

New Faculty Orientation will begin shortly.

Host:

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UNT Campus Human Resources Coordinator

Questions: Please email terri.liles@untsystem.edu

We appreciate you being here, and we Welcome you to New Faculty Orientation

UNT SYSTEM

The background features a dark blue-grey central area on the left, transitioning into a vibrant green area on the right. The green area is composed of several overlapping, semi-transparent geometric shapes, including triangles and polygons, creating a dynamic, layered effect. The text is centered in the dark blue-grey area.

Human Resources Information & Resources

Get informed

My UNT: <https://my.untsystem.edu>

- A UNT portal that provides the UNT community members with access to:
- Employee & Manager Self service
- View institutional news, information resources, and Human Resources information and services
- Update Eagle Alert emergency contact information
- Remote emails access
- E-Leave

Student Center

Email

Message Center

I-9 Form

Privacy Elections

Self Service Help

Personal Information >

Payroll & Compensation >

Training & Development >

Manager Self Service >

Time Reporting >

eLeave >

Manage Delegations

EIS >

 Time Reporting 

My Timesheet

Enter your time and submit for manager approval



 eLeave 

Request Leave

Enter a leave request

Display Leave Requests

Display submitted leave requests


 ePAR: Payroll Action Request 

Display a submitted ePAR

Display a submitted electronic Payroll Action Request

Approve an ePAR

Approve an electronic Payroll Action Request

 Employee Assistance

The University of North Texas provides an Employee Assistance Program through Alliance Work Partners for retirement-eligible employees, retirees, household members and dependents.

Employee Assistance Program can help you with:

Update contact information

- View paychecks
- Direct Deposit
- Benefits summary
- Electronic W-2
- W-4

Get Informed

- **Human Resources**
 - Benefits, retirement, ADA accommodations, Family Medical Leave, and hiring, performance management and employee relations for staff
- **Academic Resources**
 - Faculty compensation and hiring
 - Salaried Graduate Student Assistant compensation and hiring
- **Career Center**
 - Hourly Student Hiring and student services
- **Business Support Services**
 - Payroll, Travel, Purchasing


Payroll Information

▶ When Do I Receive My Paycheck?

- 1st of the month
- If a pay day falls on a weekend or holiday, the next working day is designated as pay day.
- Each department on campus has a representative (Timekeeper) responsible for submitting time to the Payroll Department.

▶ Direct Deposit

- Direct deposit information submitted in my.untsystem.edu before payroll runs each month will be effective with salary earned that month. (Payroll runs around the 15th)
 - Example: if information is completed by September 10th -your October 1st paycheck will be direct deposited.



DATCU | *Founded by 11 UNT Educators in 1936*


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- **Rewards Credit Card**
- **Home Loans - *Plus More***


-
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 - Apple Pay, Google Pay & Samsung Pay
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UNT Employee Savings Voucher

Savings Voucher

- \$25 New Member Account Opening Deposit (DATCU employee fill out back)
- Up to \$300 Auto Refinance Offer*
- Earn 0.25% APR above normal rate on Certificate of Deposit (CD).
- Earn 0.25% APR less than other DATCU borrowers on first loan*.

Choose one or all the savings you want!

*Savings offer details on back.



You Choose
Your Savings



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← **Scan Here!**

- **Open Your Phone's Camera**
- **Scan the QR Code**
- **Tap on the Link**

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DATCU
CREDIT UNION

 Federally Insured By NCUA



We'll make your first deposit and you can enjoy all the great benefits of credit union membership.

Compliance- Doing the RIGHT Thing

- Maintain **highest ethical standards** every time
- **Model** ethical conduct
- **Seek Assistance** from knowledgeable UNT authorities
- Ensure **compliance training** is completed
- **Report Suspected Wrongdoing**
- Read the UNT standards of conduct guidelines.
- **Compliance hotline**- call **940-565- 4351** or file online @
 - <http://compliance.untsystem.edu/hotline>

Work/life Balance

Denton Campus Holidays 2020-2021

- ▶ Labor Day - September 7, 2020
- ▶ Thanksgiving - November 26 and 27, 2020
- ▶ Winter Holiday - December 24-31, 2020
- ▶ New Year's Day- January 1, 2021
- ▶ Martin Luther King, Jr. Day - January 18, 2021
- ▶ Memorial Day - May 31, 2021
- ▶ Floating Holiday - selected by employee (2 days)
- ▶ <https://www.untssystem.edu/hr-it-business-services/payroll/holidays-all-locations>

Time Off & Resources

▶ Sick Leave

- ▶ Full-time faculty & staff earn 8 hours of sick leave per month.
- ▶ Part-time faculty & staff (20 hours or more) prorated (20 hours= 4 hours)

▶ Family Medical Leave (includes some military protected leave)

- ▶ Job protection for eligible employees with at least 12 months of state service &
- ▶ 1,250 hours worked in the twelve months preceding leave
- ▶ Leave is for qualified immediate individual (spouse, parent, child, or self)

Time Off & Resources

▶ Sick Leave Pool-

- ▶ Qualified employees w/catastrophic injury or illness for self or covered family member
- ▶ Exhaust all of his/her accrued leave.

