NEW EMPLOYEE CELEBRATION

Welcome to the Powerhouse. UNIVERSITY of HOUSTON
OVERVIEW

- History of University
  - Important employee information
  - Resources and services available to employees
  - Comprehensive benefits overview
Appointed in January 2008

Oversee University of Houston System

Record-breaking research funding, private donations and student enrollment

Became a Tier One research university with the Carnegie Foundation in January 2011
Work/Life Balance

http://www.uh.edu/work-life/

State of Texas Discount Purchase Program
Continuing Education Courses

Staff Tuition Scholarship

The College Program
<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>DATE(S)</th>
<th># OF DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>9/4/2017</td>
<td>1</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>11/23 – 11/24/2017</td>
<td>2</td>
</tr>
<tr>
<td>Winter Holiday</td>
<td>12/25 – 1/2/2018</td>
<td>7</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>1/15/2018</td>
<td>1</td>
</tr>
<tr>
<td>Spring Break</td>
<td>3/16/2018</td>
<td>1</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>5/28/2018</td>
<td>1</td>
</tr>
<tr>
<td>Independence Day</td>
<td>7/4/2018</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>
**Sick/Vacation Accrual**

- **Sick leave**: 8 hours of sick time a month for duration of employment, available starting at accrual (SAMS 02.D.01)

- **Vacation**:
  - Employees are not eligible for an official vacation until six months of employment with the state of Texas (SAMS 02.D.01)

<table>
<thead>
<tr>
<th>LENGTH OF STATE SERVICE</th>
<th>HOURS ACCRUED PER MONTH</th>
<th>ALLOWABLE CARRYOVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 years</td>
<td>8</td>
<td>180</td>
</tr>
<tr>
<td>At least 2 but less than 5</td>
<td>9</td>
<td>244</td>
</tr>
<tr>
<td>At least 5 but less than 10</td>
<td>10</td>
<td>268</td>
</tr>
<tr>
<td>At least 10 but less than 15</td>
<td>11</td>
<td>292</td>
</tr>
<tr>
<td>At least 15 but less than 20</td>
<td>13</td>
<td>340</td>
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<tr>
<td>At least 20 but less than 25</td>
<td>15</td>
<td>388</td>
</tr>
<tr>
<td>At least 25 but less than 30</td>
<td>17</td>
<td>436</td>
</tr>
<tr>
<td>At least 30 but less than 35</td>
<td>19</td>
<td>484</td>
</tr>
<tr>
<td>At least 35 years or more</td>
<td>21</td>
<td>532</td>
</tr>
</tbody>
</table>
AccessUH

UNIVERSITY of HOUSTON

AccessUH

CougarNet Login  myUH (PeopleSoft) Login

CougarNet ID:  [Enter]
CougarNet Password:  [Enter]

Don't know your CougarNet ID?
Change your CougarNet Password.

Login to AccessUH

Recently Applied at UH? If you have not enrolled for the current or the next semester and you have received your myUH ID number, please use the myUH (PeopleSoft) ID tab and use your myUH self-service account and its password to log in to AccessUH. If you do not know the password, please reset your myUH account password here. Once you have enrolled in classes, you will receive an email about your new CougarNet account.

About AccessUH

- Supported Browsers for AccessUH include the latest versions of Internet Explorer, Firefox, Safari, Chrome, and Opera.
- Maintenance Window for AccessUH is Fridays from 2:00 am - 6:00 am. AccessUH may be unavailable intermittently during this time frame.
- Session Timeout for AccessUH is 60 minutes.
- Each application service within AccessUH may have different browser support, maintenance window, and session timeout information for the specific application. Please see the list of services for specific requirements on each application services.
- List of Services describes the services currently included within AccessUH. The description may also include information on how to gain access and/or audiences for the application service.
- More about AccessUH is our UIT page for AccessUH, related tips, best practices, FAQs, policies, and more
- Like to see a new service in AccessUH? Please let us know what you would like added to AccessUH.

Accessibility Statement

List of Services

- AccessUH Login
- Change CougarNet Password
- Change myUH Password
- Chat with IT Support
- Call 713-743-1411

Current Phishing Scams Reported at UH

- Service Maintenance Alert
- Reported Tues., 6/3
- REPORT phishing messages to security@uh.edu then DELETE them.
- If you responded to a phishing message, contact UIT Security immediately at security@uh.edu or 832-842-4095.
EMPLOYEE MESSAGE CENTER

Welcome to the new HR Home Page.

On the left side of the page you will find P.A.S.S. under the headings of "My Info" and "My Professional Development".

On the right side of the page employees with administrative roles will see quick links based on their assigned tasks under the heading "My Work".

For your convenience, we have reduced navigation by adding quick links.

The Employee Message Center will be updated periodically with new information.
<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Veteran Status</th>
<th>Personal Information Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review and update your personal information.</td>
<td>Review a summary of your personal information.</td>
<td></td>
</tr>
<tr>
<td><strong>Ethnicity</strong></td>
<td><strong>Veteran Status</strong></td>
<td><strong>Personal Information Summary</strong></td>
</tr>
<tr>
<td><strong>Home and Mailing Address</strong></td>
<td><strong>Work Address</strong></td>
<td><strong>Phone Numbers</strong></td>
</tr>
<tr>
<td>Review and update your home and mailing addresses.</td>
<td>Work Address</td>
<td>Add or update phone numbers, or specify your primary phone number.</td>
</tr>
<tr>
<td><strong>Email Addresses</strong></td>
<td><strong>Emergency Contacts</strong></td>
<td><strong>Marital Status</strong></td>
</tr>
<tr>
<td>Add or update your email addresses.</td>
<td>Add or update your emergency contact information.</td>
<td>Update your marital status.</td>
</tr>
<tr>
<td><strong>Name Change</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review or update your name information.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Mandatory Training**

*New Hires must complete within 30 days of receiving email notice*
(email will contain instructions & link to complete)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Associated Law/Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire- EEO</td>
<td>Texas Labor Code, 21.010</td>
</tr>
<tr>
<td>New Hire- Ethics, Compliance and Fraud</td>
<td>Executive Order RP36 and BOR Policy 57.01</td>
</tr>
<tr>
<td>New Hire- Secure Our Systems</td>
<td>Texas Administrative Code, Chapter 202</td>
</tr>
</tbody>
</table>
Our goal is to provide excellent customer service to the University’s Staff, Faculty and Students.

