



UTSA[®]

The University of Texas at San Antonio[™]

UTSA Resources Workshop

Welcome!

- ➔ Welcome to our new Roadrunners at the Southwest Campus!
- ➔ UTSA is committed to a successful transition as you join the university community.



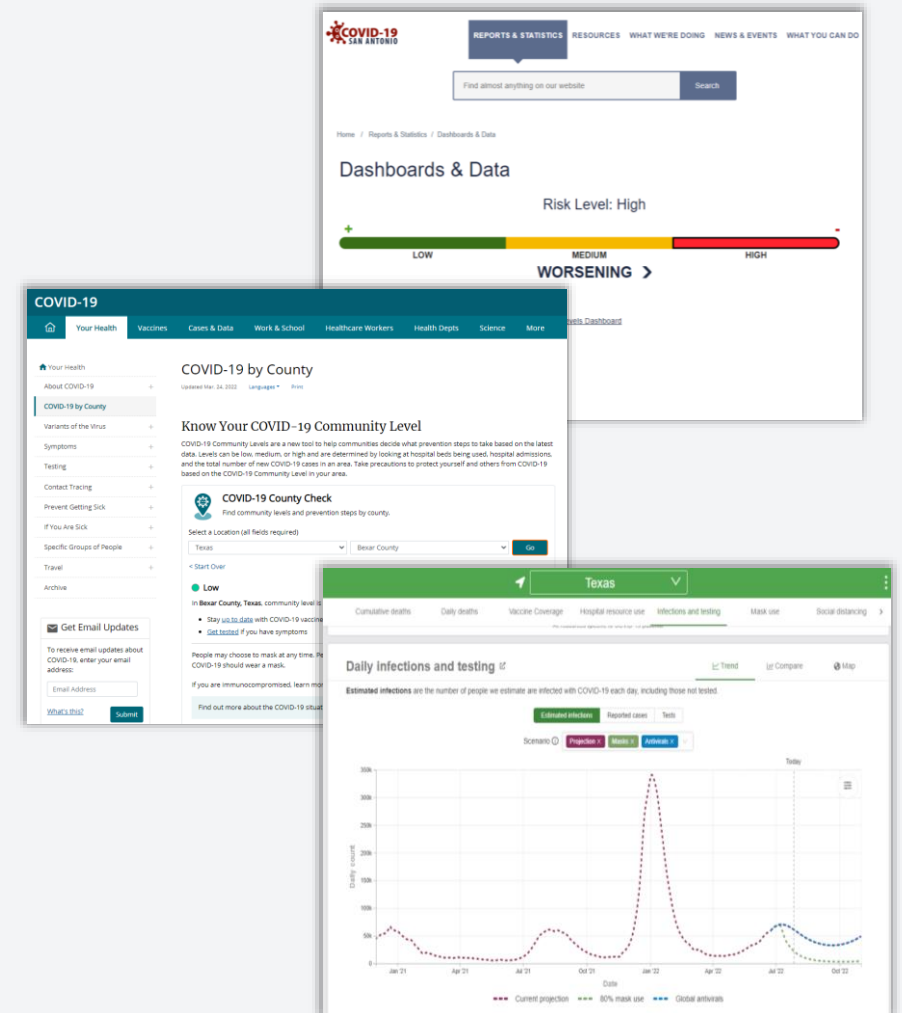
Getting Started at UTSA

- ➡ Know your team structure
- ➡ Get to know your supervisor and support team
- ➡ Work within your team structure, and reach out to other university support services when needed



Pandemic Operations

- ✓ Pandemic operations and protocols may be adjusted as needed based on local conditions and local, state & federal guidelines:
 - **CDC** (COVID-19 Community Level for Bexar County).
 - **San Antonio Metro Health** (Dashboards & Data; Progress & Warning Indicators)
 - **IHME Model**, **PHTF** experts, campus conditions, etc.
- ✓ COVID risk level monitoring (“Triggers”) team meets regularly
- ✓ Risk-based pandemic guidance and procedures for testing, vaccination, quarantine and isolation, etc.



