



Welcome to Faculty Orientation

Host:

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Human Resources Business Partner

Questions? Please email:

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Our Core Values



Courageous Integrity

Model exceptional standards and act in the best interest of our community.



Be Curious

Cultivate opportunities for learning, creating, discovering, and innovating.



We Care

Champion a people-first approach to building relationships and community.



Better Together

Foster an inclusive environment of respect, belonging, and access for all.



Show Your Fire

Exhibit passion and pride in the experiences we create.

<https://www.untsystem.edu/about-us/values/index.php>



Resources and Information

Self Service Portal










Located at <https://myhr.unt.edu>

- Provides UNT faculty and staff with access to:
 - Employee & Manager Self Service
 - View payroll, benefits and W-2 information
 - Update personal details like address and phone number, W-4 and Eagle Alert emergency contact information
 - E-Leave
 - And much more...

Submit & view eLeave requests

Update contact information

Employee Self Service ▾

| | | | | |
|--|---|---|---|--|
| <p>Announcements</p>  <p>No Announcements available</p> | <p>Company Directory</p>  | <p>Delegations</p>  | <p>Personal Details</p>  | |
| <p>Time</p>  | <p>Payroll</p>  <p>Last Pay Date 06/01/2023</p> | <p>Employee Resources</p>  | <p>Employee Offboarding</p>  | <p>Benefit Details</p>  |

View Paychecks, Direct Deposit information, electronic W-2 & W-4

View benefits summary & retirement plan information

When to call Human Resources?

- **HR assists with:**
 - Benefits
 - Retirement
 - ADA accommodations
 - Family Medical Leave
 - Staff or non-student hourly hiring
 - Staff performance management
 - Employee relations for staff
- **HR Contact Information**
 - Phone: 940-565-2281
 - Email: HRAdministration@untsystem.edu

Americans with Disabilities Act (ADA)

The University is committed to providing equal opportunities to qualified individuals with disabilities in all terms and conditions of employment. The University will provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment, unless doing so would cause an undue hardship.

Employees seeking an accommodation should contact:

Workplace.Accommodations@untsystem.edu

How to Request an ADA Accommodation:

In order to engage in the interactive process, employees will need to complete and submit the following form:

- **Request for Disability Accommodation in Employment**

Additionally, the employee's medical practitioner will need to complete and submit the following form:

- **Request for Disability Accommodation in Employment – Medical Practitioner Certification**

Both forms may be sent directly to Workplace.Accommodations@untsystem.edu.

Compliance

University Integrity & Compliance strives to bolster a culture of principled integrity, foster the university's commitment to the highest standard of ethics, and empower our caring, resilient, and creative community.

What can you do:

- Model exceptional standards and act in the best interest of our community.
- Build trust through consistent actions that are honest, transparent, and authentic
- Provide, accept, and support open and constructive feedback
- Hold yourself and others accountable for decisions, behaviors, actions, and results

Courageous Integrity value:

<https://www.untsystem.edu/about-us/values/index.php>

Faculty, Staff or Students may report information anonymously using the Trust Line link:

<https://unt.onetrustethics.com/>

Dual Employment & Other Activities

Employees who hold another position with a different state agency or institution of higher education must inform both agencies/institutions before accepting an offer of additional employment. Employees are required to provide the notice in compliance with state law. Additional assignments must not conflict with your position at the university. In addition to reporting additional employment with another state agency or institution of higher education, employees must also report outside employment with any other organization to their supervisor.

Dual Employment requires prior administrative approval or disclosure for new employees to ensure no conflict.

Policy and Request Form:

<https://policy.unt.edu/policy/05-008>

Payroll Information



When Do I Receive My Paycheck?

- Pay day is on the **1st of the month** for employees paid monthly.
- Pay day is on the **1st and 15th of each month** for employees paid semi-monthly.
- If a pay day falls on a weekend or holiday, the next business day is designated as pay day.
- Each department on campus has a representative (Timekeeper) responsible for submitting time to the Payroll Department.