325 McElhinney Hall
713.743.3988
csc@uh.edu
Open Monday – Friday 7:30am – 5:00pm
HR Business Partners are HR professionals who work closely with an organization's senior leaders in order to develop an HR agenda that closely supports the overall strategic goals of the organization/division units.
Business Partner as a Resource

- Strategic Partners
- Conduct Mediations
- Manage the Reduction in Force Process
- Manage the Progressive Discipline Process
- Coach & Consult UH Staff on ER Matters
- Facilitate the Employee Grievance Process
- Advise Supervisors on Policies and Procedures
- Conduct Supervisor Training and Recommend Training
Policies & Procedures

MAPPS
Manual of Administrative Policies & Procedures
(Campus-wide)

SAMS
System Administrative Memorandum
(System-wide)

*Take time to know university polices...*

MAPPS & SAMS Access
uh.edu/adminservices
Policies & Procedures

» Drug & Alcohol (Policy & Procedure/Staff Handbook, E)

» Violence In the Workplace (MAPP 02.04.04)

» Absenteeism & Tardiness (SAMS 02.A.40)

» Financial Responsibility (MAPP 05.03.01)

» Employee Records (MAPP 02.05.01)

» Open Records (MAPP 02.05.01)

» Social Media Policy (SAM 01.H.01)
Probationary period - Exempt vs. Non-Exempt

- Exempt (Salaried employees)
  12 month probationary period

- Non-Exempt (Hourly employees)
  6 month probationary period
Authorized Paid Leave

- Sick leave — 8 hours/month (SAMS 02.D.01)
- Jury Duty (SAMS 02.D.04)
- Emergency Leave (SAMS 02.D.04)
- Firefighter Leave (SAMS 02.D.04)
- Foster parent leave (SAMS 02.D.04)
- Bereavement Leave (MAPP 02.02.03)
Authorized Unpaid Leave

» Military Leave (SAMS 02.D.05)
» Unpaid Leave (MAPP 02.02.03)
» Parental Leave (MAPP 02.02.02)
» FMLA (MAPP 02.02.02), available after 12 months of employment with the State of Texas and a minimum of 1250 hours worked with the University of Houston.

www.uh.edu/fs/handbook/fachand.html
Informal measure:
» Conferences(s) between supervisor and employee
» Several informal conferences may occur before the formal process

Formal measures:
» Written reprimand
» Final Written Reprimand or Suspension (not to exceed 10 working days)
» Dismissal from employment (Termination)
Employee Grievances Policy

Grievance actions include:

» All disciplinary actions are grievable

» Three levels of the Employee Grievance Process
  
  Level I – Meeting w/ Supervisor
  
  Level II – Mediation Process
  
  Level III – Hearing Panel Review Committee

*Probationary Employees are eligible for Level I Grievance only*

» Timeline associated with each level of the process
The University of Houston's Office of Equal Opportunity Services ("EOS") acts on behalf of the University as a neutral fact-finder that enforces the University’s Equal Opportunity policies. EOS provides the University System with multiple services including the development and monitoring of faculty and staff recruiting, the presentation of awareness and prevention trainings and the implementation of the University’s discriminatory complaints policies.
DISCRIMINATION AND HARASSMENT

• Discrimination: treating someone less favorably because of their membership in a protected class.
HARASSMENT

• Harassment: subjecting an individual on the basis of their membership in a protected class to severe or pervasive treatment that constitutes:

  ❖ Humiliating, abusive or threatening conduct or behavior that denigrates or shows hostility or aversion toward an individual or group;
  ❖ An intimidating, hostile or abusive living or working environment that alters the conditions of learning, living or working; or
  ❖ An unreasonable interference with an individual’s academic or work performance.
RETALIATION

• It is illegal to fire, demote, harass or otherwise retaliate against applicants or employees because they filed a charge of discrimination to their employer or other covered entity about discrimination on the job or because they participated in an employment discrimination proceeding.
ETHNICITY, RACE AND NATIONAL ORIGIN

- Ethnicity: a person’s self-identified heritage, traits, background or allegiance or membership to a group consisting of a common language or culture and an ideology that stresses common ancestry.

- Race: race discrimination involves treating someone unfavorably because s/he is of a certain race or because of characteristics associated with race (such as hair texture, skin color complexion, or certain racial features).

- National Origin: discrimination based on National Origin occurs when a person is discriminated against or harassed because of where they were born, where their family originated from, and/or because of their ethnicity or accent.
Title VII prohibits employment discrimination or harassment due to a person’s sincerely held religious, ethical or moral beliefs or their association with a religious group or organization is not permitted.

Religious accommodation should be made when the accommodation presents no more than a *de minimis cost* or burden to the employer.
• The ADEA forbids discrimination or harassment against people who are age 40 or older. Age discrimination involves treating someone less favorably because of his/her age. It does not protect workers under the age of 40, although some states do have laws that protect younger workers from discrimination.
DISABILITY

• The ADAAA and the Rehabilitation Act prohibit employment discrimination or harassment because an individual has a disability, had a disability in the past, or is believed to have a physical or mental impairment that is not transitory. If a qualified employee becomes disabled, they should initiate the interactive process to seek a reasonable accommodation based on disability.
GINA forbids employment discrimination or harassment because of your genetic information. Genetic information includes information about your genetic tests and the genetic tests of your family members. Employers are not permitted to share this information and must keep it confidential.
VETERAN STATUS

VERVAA, USSERA & VOW prohibit employment discrimination and harassment based on military service or obligation and protect veterans’ reemployment rights when returning from a period of service in the uniformed services, including those called up from the reserves or National Guard. Veteran Preference is permitted in hiring.
SEXUAL ORIENTATION

- Discrimination or harassment based on sexual orientation is prohibited at the University of Houston. Discrimination based on gender identity or expression is also prohibited. Examples include discrimination based on gender identity, change of sex, and/or transgender status.
GENDER

- Title VII, the Equal Pay Act & the Pregnancy Discrimination in Employment Act prohibit employment discrimination or harassment based on gender or sex. This includes sex, pregnancy, and sex stereotypes.
No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
TITLE IX CHANGES