COVID Testing



Livingston Med Lab:

HEB Student Union – 1.002

Open to current UTSA students, faculty & Staff
\$0 out of pocket with insurance.

Note: Livingston Med Lab's [Sonterra location](#) is another option for Roadrunners. This location is also available to the general public and is open Monday through Saturday.

At-Home COVID-19 Testing

- Order free test kits online from [covid.gov](https://www.covid.gov).
- UTSA benefits-eligible employees with UTSELECT can order [8 free at-home tests](#) per covered individual per month.

* Livingston accepts BCBS, Medicare, Medicaid, Tricare. For all other insurances, the test costs \$50. Test receipt can be submitted to insurance for reimbursement.

On-Campus COVID Vaccine Clinics

This fall, COVID-19 vaccine clinics will be offered on the Main Campus once per month.

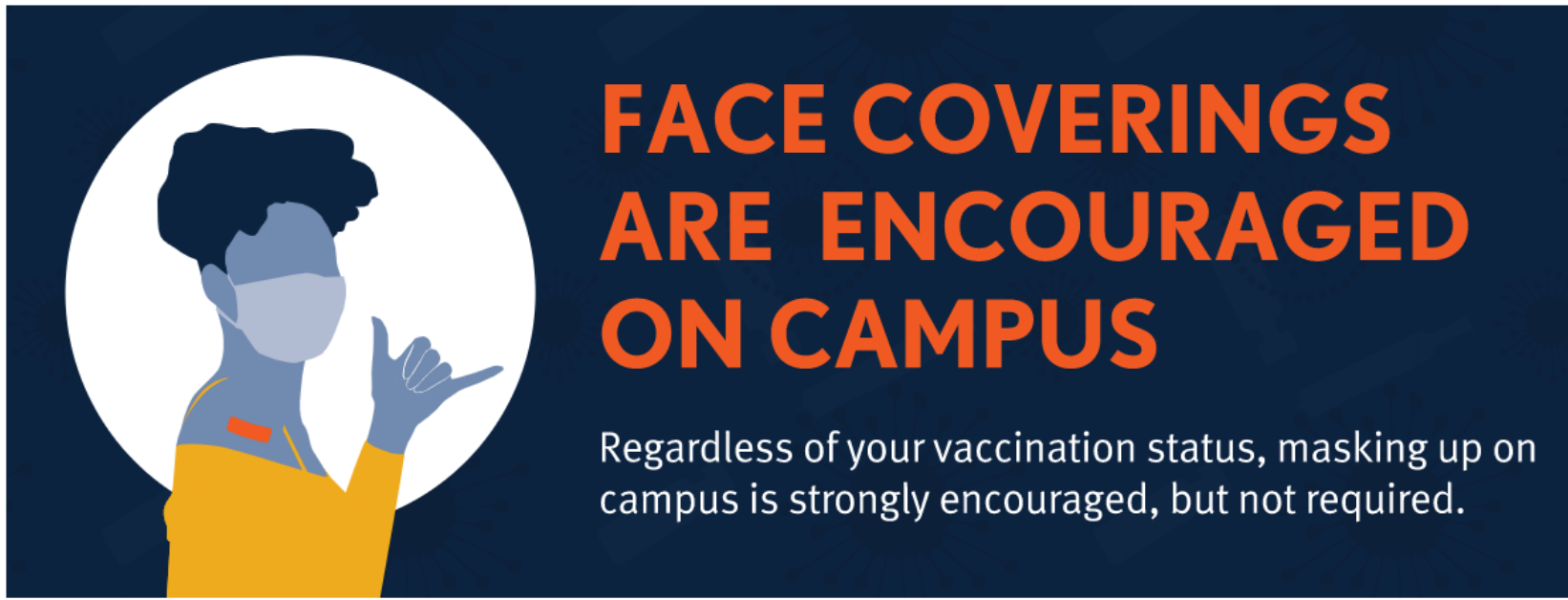
- Upcoming clinic dates: August 11th and September 15th
- SU Denman Ballroom, 9:00 a.m. to 4:00 p.m.