Payroll Information

Direct Deposit

- Direct deposit can be completed/updated at <https://my.untsystem.edu> and should be done before the payroll is completed for the month.
- Payroll runs around the 15th of the month to be paid the first working day of the following month.
- For enrollment submitted after payroll runs, the first check will possibly be a paper check that will be mailed to the Home Address the employee has on file. *Addresses can be verified/updated on <https://my.untsystem.edu>.*
- Paystubs are available on <https://my.untsystem.edu>.

Payroll Money Card

- A money card is a card that an employee can use for purchases and to withdraw cash.
- To sign up for a payroll card, employees must send an email request to: Payroll@untsystem.edu.
- Setting up a payroll card can take a few weeks and the first 1-2 paychecks will possibly be paper checks that will be mailed to the Home Address the employee has on file.

For questions, contact Payroll at Payroll@untsystem.edu.

Prior State Service

Prior State Service determines the vacation accruals and amount of longevity pay received. State service includes:

- Prior UNT employment (including student & hourly)
- Employment at other state of Texas agencies
- *Does not* include independent contractors
- *Does not* impact UNT years of service awards

For more information about Prior State Service verification, go to:
<https://hr.untsystem.edu/state-service>



For questions, contact HR Records at HRRecords@untsystem.edu.



Work/Life Balance

Well-Being at UNT

Comprehensive Website with wellness Resources
for students, staff, and faculty:

wellness.unt.edu

Created by the Wellness Advisory Board,
a group of faculty and staff wellness
champions from across campus who
work to plan wellness events, bring
contemporary wellbeing topics forward,
and develop solutions for relevant and
meaningful progress to advance overall
employee wellbeing.



Employee Assistance Program (EAP)

ComPsych can assist you with these challenges and more:

| | | |
|--------------------------------|------------------------|----------------------|
| Job Performance | Personal Concerns | Marital difficulties |
| Child & Elder care resources | Parenting support | Time management |
| Family issues | Anger management | Stress management |
| Communication skills & anxiety | Weight loss | Managing depression |
| Legal & financial resources | Career management | Grief & bereavement |
| Alcohol/substance abuse | Self-improvement plans | Smoking cessation |

Employees may self-refer to EAP or managers may refer an employee. EAP consultations (up to four per year, per situation) are free and confidential.

For information: <https://hr.untsystem.edu/benefits/eap/index.php> or contact HRbenefits@untsystem.edu

To speak to a counselor: 1-855-784-1806, TTY 1-800-697-0353

(Available any time 24 hours a day, 365 days a year)

Access benefits online via: guidanceresources.com

(When prompted for your Web ID, enter "UNTS")

Holidays – Fiscal Year 2025

(September 1, 2024 – August 31, 2025)

Labor Day

- First Monday in September (September 2, 2024)

Fall/Holiday Break

- Fourth Thursday and Friday in November (November 28 - 29, 2024)

Winter/Holiday Break

- December 23 – 27, 2024 & December 30, 2024 – January 1, 2025

Martin Luther King Jr. Day

- Third Monday in January (January 20, 2025)

Memorial Day

- The last Monday in May (May 26, 2025)

Emancipation Day

- Thursday, June 19, 2025

Independence Day

- Friday, July 4, 2025

Floating Holiday

- No floating holiday provision for FY25

Employee Leave

Sick Leave

Full-time employees earn 8 hours of sick leave per month. Part-time faculty & staff (working 20 hours or more) generally earn 4 hours of sick leave per month.

Vacation Leave (Benefits eligible staff and 12-month faculty)

Earned based on service months with the State of Texas. Vacation leave cannot be used until the employee has had six (6) months of continuous State employment; however, vacation credit will be accrued during that six-month period. Below is the vacation accrual schedule for full-time employees:

| | | |
|---|----------|-----------|
| 0 but less than 2 years (0 to 24 months) | 8 hours | Full-time |
| 2 years but less than 5 years (25 to 60 months) | 9 hours | Full-time |
| 5 years but less than 10 years (61 to 120 months) | 10 hours | Full-time |
| 10 years but less than 15 years (121 to 180 months) | 11 hours | Full-time |
| 15 years but less than 20 years (181 to 240 months) | 13 hours | Full-time |
| 20 years but less than 25 years (241 to 300 months) | 15 hours | Full-time |
| 25 years but less than 30 years (301 to 360 months) | 17 hours | Full-time |
| 30 years but less than 35 years (361 to 420 months) | 19 hours | Full-time |
| 35 years and over (421 months and up) | 21 hours | Full-time |

Other Leave

Family Medical Leave

Entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave for specified family and medical reasons. The eligibility requirement specifies that the employee must have at least 12 months of state service and have worked at least 1,250 hours in the twelve months preceding the leave ([more information](#)).