- Title IX initially considered an athletic issue
- In 2001, Department of Education (“DOE”) - Office of Civil Rights (“OCR”) included Sexual Assault and Sexual Harassment as a Title IX issue.
- April 2011, OCR issued Dear Colleague Letter which increases DOE focus on preventing sexual assault on college campuses
- New White House Campaign/White House Task Force
  - It’s On Us Campaign
- Campus SaVE Act - requires primary prevention and awareness
SEXUAL MISCONDUCT POLICY

Covers

- Sexual Harassment: unwelcome verbal, written or physical behavior of a sexual nature, directed at someone, or against a particular group, because of that person’s or group’s sex or based on gender stereotypes
  - Quid Pro Quo
  - Hostile Environment
- Sexual Violence: a severe form of sexual harassment because one instance of sexual violence is sufficiently severe enough to create a hostile environment
  - Sexual Assault
  - Unwanted Sexual Contact
  - Stalking
  - Intimate Partner Violence
  - Sexual Exploitation
WHAT DOES TITLE IX MEAN FOR UH?

Whenever we know or suspect of an incident we are required to:

1. Take steps to stop the action from happening
2. Take steps to prevent the action from happening again
3. Address the impact of the act on the alleged victim and the community
KEY FACTS OF THE SEXUAL MISCONDUCT POLICY

- Covers faculty, staff, students, and visitors
- Covers behavior that occurs on and off campus
- No time limit to report or file a complaint
- Provides equal rights to people involved
- Making a report does not automatically start the formal process.
All employees are encouraged to immediately report any incidents of Sexual Misconduct. Responsible Employees have a duty to report incidents of sexual misconduct to the Title Coordinator. Responsible Employee is an employee whom an individual could reasonably believe has the duty to report incidents of sexual misconduct to the Title IX Coordinator. Responsible Employees include: Administrators, Faculty, Supervisory Staff, Residence Life Coordinators, and Graduate and teaching assistants.
DUTY TO REPORT

• All Responsible Employees who receive a report of sexual misconduct must report to the Title IX Coordinator:
  - Even if you hear it 2nd hand
  - Even if you don’t know the names of the people involved
  - Even if the person telling you asks you to keep it a secret
  - Even if you think the story is incomplete
  - Even if the person telling you doesn’t think it’s misconduct or discrimination
  - Even if the person telling you is the alleged victim, the third party, or someone who has been accused
RESPONSIBLE EMPLOYEES DO’S AND DONT’S

• Things you should do:
  ❖ Listen
  ❖ Support
  ❖ Document
  ❖ Report

• Things you shouldn’t do:
  ❖ Be a counselor
  ❖ Be an advocate
  ❖ Be an expert
  ❖ Be an investigator
DISCLOSING YOU’RE NOT CONFIDENTIAL

- Disclose as soon as possible
- Explain you are here to help
- Offer to connect them with a confidential resource such as CAPS or Student Health Center
- Avoid making the person feel like you don’t want to talk to them
QUESTIONS TO ASK

• Are you physically hurting?
  • if yes, call UHPDS or 911 if they need emergency care
  • if no emergency, refer them to Student Health Center and/or encourage them to seek follow up care

• Do you feel safe?
  • If person has immediate concerns, call UHPDS or 911
  • Their version of what is safe is what matters
  • EOS, UHPD and others can help create an in-depth safety plan

• What can I do for you?
  • If they want to speak to police, call UHPD
  • Avoid filling the silence
  • Connect them with campus resources such as CAPS, Student Health Center, UHPD, and EOS
  • It’s ok if you don’t have next steps or answers
HOW TO MAKE A REPORT

• Notify EOS within 24 hours of receiving report by:
  ❖ Calling EOS when you have the reporter with you
  ❖ Calling EOS when the reporter leaves
  ❖ Sending an email to EOS with the information
  ❖ Walk over to EOS with or without reporter
  ❖ Ask EOS to come to you
CAMPUS SECURITY AUTHORITIES

If you are a Campus Security Authority you still need to make a CSA report, even if you report the issue to EOS

http://www.uh.edu/police/home.html
BYSTANDER INTERVENTION

• What can I do?
  ❖ Be direct
    ❖ Confront the behavior directly
  ❖ Create a distraction
    ❖ Help diffuse the situation or give the person an opportunity to get away
  ❖ Delegate
    ❖ Find someone else who is better suited to handle the situation (a police officer, security officer, supervisor, etc.)
HOW DO YOU KNOW WHEN TO STEP IN?

- Does the person’s behavior make you uncomfortable?
- Does your gut instinct tell you something is wrong?
- Do other people seem concerned too?
- Does the person affected seem uncomfortable or afraid?
- Does the person affected seem unable to make decisions?
HOW DO I KNOW WHAT TO DO?

- Assess the situation
  - Pick the option you think will be most useful

- Assess your comfort and ability
  - What action are you comfortable taking?
  - What’s reasonable under the circumstances?

- Assess safety
  - What is the safest option for you and others?
CONTACT US

- Web: [www.uh.edu/legal-affairs/equal-opportunity](http://www.uh.edu/legal-affairs/equal-opportunity)
- Email: eos@uh.edu
- Phone: (713) 743-8835
- Located between the Student Health Center and the Center for Students with disAbilities

4367 Wheeler Street
Bldg 526
Houston, TX 77204
New Employee Health & Safety Orientation

Environmental Health & Life Safety (EHLS)
Department of Public Safety

713-743-5858 (office)
713-743-8035 (fax)

http://www.uh.edu/ehls
OUTLINE

• Campus Safety
• Research & Teaching Laboratory Safety
• Fire & Life Safety
• Food Safety
• Environmental Compliance
• Accident & Incident Investigation
• Work-related Injuries
CAMPUS SAFETY

• Indoor Air concerns (Mold & Odors)
• Walking surface (slip, trips & fall hazards)
• Storage area safety considerations— not within 18 inches of ceiling with sprinklers and 24 inches from ceiling without sprinklers.
• Office decorations…non-combustible (Fire prevention)
• Electrical hazards & safety (plugs, space heaters...)
HAZARD RECOGNITION AND ACCIDENT PREVENTION

• Be aware of your surroundings
• Use cell phones with caution, do not “text” while driving or walking.
• Work place hazards such as holes on walking surfaces or spills on floors, call the Facilities Customer Service Center:
  — “F-I-X-I-T” (713-743-4948)
HAZARD RECOGNITION & ACCIDENT PREVENTION