Fast Facts

- No appointment is necessary. Walk-ins are welcome during clinic hours.
- Open to all—students, faculty, staff, family members, and members of the community.
- Cost = free.
- **Boosters available** for those due to get one per [CDC booster guidelines](#).



Face Coverings



- **Indoors** – face coverings are encouraged while in all campus buildings, especially in high-traffic areas.
- **Outdoors** – face coverings are encouraged when social distancing is not possible.

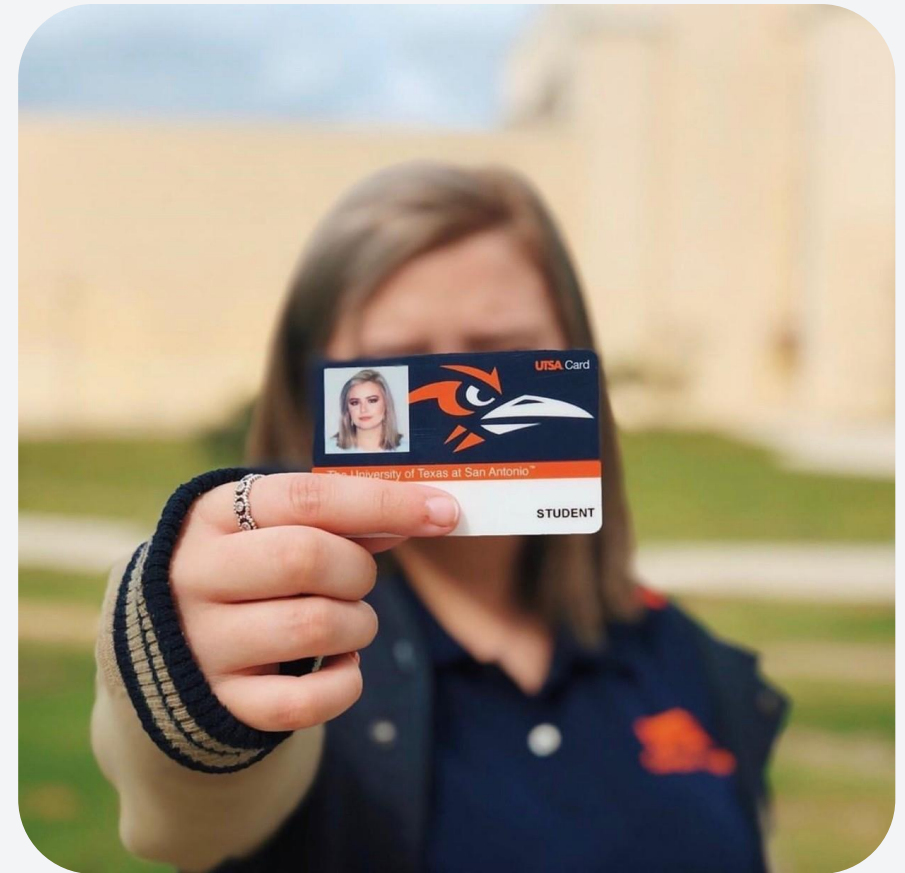
Free masks will be available at several high-traffic locations on campus.

COVID Case Management

- ✓ Stay home if you are experiencing COVID [symptoms](#)
- ✓ Report positive cases by submitting a COVID [Case Report](#)
- ✓ Case managers will provide guidance for quarantine or isolation
- ✓ Contacts tracing will continue
- ✓ Public health recommendations for events (no limit restrictions)
- ✓ COVID Confirmed Cases [Dashboard](#) updated daily

Campus Services

- ➞ Parking at the Southwest Campus
 - Parking permits
- ➞ Transportation between UTSA campuses
 - VIA U-Pass
- ➞ Nearby dining options
- ➞ UTSA Card