▶ Sick Leave Donation-

- ▶ Qualified employees serious health condition for self or covered family member
- ▶ Exhaust all of his/her sick leave.

▶ Americans with Disabilities Act- ADA

- ▶ Provides equal opportunities to qualified individuals with disabilities in all terms and conditions of employment and application
- ▶ Provides reasonable accommodations unless doing so would cause an undue hardship.
- ▶ Must inform of accommodation need and initiate request through Human Resources

Employee Assistance Program (EAP)

Alliance Work Partners can assist you with these challenges and more:

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

For general inquiries 888-EAP-INFO (4636)

To speak to a counselor 800-343-3822 , any time 24 hours a day, 365 days a year

EAP Teen Line 800-334-TEEN (8336)

TDD 800-448-1823

Servicios en español disponibles.

<http://www.alliancewp.com>

The background features a dark blue, almost black, trapezoidal shape on the left side, which tapers towards the right. To the right of this shape, there is a complex, layered composition of various shades of green, ranging from light lime green to dark forest green. These green shapes are layered and semi-transparent, creating a sense of depth and movement. The overall aesthetic is modern and geometric.

Perks

UNT PERKS

Faculty/Staff Scholarship

- Full time employees, part-time employees with 5 years of service, retirees, and dependents are all eligible. You must re-apply each semester.
- For more information, go to <https://sfs.unt.edu/forms>



Dining Services



- Faculty/Staff can purchase meal deals to use at the 6 dining halls
 - Meals range from \$4.75 - \$6.00
 - Go to <https://dining.unt.edu/faculty-and-staff>
 - for more information
- Other options on campus: University Union retail dining, Avesta, and the Club at Gateway

Mean Green Athletics

- Faculty/Staff Season Ticket Discount
 - Football and Basketball

UNT PERKS

UNT Transportation Options:

- Ride for free on the Denton County Transportation Authority (DCTA) Bus Lines with your UNT ID card
 - For routes and schedules, [click here](#)
- Ride the A-Train for discounted rates:
 - \$420 for Local (within Denton County) annual passes
 - \$840 for Regional (includes DCTA, DART, and TRE) annual pass



Airport Parking

the ParkingSpot offers [off-site airport parking discounts](#)

Car Rental

National and Enterprise rental car agencies also offer discounts. [Learn more.](#)

UNT PERKS

PerkSpot & PerksConnect

- Discounts on: apparel, auto, cell phone service, travel, computers, electronics, etc. . .

- Software discounts at Barnes & Noble

www.thinkEdu.com/bn



On site Services (for your convenience):

Optometrist- College Optical Express: accepts UNT vision coverage, provides discount on glasses or contacts to UNT staff, faculty and alumni

- (940) 369-7441 www.coeunt.com

Pharmacy- Student Health & Wellness Ctr: - you can conveniently purchase some over the counter medications

- M-Th 8:00-6:00; Fri 9:30-6:00 (940) 565-2790

<http://studentaffairs.unt.edu/pharmacy>

Dental Clinic Located in Chestnut Hall (940) 273-2184.

- Takes Dental PPO only.



UNT PERKS

Faculty Staff Fitness Program

- UNT faculty and staff are eligible to purchase a membership to the Pohl Recreation Center at a discounted rate.
- Employees may request fitness leave up to 30 minutes 3 times a week with Supervisor approval.
- This must be tied to the beginning or end of the work day or lunch period.



Walking Maps

Get a little exercise on your breaks- [Map routes link](#)

Lactation Rooms

For nursing Mothers [Information](#) [Locations](#)

UNT PERKS- Libraries

- ▶ **DOCUMENT DELIVERY AND INTERLIBRARY LOAN**
- ▶ **COURSE RESERVE**
- ▶ **ID GRANT AND FUNDING OPPORTUNITIES**
- ▶ **SCHOLARLY COMMUNICATION**
- ▶ **SUBJECT LIBRARIANS**
 - ▶ Library faculty specializing in specific subject areas
 - ▶ Library instruction and research support for you and your classes, including individual appointments
 - ▶ Partner to create help guides for your students tailored to your course or assignment
 - ▶ Request collections materials

UNT PERKS- Libraries

RESOURCES BEYOND BOOKS-

- ▶ [Media Library](#): films, documentaries, games
 - ▶ [The Nest](#), the e-sports gaming space (Chilton Hall & Discovery Park)
- ▶ [UNT Digital Library](#): The Portal to Texas History, UNT Scholarly Works institutional repository, web archives, Congressional Research Service (CRS) reports
- ▶ [Music Library](#): Scores, monographs, sound recordings, CDs
- ▶ [Eagle Commons Library](#): Government Documents, Law, Political Science, Geography and Business collections
- ▶ [Special Collections](#): Maps, archival collections, photos, art and artifacts, rare books, and miniature book collection
- ▶ [The Factory makerspace](#) (Willis Library): Audio/visual equipment, electronics, programming, prototyping, 3D Printing, die & laser cutting, sewing machines, weaving looms, hand/electric tools, and reference materials
- ▶ [Diversity & Inclusion Resources](#)
- ▶ [Neurodiversity Resources for UNT Faculty & Staff](#)

Questions?