You are the **key** to protecting your health

- Use available personal protective equipment (PPE)
- Work safely, report workplace hazards (real or potential) and injuries to your Supervisor & EHLS
- Ask questions when unsure of potential hazards
- Drink plenty of fluids when working outside in the summer months or in hot environments
SAFETY HAZARDS REPORTING

• Facility Service Requests
  – Facility Service Request Form via Access UH(FAMIS)
  – Call Facilities Service Center at 713-743-4948 i.e. F-I-X-I-T (3-4948)

• EHLS Department (Biological, Chemical, Radiological, Environmental, Occupational, Food Safety and Fire Marshal) main line: 713-743-5858

• Safety Emergencies & After Hours Reporting
  – U of H Police Dispatch 713-743-3333 or 911 (Campus Phone)
REPORTING SAFETY VIOLATIONS

www.MySafeCampus.com

1-800-716-9007

• For Campus Safety Concerns
• For Compliance/Safety Regulation Violations
• A 24-hours, 7-days/week incident reporting system
• Can remain completely confidential and anonymous
OFFICE ERGONOMICS

- Sit with your head and neck upright and back straight.
- Feet should be flat on the floor or supported by a footrest.
- When using a computer, wrist should be above the elbow and arm should not rest on the sharp edge of the desk.
- See Workplace Safety information from EHLS Website http://www.uh.edu/ehls/general/generasafety/ergonomics/
FIRE AND LIFE SAFETY

• Know at least two emergency exits
• Pathways to exits must be unobstructed
• Designate a meeting location outside your building and account for personnel
• Know the location of nearby fire alarm pull stations and how to call for emergency assistance
• Immediately, evacuate when alarm is sounding or when advised to do so. Take your belongings (wallet, keys, purse…) because you may go home from there
FIRE PREVENTION

• Contact Fire Marshal in the EHLS (713-743-5858) for permits such as Open Flames, Welding, Tents, etc.
• Do not use space heaters in campus buildings without prior approval from ADA (HR)
• Report blocked exits, improper storage, smoking in buildings (E-Cigarettes) and physical safety hazards to Fire Marshal in EHLS Department
• Use only non-combustible decorations during the holiday seasons (Halloween, Christmas, etc.)
FOOD SAFETY

• Contact the Food Safety Specialist at EHLS (713-743-5858) for Temporary Food Permits. This includes bake goods, food stands, catering, etc.

• Food safety information, Food service policies and Dining inspection scores are available on EHLS website.
HAZARD COMMUNICATION

Hazard Communication Training is Required for All Employees (non-laboratory workers)

This course covers the Texas Hazard Communication Act, record keeping requirements, education about chemical hazards and training to be provided, and how to obtain Safety Data Sheets.

http://www.uh.edu/ehls/training/eh04/

Supervisors may request training for employee groups
LABORATORY SAFETY TRAINING

• General Laboratory Safety Training is required for ALL personnel working in ANY laboratory instead of Hazardous Communications Training

  www.uh.edu/ehls/training/eh06/

• Depending upon the nature of the work, additional training may be needed for Biological, Radiation, Chemical Safety, Hazardous waste procedures.

• Please contact EHLS department
HAZARDOUS WASTE

• Accumulate and dispose of hazardous waste according to Federal, State, and local regulations

• An Online Hazardous Waste Pick-Up request system is available on EHLS website
ENVIRONMENTAL HEALTH & SAFETY CONCERNS

Pay attention to:

• Workplace conditions or actions that can cause harm to persons or the environmental
• Lack of, or poor condition of equipment, tools, personal protective equipment required for safe work
• Violations of UH policies or government regulations applicable to Environmental & Occupational Health and Safety
ADDRESSING SAFETY CONCERNS

• Take care of it, only if you can and are trained to. Otherwise,

• Notify the appropriate person or UH Department
  – e.g. Work request to FAMIS or Call FIXIT (713-743-4948)

• Notify your supervisor or Department Administrator

• Contact EHLS Department for assistance at
  ehs@uh.edu or 713-743-5858

• Report the safety concern or violation
ACCIDENT INVOLVING INJURIES

• Report accidents involving injury immediately to EHLS at 713-743-5858 for proper investigation
• File “Report of First Injury” with Risk Management at 713-743-0414
• Emergencies & after work hours- call Campus Police at 713-743-3333
• Medical emergencies- seek immediate medical attention
• Accidents involving Property Damage- Notify Risk Management
INCIDENTS & NEAR MISSES- NO INJURIES

• Remember, incidents and near misses could lead to future accidents
• Notify your Supervisor of the Incident or Near Miss
• Warn your colleagues to watch out
• Notify EHLS Dept. at ehs@uh.edu or 713-743-5858 to investigate and offer corrective actions.
EHLS WEB SITES INFORMATION

• Fire Marshal  http://www.uh.edu/ehls/fire/

• Food Safety  http://www.uh.edu/ehls/general/food-safety/

• Trainings  http://www.uh.edu/ehls/training/

• Hazardous Wastes  http://www.uh.edu/ehls/waste/

• Please visit EHLS website at www.uh.edu/ehls for all other information

• Contact us at 713-743-5858 or ehs@uh.edu
PAYROLL

Important information when it
The University of Houston pays their employee’s on the following schedules:

• Biweekly, these are your Hourly/Non-exempt employees
  – Biweekly pay periods begin on a Wednesday and end on a Tuesday.
  – Biweekly employees are paid every other Friday. Which is 10 days from the end of the pay period.

• Monthly, these are your Salaried/Exempt employees
  – Monthly employees are paid on the 1st “working” day of the month, for the prior month.
Hourly employees are responsible for:

- Punching in/out throughout the day.
- Notifying your Manager if you miss a punch, which creates a High Exception.
- Submitting your Absence request, this is the method used to request time off.
- Ensuring that you’re Manager has approved all of your payable time and absence request by Payroll’s designated deadlines.
TRAM is the University of Houston’s electronic Time Reporting & Absence Management System.