Facilities

- ➔ **Mission:** *Improving the physical environment*
- ➔ Overview of services
- ➔ Submit a service request
- ➔ Urgent Facilities concerns
 - Facilities Service Center
 - 24/7 Operations team



Facilities Services

- ➔ Building Maintenance & Operations
- ➔ Custodial Services
- ➔ Energy & Utility Management
- ➔ Event & Moving Services
- ➔ Grounds Maintenance
- ➔ Vehicle Maintenance



Facilities Services Categories

➡ **Basic – Facilities Funded**

- ➡ Building Maintenance/Operations
- ➡ Utilities (E&G)
- ➡ Custodial Services (E&G)
- ➡ Grounds Maintenance
- ➡ Infrastructure Support

➡ **Premium – Department Pays**

- ➡ Event Services & Moves
- ➡ Auxiliary Enterprise
- ➡ Departmental Requests
- ➡ Vehicle Maintenance

Note: Charges are based on the Facilities Shop Rates posted on the Facilities website and are updated each Fiscal Year.

Facilities – How to Request Service

- ➔ Facilities iService Desk – preferred method
 - ➔ All routine work requests
- ➔ Phone call to Facilities Service Center
 - ➔ Urgent and emergency situations
 - ➔ After normal business hours and weekends, call Facilities Operations
- ➔ Email
 - ➔ To check on a status of work request, request a change to an existing work request, or to ask for information.



Financial Affairs – Organizational Chart



Business Service Centers

| UTSA Department | Business Service Center Lead or Admin Contact Name | BSC Lead Email |
|---------------------------------|--|--|
| Acad. Affairs - Events | Carrie Langford | Carrie.Langford@utsa.edu |
| COLFA - Dean's Office | Jenny Stokes | Jenny.Stokes@utsa.edu |
| COLFA - Art Dept. | Victor Guerrero | Victor.Guerrero@utsa.edu |
| Facilities | Andrea Chavez | Andrea.Chavez@utsa.edu |
| Library | Marcela Summerville | Marcela.Summerville@utsa.edu |
| PACE | Candice Galindo | vpai_bsc@utsa.edu |
| People Excellence | Wanda Boller | Wanda.Boller@utsa.edu |
| University Police | Robin Sanders | Robin.Sanders@utsa.edu |
| Advancement & Alumni Engagement | Marcela Cabello | Marcela.Cabello@utsa.edu |



Financial Affairs – Financial & Administrative Transactions

➔ Examples of Business Service Center Transactions

- Purchase requisitions
- Credit card payments
- Travel authorizations
- Travel expense reports for reimbursement
- Other eligible personal expense reimbursements
- Business entertainment expense authorizations
- Hiring paperwork – might also involve other departmental personnel
- Reconciliations of monthly cost center activity

➔ Other

➔ Consult with your supervisor/departmental manager:

- If you think you need a university credit card.
- For handling of business contracts. Only limited central personnel can sign a contract on behalf of UTSA.