Sick Leave Pool

Awarded to qualified employees who suffer or have immediate family members who suffer a catastrophic injury or illness that causes the employee to exhaust all of his/her accrued leave ([more information](#)).

Sick Leave Donation

Sick leave donation is a program that allows all eligible employees to transfer sick leave hours voluntarily to another eligible employee within the same agency ([more information](#)).

Family Leave Pool

provides additional sick leave in the event an employee is seriously ill or is caring for a seriously ill family member, including bonding with and caring for a child during the child's first year following birth, adoption, or foster placement, or the employee previously donated time to the Family Leave Pool which caused the employee to exhaust all eligible leave ([more information](#)).

Emergency/Administrative Leave

UNT provides leaves of absence with pay for employees in specified circumstances:

- **Emergency Leave** includes bereavement time for the death in a family. An employee is granted Leave not to exceed three (3) days. Requests for Leave exceeding three days or requests for Leave for a family member not covered under the policy must be approved by the President.
- **Administrative Leave** may be granted as a reward for outstanding performance up to a maximum of 32 hours each fiscal year.

Other Leave

Leave with Pay

UNT provides leave with pay to eligible employees for specified purposes, provided eligibility and documentation criteria are met. These forms of leave are not charged against an employee's vacation, sick leave, or compensatory time accruals (more [information](#)). Some of these leaves include:

- Amateur Radio Operator
- American Red Cross Disaster Service Volunteers
- Assistance Dog Training for Employees with a Disability
- Blood Donor
- Court Appointed Special Advocate (CASA) Volunteer
- Foster Parents
- Jury Service or Witness Service
- Medical and Mental Health Care Leave for Certain Veterans
- Organ Donor or Blood Marrow Donor
- Reserve Law Enforcement Officers
- Volunteer Firefighters , Emergency Medical Services Volunteers, and Search and Rescue Volunteers
- Voting

Leave of Absence without Pay

Leaves of absence are granted either under the provisions of applicable federal or state laws or by the University at the discretion of the employing department to protect employment and certain benefit rights for a specific period of time, while the employee is unpaid.



UNT Perks

Perks

Faculty/Staff Scholarship

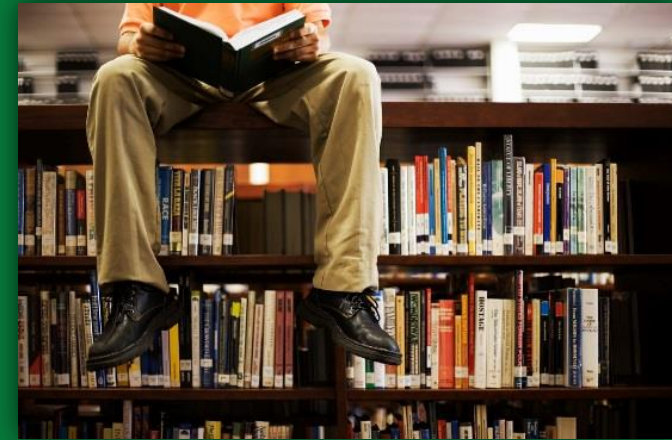
Full-time employees, part-time employees with 5 years of service, retirees, and dependents are all eligible. Must re-apply each semester. For more information, see the policy at <https://policy.unt.edu/policy/10-025>

How to apply: Eligibility requirements and steps for enrollment are available online at:
<https://studentaccounting.unt.edu/employee-tuition-benefit>

Libraries

Access to all UNT, UNT-HSC and UNT Dallas libraries' resources with UNT or System ID.

Visit University Libraries page for more information about resources and services: <https://library.unt.edu/>



Discounts

Cellular Phone Service Discounts

AT&T, Sprint, Verizon and T-Mobile offer discounts to UNT Staff and Faculty for their monthly personal cell phone service costs.