• As an hourly employee you will be required to record your punches using either the Web Clock portal or the Time Collection Device (TCD).
  • Web Clock
    – An online-based time collection system located in P.A.S.S. This method allows the employee to punch in/out from the employee’s computer.
  • Time Collection Device (TCD)
    – An electronic device used for hourly employees to report time worked. This method requires the employee to punch in/out by scanning his/her thumb or other finger.
Log into PASS:

Web Clock
Report a single punch and associated time and task details.
### Web Clock

**Mickey Mouse**  
Test Non-Exempt

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employment Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>9991236</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Your Last Recorded Punch

- **Meal at 12:03:00PM**

#### Enter Punch

- **Punch Type**: In
- **Time Zone**: CST - Central Time

[Enter Punch]
TCD machines are located near the entrance of the building.
Both Hourly and Monthly employees submit absences request the same way, these request must be submitted and approved by your manager by Payroll’s designated deadline.
Monthly employees are responsible for:

- Submitting your Absence request, this is the method used to request time off.
- Ensuring that your Manager has approved your absence request by Payroll’s designated deadlines.
Initially you will set up your direct deposit when you complete your New Hire paperwork. If you need to change your direct deposit information it will need to be completed as follows:

- Biweekly Payroll: Last day of the pay period.
- Monthly Payroll: 15th of each month

Following this schedule will ensure that your new direct deposit information will be processed timely. Always review the Payroll Calendar located on the HR Website under Payroll Services.
Below are some of the items that you should review on a regular basis:

• **Personal Data:**
  – Social Security Number
  – Address

• **Validate all time is approved:**
  – Payable Time
  – Absence Request
  – High Exceptions, cleared

• **Paycheck Data:**
  – Earnings
  – Deductions
    • Biweekly voluntary deductions are taken on the first biweekly check of the month, all other deductions are split between both pay periods.
  – Taxes

If you identify any errors or need to make any changes or corrections, you will need to make these as soon as possible to ensure your records and payroll are correct.
Payroll is deadline driven, please be sure to review the Payroll Calendar’s for designated deadlines.

Visit our Payroll Services page on the HR website.
UHPD LOCATION

• Located at 4051 Wheeler
  – At the corner of Wheeler Street & Cougar Place Drive.
  – South of TDECU Stadium.
SAFETY RESOURCES

Emergency Call Box
Located throughout the campus.

Safety Escort Program
Available 24/7
Emergency Alerts

The UH ALERT Emergency Notification System will only send messages when a significant emergency or dangerous situation that represents an immediate threat to the health or safety of the campus community or when certain criminal offenses have been reported that represent a serious or continuing threat to the university community.
Emergency Alerts

How to Update Your Faculty/Staff Emergency Contact Information

If you are a student, go to the Student Instructions page.

Maintaining your cell phone number in PASS is very simple. Follow these 6 easy steps:

1. Log into AccessUH via https://accessuh.uh.edu
2. Select the PASS icon under 'Administrative Services'
3. Select Personal Information
4. Select Phone Numbers
5. Select Mobile as the Phone Type and enter your cell phone number
6. Click Save

Please allow 24 hours for the information to be updated.

Website: alerts.uh.edu
Twitter: UHAlert
Facebook: UHAlert
SAFETY RESOURCES

Emergency Alerts

Website: alerts.uh.edu
Twitter: UHAlert
Facebook: UHAlert

Twitter Fast Follow: Text “follow @UHAlert” to 40404
SAFETY RESOURCES

Security Alerts

Website:  www.uh.edu/police/securityalerts/
Twitter: UofHPolice
Facebook: University of Houston Police Department
• Authorizes a License To Carry holder to carry a concealed handgun on or about the license holders person while on the campus of an institution of higher education or private or independent institution of higher education in this state.

*One of the eligibility requirements to apply for LTC, must be at least 21 years of age.
SENATE BILL 11
OPEN CARRY IS STILL PROHIBITED ON CAMPUS.
SENATE BILL 11

• Prohibits a university from restricting the carrying of a handgun in a person's car if that person holds a concealed handgun license.

• Requires that prohibited areas are designated by "30.06 signs" which indicated that carrying of a handgun within the area that is prohibited.
SENATE BILL 11

• Went into effect August 1, 2016.
• The effective date of this law for a public junior college is August 1, 2017.
Texas PC 46.035 (UNLAWFUL CARRYING OF HANDGUN BY LICENSE HOLDER) prohibits carrying of handguns and other weapons in the following places:

- Collegiate sporting or interscholastic event is taking place
- At any meeting of a governmental entity
- Campus areas used for day care and school activities
- Health care facilities
- Laboratory areas
- University housing other than Calhoun Lofts
- Spaces used for discussions of grievances or disciplinary hearings or meetings
RESOURCES

- UHPD Website
  - Campus Carry Video
- UH Manual of Administrative Policies and Procedures (MAPP 07.01.05)
  - Exclusion Zones by Building Number and Name
- Student Code of Conduct
  - Updated
CONTACT UHPD

We are available around the clock, and any of our staff can assist you, or direct you to the person who can. Never hesitate to stop one of our staff or give us a call if you have a question or concern.

713-743-3333
Emergency: 911
www.uh.edu/police
Email: police@uh.edu
Auxiliary Services

» Cougar Card
» UH Bookstore
» Vending Services
» truecolor GRAPHICS at the University Copy Center

www.uh.edu/AuxiliaryServices
Permits

• Purchase on AccessUH or at Welcome Center
• Pay using credit card or payroll deduction
• Available permit types vary by employment status

Visitor and Overflow Parking

• Metered
• First floor parking garages
• Energy Research Park

Special Events

• Watch email for game day parking info and other closures

www.uh.edu/parking
Alternative Transportation

✓ Full-time faculty or staff
✓ Not purchasing individual parking permit

» Metro
  • 50% off local bus and rail
  • 25% off Park and Ride

» Carpool - Discount Parking
  • 2 Riders = 25% off permit price
  • 3 Riders = 50% off permit price
  • 4+ Riders = 75% off permit price

Contact Us: Stadium Garage | coast@uh.edu

www.uh.edu/COAST
Alternative Transportation

» Zipcar
  • Car share program
  • $35 annual membership + $7.50 / hour
  • Includes gas + insurance

www.uh.edu/zipcar
Parking & Transportation

- **Cougar Line Shuttles**
  - Free to faculty, staff and students
  - Routes on website
  - Service to Energy Research Park and Eastwood Transit Center

Download DoubleMap app to track:

[Download DoubleMap for Google Play](#)
[Download DoubleMap for Apple App Store](#)

[www.uh.edu/cougarline](http://www.uh.edu/cougarline)
UH offers 3 meal plans for any residential restaurants.

