



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.



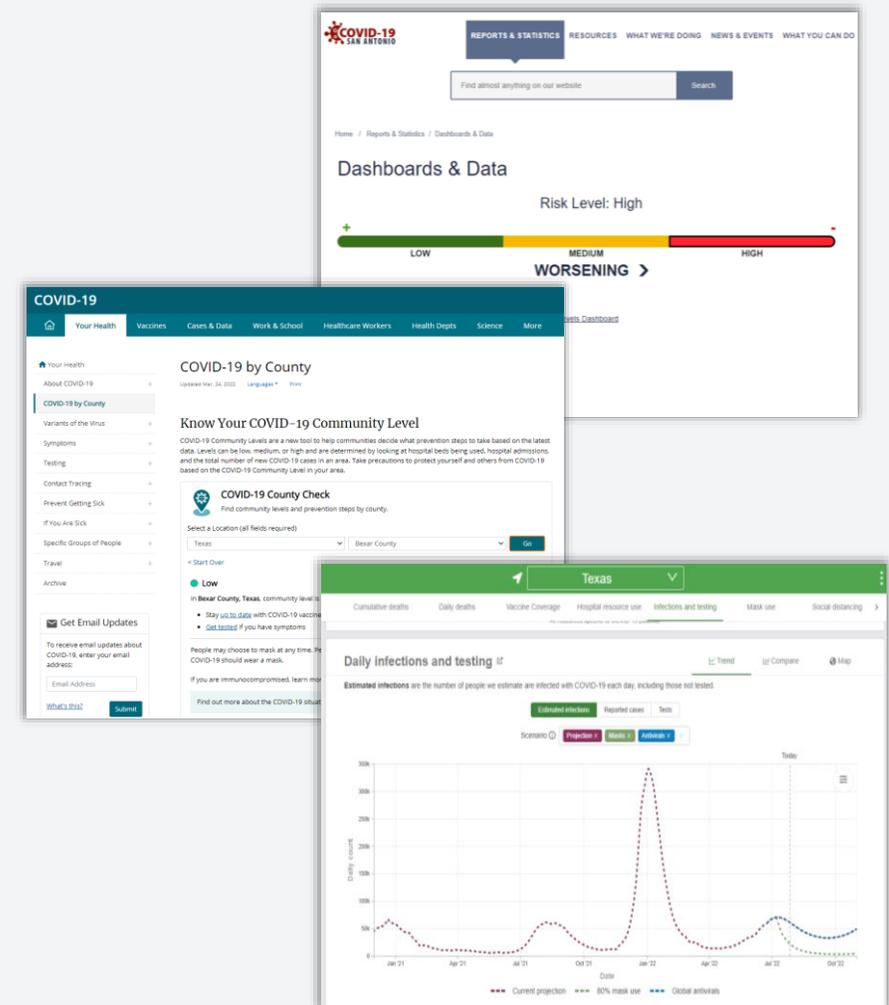
Getting Started at UTSA

- ➔ 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.

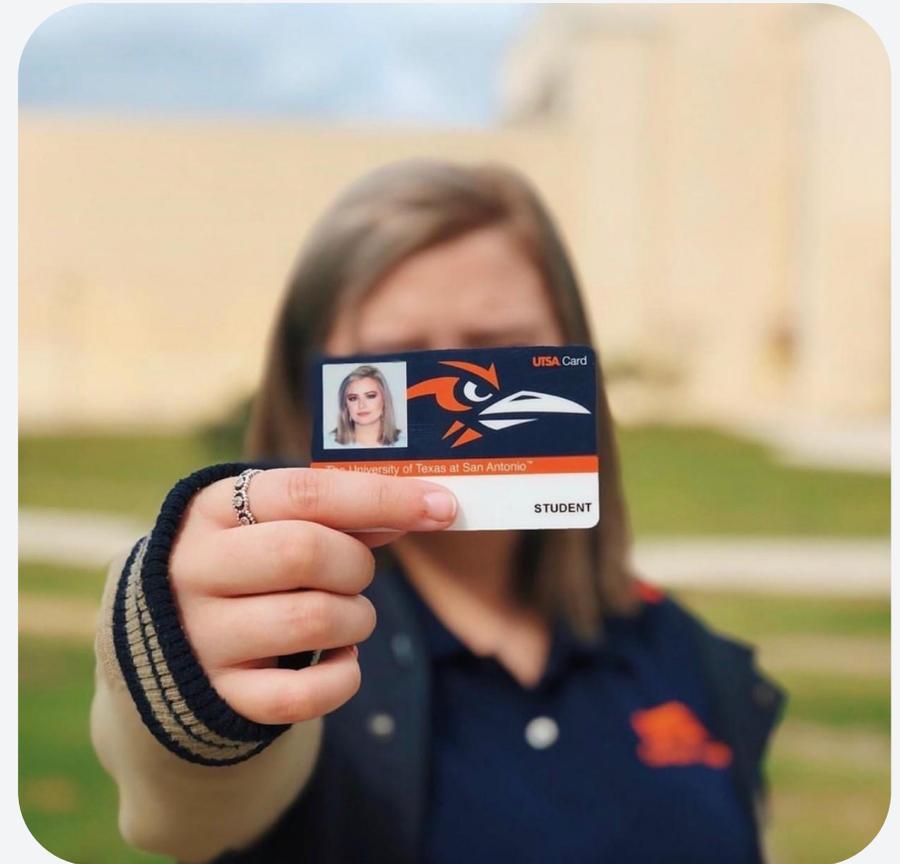
Free masks will be available at several high-traffic locations on campus.