People Excellence

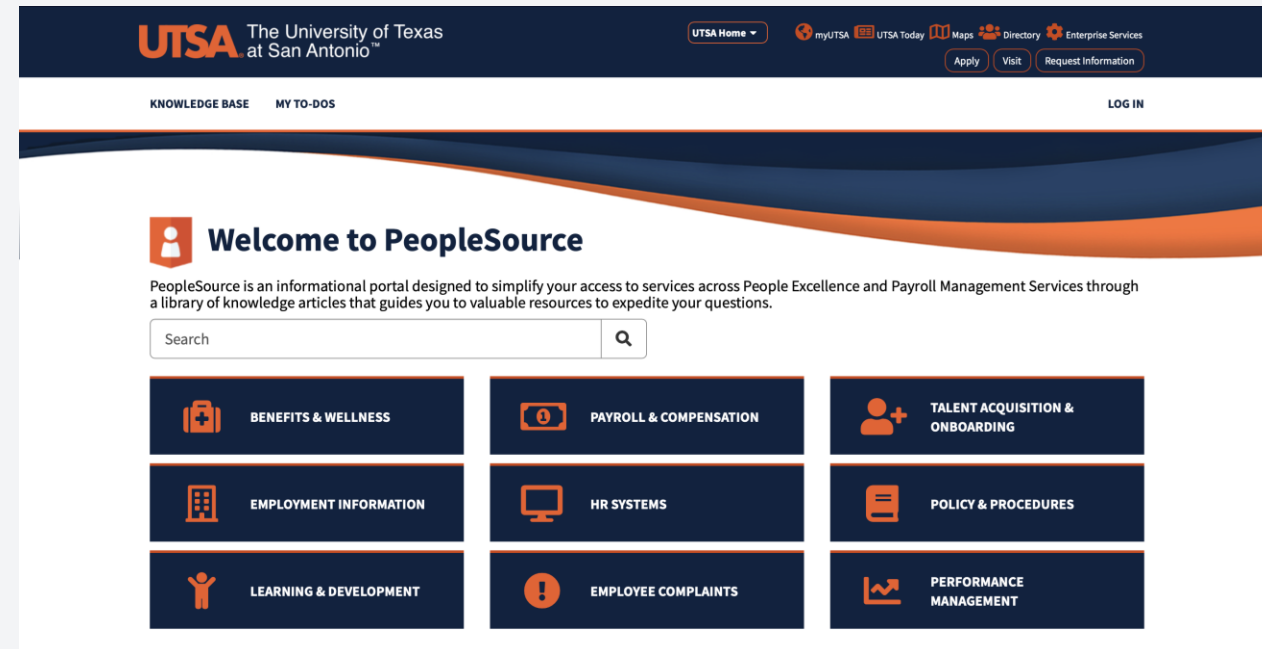
- ➔ PeopleSource
- ➔ Human Resources Business Partners
- ➔ Performance Evaluations
- ➔ Training opportunities
- ➔ Timesheets
- ➔ Employee Assistance Program
- ➔ Resources



PeopleSource

PeopleSource is an information portal for People Excellence and Payroll

- ➡ Search knowledge articles on a variety of human resources and payroll topics.
- ➡ Submit requests (tickets) for further support and view status



www.utsa.edu/hr/people-source/

People Excellence HR Business Partners (HRBP)

HRBP's serve as employee champions and strategic partners to the UTSA employee community.

| Area | Sr. HR Business Partner | Email |
|--|-------------------------|--|
| All Faculty | Marie Kuehler | marie.kuehler@utsa.edu |
| Academic Affairs - Events | Marie Kuehler | marie.kuehler@utsa.edu |
| Advancement and Alumni Engagement | Manny Garcia-Rubio | manny.garcia-rubio@utsa.edu |
| College of Liberal & Fine Arts (COLFA) | Manny Garcia-Rubio | manny.garcia-rubio@utsa.edu |
| Facilities | Marie Kuehler | marie.kuehler@utsa.edu |
| Library | Tracy Gomez | tracy.gomez@utsa.edu |
| PACE | Nadia Lopez | nadia.lopez@utsa.edu |
| People Excellence | Marie Kuehler | marie.kuehler@utsa.edu |
| Strategic Enrollment | Nadia Lopez | nadia.lopez@utsa.edu |
| University Police | Marie Kuehler | marie.kuehler@utsa.edu |

<https://www.utsa.edu/hr/hrbusinesspartner/>

Staff Performance Evaluations

The performance year is from September 1 through August 31.

- ➡ Performance goals should be developed in collaboration with your supervisor within 90 days of your hire date.
- ➡ Classified employees: 45, 90 and 160 day check-in evaluation during 6-month probationary period.

