PM   EAD 703
UNT                      Jan. 22       2:00 PM    SSB 102

**Create a Budget, Ditch Your Debt (face-to-face sessions)**

UNT Dallas           Jan. 16        11:30 AM   DAL1 270
UNTHSC              Jan. 28        11:00 AM   LIBMA 110
UNT                      Jan. 22        11:00 AM   TBD

To register for the face-to-face sessions:

1. Access the Learning Portal at [https://mylearning.unt.edu](https://mylearning.unt.edu)
2. On the Learning Center click on the Find Learning tile
3. Search for tax or create a budget
4. Click on the Enroll button for the desired class
5. To view all registrations and to cancel, if necessary, go to your My Learning page (left column)
   Click on NavBar (top right corner) and select Learning Home

Don’t forget to submit your 2019 TexFlex Healthcare Claims Now
The deadline to submit claims for TexFlexSM flexible spending account (FSA), is Dec. 31. You need to submit your claims paperwork for money spent on eligible health care between 9/1/2018 and 8/31/2019. If you miss this deadline to submit your claims, you may forfeit at least some funds you contributed to your FSA in PY19. Learn more by reviewing the Online Claim Submission User Guide.

What if I don’t submit claims for all the funds in my TexFlex account by the end of 2019? Will I lose them on Jan. 1, 2020?

Health care and limited FSAs: These accounts have a carryover feature, which allows you to carry over $25 to $500 of unused funds from one plan year to the next. This carryover option—which does not apply to TexFlex dependent care FSAs—reduces your risk of giving up unspent money in your TexFlex account. You can carry over up to $500 from one plan year to the next. You will forfeit any unspent FY19 funds over $500.

- **Please note:** For any eligible out-of-pocket expenses you incur on or after Sept. 1, TexFlex will use the health care or limited FSA contributions deposited in the current plan year first. If you exhaust current plan year funds, then TexFlex will use any carryover funds for those current expenses. Carryover funds are used last for current plan year expenses, so they can be applied through the runout period (until Dec. 31) to any expenses incurred in the previous plan year.

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New retirement and savings plan contribution limits for tax year 2020
The 2020 IRS limits for Optional Retirement Programs and voluntary savings plans are:

- **$19,500 maximum contribution to a 403b voluntary savings plan TSA (Tax Sheltered Annuity), available to all employees**
- **$19,500 maximum contribution to a 457 voluntary savings plan (Txa$aver), available to benefit eligible employees**
- **$6,500 additional catchup for participants who are over 50 years of age (403b TSA AND 457)**
- **$57,000 annual limit for all contributions to 403B plans (ORP and 403b voluntary savings plan combined)**
- **$6,000 maximum contribution to IRA’s (not available through UNTS)**
- **$285,000 annual salary cap. Earnings over $285,000 will not include retirement for non-Grandfathered ORP participants**

For more information about voluntary savings plans available to you as an UNTS employee:
Diversity, Equity & Inclusion.

A message from the Office of Diversity, Equity and Inclusion

As a reminder, effective January 1, 2020, an employee who fails to report incidences of sexual misconduct may be charged with a criminal misdemeanor offense and, if convicted, System Administration is required to terminate their employment in accordance with policies and procedures. An initial announcement was made about this mandatory reporting requirement on October 21, 2019. Over the next few months, information will be shared about required compliance training, as well as, notifications about updates to relevant policies. More important information about each of our responsibilities under this new law (is attached, Marisa please provide as you deem necessary [i.e. as an attachment or within the body of the email]) and a reference to this information can also be found here: https://hr.untsystem.edu/sexual-assault-anonymous-reporting.

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)

Creating an Inclusive Work Environment
Explore how to acknowledge and respect the perspectives of others and how to develop inclusive behaviors. Learn how to hold team members accountable for creating and maintaining an inclusive environment.

**When:** Tuesday, Jan. 16, 2020  2:00 PM-4:00 PM  
**Where:** UNT, SSB-102

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**Navigating ADA, FMLA & Worker’s 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:** Wednesday, Jan. 22, 2020  10:00 AM-12:00 PM  
**Where:** UNT, SSB-102

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**Time Management (EAP)**

Watching our work pile up can be overwhelming. In order to spend more of our energy on activities we value, we have to make choices about how we address our daily tasks. This seminar will help you assess your current time management habits, and offer tips for improving them.

Topics include:
- Organizing your environment
- Developing an effective plan
- Delegating effectively
- Recognizing and avoiding distractions

**When:** Tuesday, Jan. 28, 2020  12:00 PM-1:00 PM  
**Where:** Online

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**Hiring Responsibilities**

One of the most important things you will do as a supervisor is hire the best people. This not only ensures the success of your team, but also that of the institution. But how do you find these people, and how will you identify them in an interview? The Hiring Responsibility session will focus on these two questions by exploring best practices for hiring. We will cover a variety of topics, including: job descriptions, selection criteria, recruitment, hiring process, policies and laws.

**When:** Wednesday, Jan. 29, 2020  1:00 PM-3:00 PM  
**Where:** UNT, 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!