Go [here](#) for more details.

Software Discounts

Employees have access to free and discounted software:

- **MS Office 365** is available free to faculty and staff for home use.
- **Adobe Creative Cloud** is also available to faculty and staff for home use in accordance with the system's Enterprise Term License Agreement for Education.
 - Click [here](#) or on the word 'Software' (above) to download your copy of MS Office and/or Adobe CC now. Registration is required.
 - Other academic-priced software for many platforms is available to faculty and staff from campus bookstores: Faculty/staff Id is required to receive the discount.

Book Store Discounts

Faculty and staff receive discounts on merchandise during special appreciation events and sales:

- [UNT Bookstore](#)

PerkSpot / PerksConnect

Offer discounts on apparel, auto, movie tickets, travel, computers, electronics and much more!

For more information on all available perks and discounts, visit the [UNT System Perks](#) page.



UNT Center for Young Children

The UNT Center for Young Children (CYC) is an early childhood program within the College of Education located in Mean Green Village.

- Provides a research-based, high quality preschool program for children ages 3-5.
- Serves as a model to others in the DFW metroplex and the state.
- Serves as a research center and training site for students in various College of Education programs under the supervision of College of Education faculty, as well as certified teachers and specialists.

| Enrollment Type | Semester Total | Tuition Due Dates | |
|-----------------------------------|------------------------------|---|--|
| Full Day: 8:00am - 5:00pm | \$3,920 (Weekly Rate: \$245) | \$980 Due: | |
| | | Fall: August 21 September 5 October 2 November 6 | Spring: January 16 February 5 March 4 April 1 |
| Half Day + Lunch: 8:00am - 1:00pm | \$2,560 (Weekly Rate: \$160) | \$640 Due: | |
| | | Fall: August 21 September 5 October 2 November 6 | Spring: January 16 February 5 March 4 April 1 |

On-Site Services

Optometrist

College Optical Express (COE) is a full-service optical office located on campus. COE accepts UNT vision coverage and grants a substantial discount for all UNT-affiliated patients with proper identification. This includes current students, faculty, staff, and alumni, as well as UNT-affiliated family members.

Contact the COE at 940-369-7441 or www.coeunt.com.

Dental Office

Campus Smiles opened in February of 2015. Since then, the office has provided care to hundreds of people in the UNT community. Our dentist and staff make up an experienced team of licensed professionals who aim to provide UNT students, faculty, and staff with the most affordable, high-quality, and convenient dental care available.

Contact Campus Smiles at 940-273-2184 or <https://www.campus-smiles.com/unt>

Campus Dining & Meal Plans

THE UNION

National brands to unique home-grown favorites

- 1 AVESTA RESTURANT
- 2 BURGER KING
- 3 CAMPUS CHAT FOOD COURT
- 4 CHICK-FIL-A
- 5 FUZZY'S TACO SHOP
- 6 JAMBA JUICE
- 7 KRISPY KRUNCHY CHICKEN
- 8 STARBUCKS
- 9 VERDE EVERYDAY EXPRESS

GRAB-&-GO

Quick, easy, and delicious dining options

- 10 EINSTEIN BROS. BAGELS
- 11 THE MARKET by CLARK BAKERY
- 12 THE MARKET at FRISCO LANDING
- 13 THE MARKET at G.A.B.
- 14 STARBUCKS COFFEE STAND

DISCOVERY PARK

Coffee, made-to-order favorites and hearty home-style meals.

- 15 DISCOVERY PERKS MARKET & GRILL

DINING HALLS

Made-from-scratch all-you-care-to-eat meals

- 16 BRUCETERIA
- 17 CHAMPS
- 18 EAGLE LANDING
- 19 KITCHEN WEST
- 20 MEAN GREENS CAFÉ

FACULTY/STAFF MEAL PLANS

Save 15 – 29% off Dining Hall door rate.

\$6.90 – \$8.25/meal.

Loaded onto UNT ID Card.

Purchase at dining.unt.edu/fs



UP-TO-DATE
LOCATIONS & HOURS
dining.unt.edu/hours



Questions?