- 5 Meal Plan: $32.48/Month
- 10 Meal Plan: $59.54/Month
- 15 Meal Plan: $86.60/Month

Sign up in person today at the Cougar Card office located in the Welcome Center.
UH20 Stations
71 filtered water stations across campus

What you can do:
• Reduce Reuse Recycle
• Use a Big Belly
• Volunteer in community garden

Connect
sustainability@uh.edu
Subscribe to our newsletter online
Welcome New UH Staff!

University Information Technology has a number of services and policies that we would like to bring to your attention.
UIT provides support for all users at UH
Colleges/Divisions/Departments have local IT staff

UIT Website: uh.edu/infotech
Your UH Accounts

» PASS (PeopleSoft)
  - Personal Info  - Payroll
  - Benefits       - Time Reporting
  * PeopleSoft HR/Campus Solutions/Finance
    (as needed for your job)

» CougarNet
  - Network       - UHSecure Wireless
  - AccessUH      - Virtual Private Network

» Departmental Accounts
Look for an e-mail sent to the e-mail address you entered in PASS. It should arrive within 24 hours of Orientation.

You will be required to change your password before you can login.

Go to: uh.edu/password

Select: “I need to change my CougarNet password” and follow the steps.
Password Management

» Use Strong Passwords
  √ Upper and lowercase letters
  √ Numbers (including zero)
  √ Special Characters ~ ! # % & ( ) * @ ^

» Cannot contain part of your UserID exceeding 2 consecutive characters

» Change every 180 days

» Use a unique password for each account
  (work, personal e-mail, banking, Facebook, etc.)
Web portal using CougarNet ID to log in to web based applications:

PASS • HR/Campus Solutions • Finance
E-mail • Software • Blackboard • Parking
Virtual Private Network (VPN)

uh.edu/infotech/vpn

» Makes your computer part of the secure UH network, even from home
» Is required when using some UH services from off-campus
» Use to access confidential/sensitive (Level 1) data
UHSecure Wireless
uh.edu/UHSecure

» Campus-wide wireless network for secure browsing from a laptop or mobile device
» CougarNet account required to access
» Must configure device with configuration wizard
» Only need to run the configuration wizard once per device
All faculty/staff/students have an Alias

Alias forwards e-mail to your Account

cougar14@uh.edu
cougar7@central.uh.edu

Access Account through e-mail client (i.e., Outlook)

E-mail may be sent to either Alias or Account

Alias listed in UH directory uh.edu/directory

Public information
“Phishing” E-mail

» Attempts to steal personal information
  • “Your account has been locked”
  • “Verify your account information”
  • “You’ve exceeded your mailbox quota”

» To get your user ID and password, they will ask you to:
  • Reply back with your account information
  • Click on a link to go to a bogus “login” page

» They use trusted brands to trick you
Tips For Not Getting “Hooked” By Phishers

» Remember your UH alias is public information.
» Do not reply to e-mail requests for personal information.
» UH will never ask to verify your user name or password.
» Check the URL link. Hover over links in e-mails to see what the actual destination is. Don’t click the link, type the URL address you are familiar with directly into your browser.
» May not contain e-mail signatures or any contact information.
» Report suspicious e-mail to security@uh.edu for review.
DON’T LET PHISHERS HOOK YOUR UH ACCOUNT

PROTECT YOURSELF

Never respond to any email with personal information

Be suspicious of all email messages, especially those with attachments you are not expecting or from companies you do not already do business with

Do not click on links in messages. Type website addresses directly into your browser.

Report suspicious emails to security@uh.edu

Official emails sent from the University of Houston to large internal audiences follow these requirements:

From: John Smith [uhcomm@uh.edu]
Sent: April 30 at 9:15AM
To: You [youremail@uh.edu]
Subject: Beware of phishing emails

PHISHING: The practice of using fraudulent emails and copies of legitimate websites to extract personal financial data from computer users for purposes of identity theft.

John Smith, Systems Analyst I
Information Technology
University of Houston
A Carnegie-designated Tier One public research university
713-743-1411
support@uh.edu

This is an official message sent by the University of Houston. To verify the validity of this message, visit uh.edu/phishing or email security@uh.edu.

Need to send email to large internal UH audiences? Contact ecomm@uh.edu for assistance!

Get more tips at uh.edu/phishing
**Spam & PureMessage E-mail**

**“Low Risk”**

“Low Risk” e-mails will be have ****SPAM**** appended to the beginning of the subject line.

**“High Risk”**

“High Risk” e-mails will be quarantined by PureMessage.
» Employees are required to use messaging services provided by UH for official university business:
  • UH assigned mailbox
  • Lync Instant Messaging
  • Lync Video Conferencing
» UH alias must forward to UH assigned e-mail account
» Employees may access e-mail on smartphones and tablets as long as a password is enabled to access the device
» Employees may not retain their e-mail alias upon leaving the university
Resources are provided to support mission
  • Incidental personal use acceptable
Use only your assigned user ID
All messages, files, and documents stored on UH resources are owned by UH
No expectation of privacy, except as provided by privacy laws
Abide by copyright laws and software licensing agreements
All users have an obligation to report:

» Actual incidents
» Suspected incidents
» Identified Vulnerabilities

Web: uh.edu/infotech/security
E-mail: security@uh.edu
Phone: 832-842-4695
Anonymously: www.mysafecampus.com

To report a copyright violation:
dmca@uh.edu
To report computer abuse:
abuse@uh.edu
3 Levels of Data

Level 3 = Public data
- Public information readily available
  - Information posted on the University public web site, such as your e-mail alias

Level 2 = Protected data
- Information that may be subject to disclosure or release under the Texas Public Information Act as requested.
  - Professor’s lecture presentation before the class takes place
3 Levels of Data

Level 1 = Confidential / Sensitive / Mission-Critical

- Confidential
  - Social Security numbers
  - Educational records (FERPA)
  - Health care information (HIPAA)
  - Customer information (GLB)
  - Credit Card Numbers (PCI)
- Sensitive (Texas Business Code)
  - First & last name in combination with:
    - Social Security Number
    - Government-issued ID (e.g., driver’s license), or
    - Account/Credit card/Debit card number & access code
  - Information that identifies an individual and relates to:
    - Their physical or mental health or condition
    - The provision of or payment for health care
- Mission-Critical – essential to the continued performance of the University
Level 1 – **Required** Protection

- Stored on critical information resource (such as an enterprise application or network file share)
- Appropriate access controls (e.g., user ID and password)
- Must be **encrypted** if transmitted over a wireless network or thru e-mail
  - Contact IT Security at [security@uh.edu](mailto:security@uh.edu) for a certificate if you need to send Level 1 data by e-mail.
- Stored on **portable device** only with valid business reason & if information is encrypted **(Use VPN instead)**
- Stored on **non-university device** only with valid business reason and Department Chair or Chief Information Security Officer must approve
  - This includes cloud providers (e.g., Dropbox, Google Docs)
UIT is responsible for sending our emergency notifications by text.