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



IMPROVING THE PHYSICAL ENVIRONMENT

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

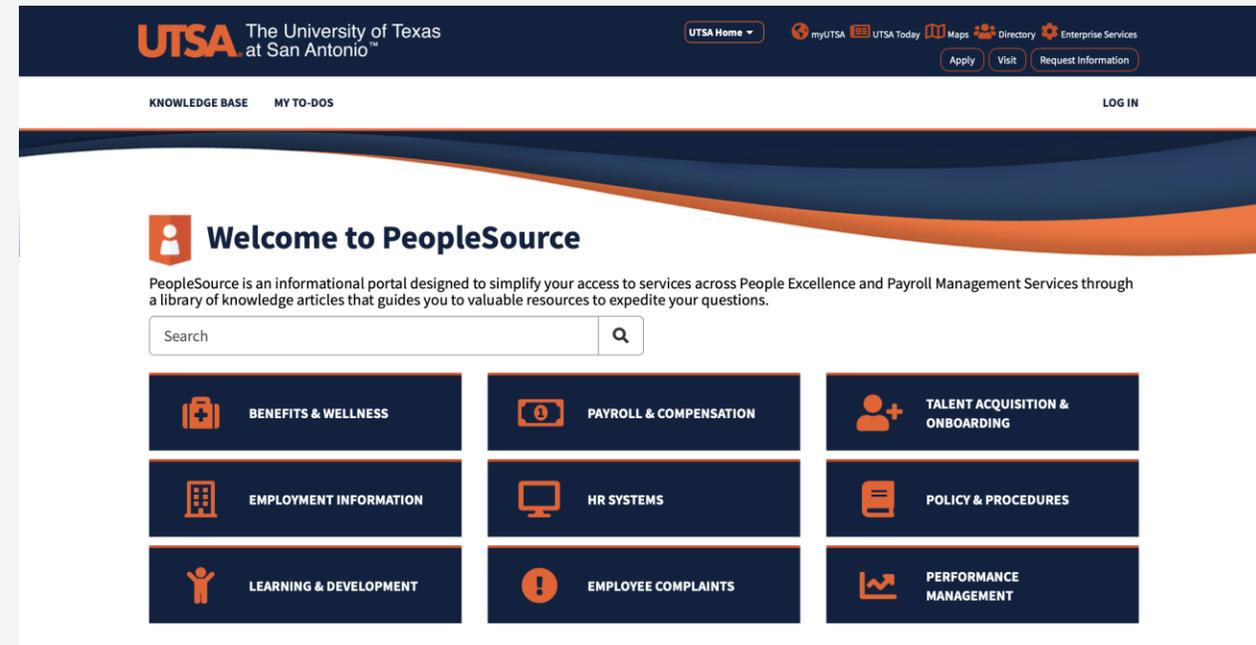
- ➔ PeopleSource
- ➔ Human Resources Business Partners
- ➔ Performance Evaluations
- ➔ Training opportunities
- ➔ Timesheets
- ➔ Employee Assistance Program
- ➔ Resources



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.