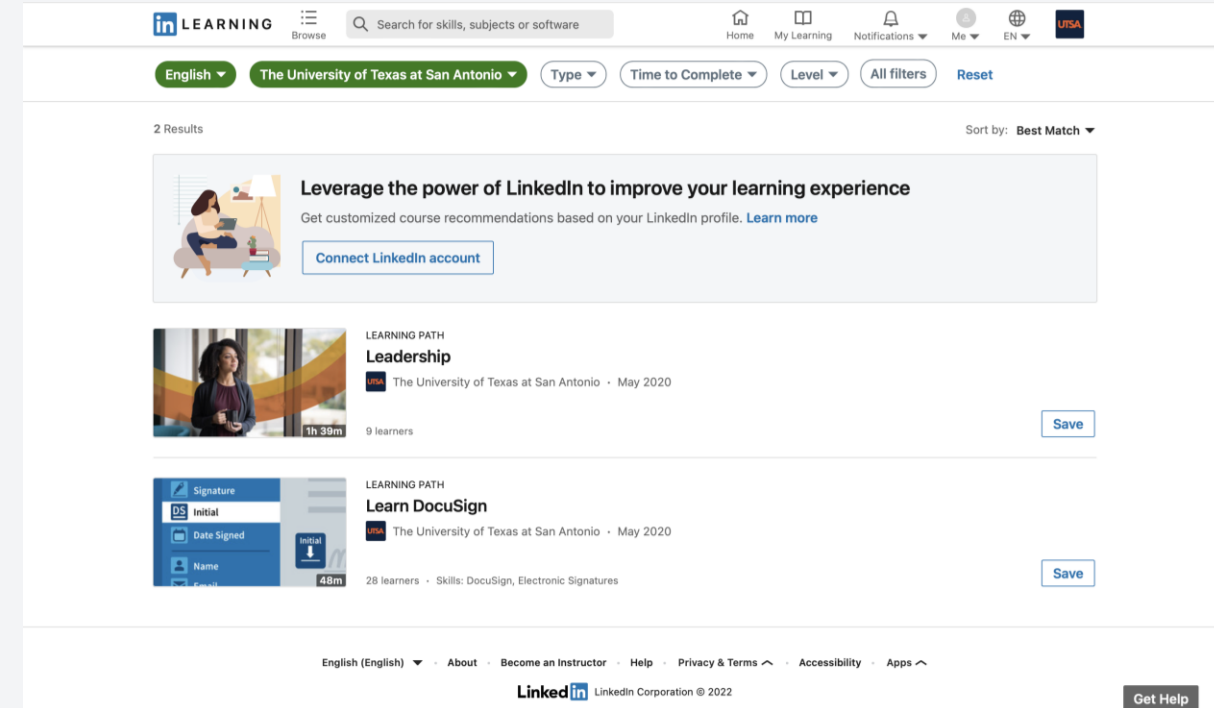


- www.utsa.edu/hr/performance-management

Just-In-Time Training



- ➔ Teams
- ➔ Docusign
- ➔ OneNote
- ➔ Leadership
- ➔ On-Demand Professional Soft Skills
- ➔ and many more...



<https://www.utsa.edu/linkedinlearning>

Timesheets

- ➔ Timesheets track time worked, leave & vacation balances
- ➔ Classified employees submit weekly timesheets
- ➔ Administrative & Professional employees submit monthly timesheets
- ➔ Sick leave and vacation requests are also submitted through the Time and Attendance section of the Employee Self-Service section of PeopleSoft
- ➔ Online training is available



<https://www.utsa.edu/financialaffairs/training/payroll.html>

Employee Assistance Program

- ➔ UTSA's EAP program provided through Deer Oaks provides free and confidential assessments, short-term counseling, referrals, prevention, and education services for you and your dependents.
- ➔ Access your EAP 24 hours per day, 7 days per week, 365 days per year.
- ➔ Simply call the toll-free number or visit the website for helpful resources, guidance, and support.