Text messages will ONLY be sent in cases of emergency.

Make sure your cell phone number is correct in PASS.

Official UH texts will come from UHS911 (847911).

Other emergency information is posted at [uh.edu/emergency](http://uh.edu/emergency).
UIT Training

» SkillPort eLearning: accessuh.uh.edu

Over 2800 titles

- Communications
- Customer Service
- Leadership
- Management
- IT
- Marketing
- Project Management
- Quality Management
- Strategic Planning
- Software Applications
Free & Discounted Software

» UIT – uh.edu/infotech/software
  • McAfee Anti-Virus (free)
  • Microsoft Office, Project, Visio (free)
  • Windows 7 & 8 (free)

» Cougar Byte – cougarbyte.com / Student Center

Microsoft Products < $20
• Windows 7 & 8
• Office 2010 for Windows
• Office 2011 for Mac

Up to 85% off Retail
• Adobe products
• Hardware
• Accessories
Overview of all services offered by UIT:
www.uh.edu/infotech/services

Questions?

support@uh.edu
713-743-1411
Health & Retirement Benefits
NEW HIRE ELECTION PERIOD

• **WITHIN** the first 30 days from hire date to make your optional benefits elections

• Elections are effective:
  
  – Health coverage: 1\textsuperscript{st} of the month following your 60\textsuperscript{th} day of employment
  
  – Optional coverage: 1\textsuperscript{st} of the month following
  
  – Elections are made on-line at:  \url{www.ers.state.tx.us}
  
  – Kiosks available in 325 McElhinney Hall
OTHER ENROLLMENT PERIODS

- Summer enrollment (July)
- Qualifying life event:
  - Marriage
  - Birth of a child
  - Adoption
  - Divorce
  - Eligible dependent gains or loses coverage
**WAITING PERIODS**

- **Health Insurance:**
  - Begins on the 1st of the month following your first 60 days of employment
  - Calculated based on your start date; *not* your new hire orientation attendance date

- **Optional Coverage's:**
  - 1st of the month following your election
  - No 60 day waiting period
  - Do not have to match your medical election type
EXCEPTIONS TO THE 60 DAY WAITING PERIOD

• If you are a direct transfer from another state agency
• If you are a covered dependent of a state of Texas agency employee
• If you are currently on COBRA (medical) in the Group Benefit Plan (GBP)
• If you are changing from part-time insurance eligible to full-time insurance eligible

If any of these apply to you…complete an ERS Benefits Enrollment form and deliver to Benefits.
# PRIOR STATE SERVICE

**Accepted***

- Prior UH employment
- Student employment at UH (or other state agency)
- Other state of Texas agencies
- Other state of Texas universities

**Not Accepted**

- Employment with an ISD
- Non-Texas state universities
- Community/Junior Colleges
- City of Houston
- Temporary work with UH

*If you have accepted prior state service, complete the Prior State Service form, provide it to your previous employer and have them return to UH HRIM Section (HR Information Management).
As a UH faculty or staff member, you can enjoy a comprehensive benefits package that includes:

- Medical coverage
- Vision Care
- Prescription drug coverage
- Dental coverage
- Life insurance
- Disability insurance
- Flexible health & dependent care spending plans
- Retirement
ELIGIBLE DEPENDENTS

Eligible Dependents

• Legally married husband or wife
• Common-law spouse
• Natural born or adopted child
• Stepchild whose primary residence is with you

Special Certification

• Foster child whose primary residence is with you
• Grandchildren
• Child you have legal guardianship and resides with you

• NOTE: ERS will conduct a 100% Audit on all dependents.
Three Options:

• HealthSelect

• KelseyCare (Powered by Community Health Choice)

• Consumer-Directed Health Select (high deductible plan)
MEDICAL COVERAGE: HEALTHSELECT

• Administered by UnitedHealth Care Services, Inc.

• With access to more than 51,560 doctors in Texas, 757,843 nationwide

• All benefits eligible employees must elect coverage
PRESRIPTION MEDICATION: OPTUM RX

• $50 annual deductible per participant

• Copayment amount based on:
  – Tier
  – Supply size
  – How order is placed

• Prescriptions can be delivered to your home
EYE CARE: HEALTHSELECT

• Discount vision program as part of HealthSelect

• Single eye exam per year covered under insurance ($40/co-pay)

• Discounts on:
  – Frames
  – Lenses
  – Contacts
University Eye Institute:

- $40 Co-pay waived for employee
- 30% off eyewear
- 25% off contact lens fittings
- 15% off contact lenses

Hours of Operation:
8AM - 5PM Monday through Friday
(713) 743-2020 or uei.uh.edu
4901 Calhoun Rd (next to the Wellness Center)
MEDICAL COVERAGE: KELSEYCARE

- Must select option for coverage
- HMO
- Kelsey-Seybold Clinic
- No Referrals needed
- Drug Coverage
AREA COVERED: KELSEYCARE

Houston Area

- Brazoria
- Fort Bend
- Galveston
- Harris
- Montgomery
MEDICAL COVERAGE: CONSUMER-DIRECTED HEALTHSELECT

- Administered by UnitedHealth Care Services, Inc.
- Network includes 51,560 doctors in Texas, 757,843 nationwide
- High-deductible plan with Health Savings Account (HSA)
- TexFlex Limited Flexible Spending Account (LFSA)
- Higher out-of-pocket costs but greater flexibility
- Potential for cost savings if procedures, prescriptions or physicians not in network
EYE CARE: STATE OF TEXAS VISION

• Optional vision plan through Superior Vision
• $25 In~Network eye exam
• Low co~pays on:
  – Frames
  – Lenses
  – Contacts
• Discounts of 15% ~ 50% on LASIK available
DENTAL COVERAGE

Dental Maintenance Plan
Humana DHMO

- HMO
  - In-network coverage only
- No annual deductible
- Payment based on fee schedule
- PCP must be on file
- Orthodontia for adults available

State of Texas
Dental Choice Plan

- PPO
  - In & out-of-network coverage
- Annual deductible
- No PCP on file
- Orthodontia available for dependents 19 and under

Welcome to the Powerhouse. UNIVERSITY of HOUSTON
State of Texas Dental Discount Plan Administered by Careington

- No Deductible
- No Copayments
- No Claims to file
- Save 20% to 60% on most dental work including routine oral exams, unlimited cleanings, and major work such as dentures, root canals, and crowns.
- 20% saving on orthodontics including braces and retainer for children and adults
- 20% discount off of specialist fees
- Save on cosmetic services like bonding, veneers and whitening
- 6,000 Participating dentist offices in Texas
LIFE INSURANCE COVERAGE

• Automatic: Upon enrollment in HealthSelect
  – Life: $5,000 basic life
  – AD&D: $5,000

• Optional: Must elect within first 30 days of employment
  – Life: up to 4 times* your annual salary
  – AD&D: up to $200,000
  – Dependent*: $5,000 basic life and $5,000 AD&D

• *Some coverage requires Evidence of Insurability (EOI) before permitted to elect
  – If you elect 3 or 4 times your annual salary, select 2 times in the event you are not approved for 3 or 4 times your annual salary.
DISABILITY COVERAGE

• Provides you with a portion of your monthly income after applicable waiting period has been meet if illness or injury keeps you from working
• Cost automatically calculated based on salary
• Short-Term:
  – 66% of monthly salary up to $6,600
  – Coverage for up to 5 months
• Long-Term:
  – 60% of monthly salary up to $6,000
  – Coverage until age 69
TEXFLEX: FLEXIBLE SPENDING ACCOUNTS

Health Care Reimbursement Account (HCRA)

- Fiscal year (Sept – Aug)
- Money set aside pre-tax for health care related expenses
- Expenses for self and dependents
- Up to $2,550 allowed annually
- Full amount available upfront
- Eligible expenses include:
  - Co-insurances
  - Prescription medicines
  - Lasik
  - Optometry Appointments
  - Prescription Glasses
  - Dental

Dependent Care Reimbursement Account (DCRA) (up to 13)

- Fiscal year (Sept – Aug)
- Money set aside pre-tax for dependent care related expenses
- Up to $5,000 allowed annually
- Only able to spend what you have saved
- Eligible expenses include:
  - Day care centers
  - Baby sitter inside or outside of household
  - Summer day camps
  - Day camps (non-educational)

Important: FSA’s are “use it or lose it” - New carryover of up to $500 for health care accounts instead of the grace period!
COMMUTER SPENDING ACCOUNT (CSA)

- CSA lets you set aside money from your paycheck, pre-tax, to use for eligible parking and transit expenses.
  - **Parking Account** Monthly Maximum $250.00 Monthly Minimum $15.00
  - **Transit** Monthly Maximum $130.00 Monthly Minimum $15.00
EVIDENCE OF INSURABILITY (EOI)

- Form completed providing medical history
- Used by insurance company to determine allowable coverage
- Completed:
  - If you waive health coverage for yourself or eligible dependent(s) in order to elect ERS health insurance within 30 days of losing comparable coverage, Proof of Coverage (POC) is required. No EOI required during Open Enrollment.
  - Want to elect 3 or 4 times annual salary for optional life insurance
  - Want to elect dependent life insurance after initial enrollment
  - If you waive short or long term disability during initial enrollment
ADDITIONAL OPTIONAL BENEFITS

• Aflac
  – Accident Insurance
  – Cancer/Specified-Disease Insurance
  – Critical Care and Recovery (Specified Health Event)
  – Hospital Confinement Indemnity

• Trustmark
  – Universal Life with Long-Term Care Plan

• Same open enrollment period as your other benefits
Wellness Newsletter

Wellness Opportunities
- Lunch & Learns
- Wellness Walks
- Meditation
- Yoga
- Weight Watchers
- Real Deal
- Mobile Mammograms
- Flu Shots

Wellness Policies
- Fitness Release Time
- Wellness Leave

Employee Engagement
- Faculty/Staff Tailgate & Football Game
- Community Walks & Runs
- Special Events

www.uh.edu/powerup

Welcome to the Powerhouse.
Employee Assistance Program (EAP)

- Confidential short-term counseling services
- Helpful tools including newsletters, self-assessments, trainings, and webinars
- Resources and referrals on a wide variety of topics including:
  - Legal and Financial
  - Parenting
  - Child and Elder Care
  - Substance Abuse
  - Anger Management
  - Conflict Resolution
  - Coping with Change

Employee Perks

- On- and off-campus discounts
- Deals
**TRS VS. ORP**

**Teacher Retirement System**
- Mandatory for all benefits eligible non-ORP employees
- Contribution rates:
  - Employee: 7.7% gross monthly salary
  - Employer: 6.8% gross monthly salary
- Defined plan upon retirement
- Vested after 5 years

**Optional Retirement Plan**
- Available to employees in specific titles & positions only
- One-time irrevocable decision
- Contribution rates:
  - Employee: 6.65% gross monthly salary
  - Employer: 6.6% gross monthly salary
- Vested after 1 year, 1 day
- 90 day election period
- Use of UHS approved vendors only
SUPPLEMENTAL RETIREMENT OPTIONS

- Can enroll at any time
- Pre-tax
  - 457
  - 403(b)
- Post-tax
  - Roth 403(b)
  - Roth 457
- Can only use UHS approved vendors

To enroll go online to Retirement@work or www.texasaver.com
UHS APPROVED VENDORS

• Fidelity Investments
• Voya Financial
• TIAA-CREF
• VALIC
HR Service Center
325 McElhinney
Monday - Friday — 7:30 a.m. - 5:00 p.m.
713-743-3988
HRSC@uh.edu
Website: uh.edu/hr/benefits