Call:

1-866-EAP-2400

1-866-327-2400

24 Hour Access to
Free Professional Support
National Relay: 1-800-877-8339

Online:

www.deeroakseap.com

Member Login

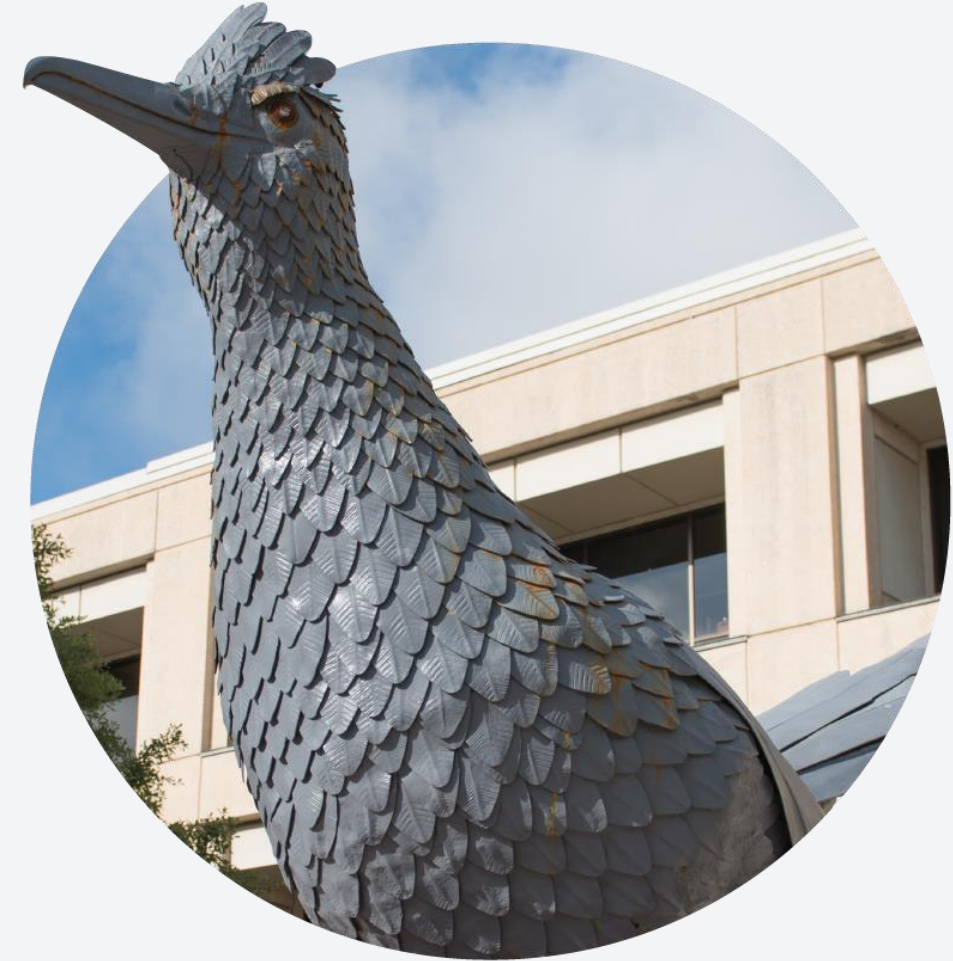
Username: utsa

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www.utsa.edu/hr/eap/index.html

Resources

- ➔ UTSA Observed Holidays - www.utsa.edu/hr/Leave/UTSAHolidays.html
- ➔ Vacation accruals - <https://www.utsa.edu/hr/Leave/VacationAccruals.html>
- ➔ People Excellence HR: <https://www.utsa.edu/hr/>
- ➔ Employee Resources: <https://www.utsa.edu/hr/employee.html>
- ➔ Training and Development: <https://training.utsa.edu>
- ➔ Employee Discount Program: <https://www.utsa.edu/hr/edp/>
- ➔ Staff Senate: <https://www.utsa.edu/sc/>
- ➔ My UTSA Benefits: <https://www.utsystem.edu/offices/employee-benefits/insurance/managing-your-ut-benefits>



Public Safety

➔ UTSAPD at the Southwest Campus

➔ Who to contact:

- Safety concerns
- Security escorts
- Locked doors
- Key requests



Real Estate, Construction & Planning

- ➡ Reserving meeting or event space
- ➡ Southwest Campus Wi-Fi
- ➡ Flexible work spaces



Questions?