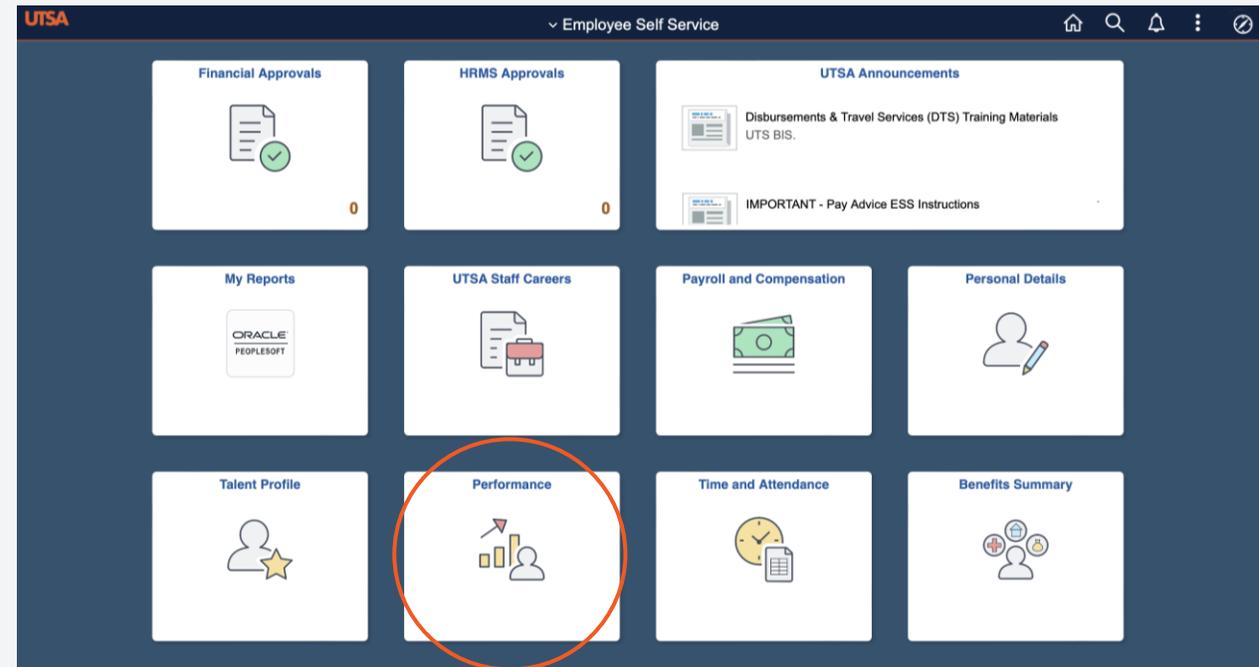
Area	Sr. HR Business Partner	Email
All Faculty	Marie Kuehler	marie.kuehler@utsa.edu
Academic Affairs - Events	Marie Kuehler	marie.kuehler@utsa.edu
Advancement and Alumni Engagement	Manny Garcia-Rubio	manny.garcia-rubio@utsa.edu
College of Liberal & Fine Arts (COLFA)	Manny Garcia-Rubio	manny.garcia-rubio@utsa.edu
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.

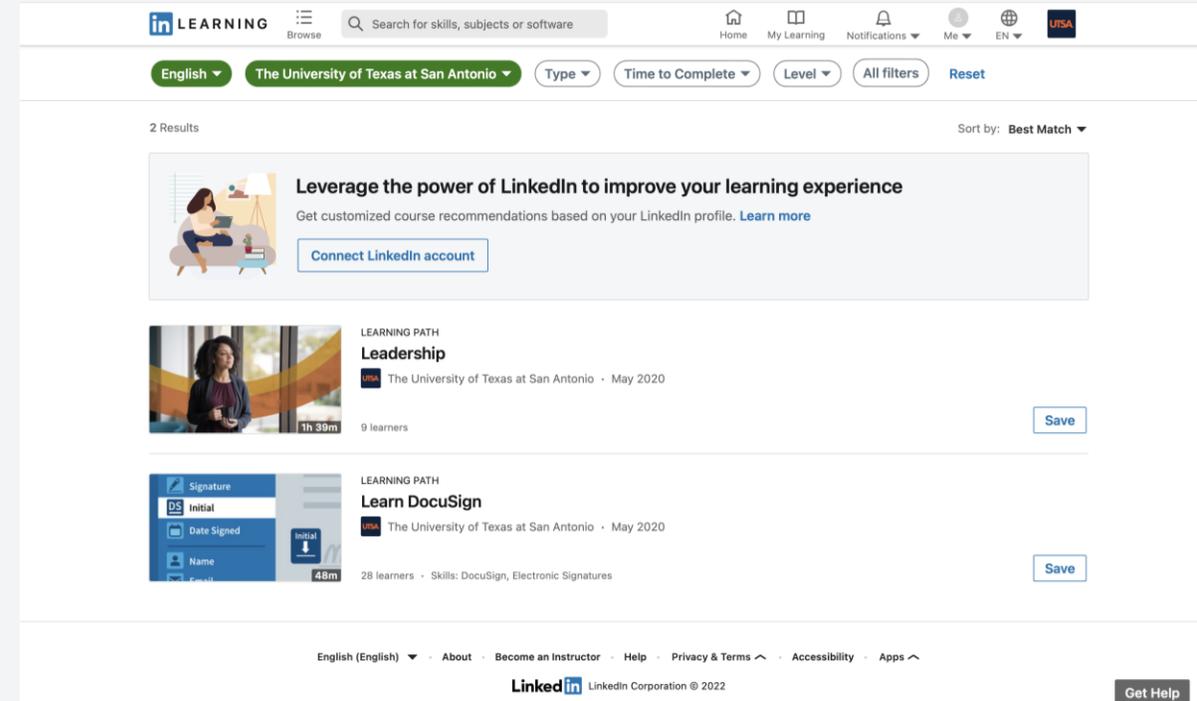


- www.utsa.edu/hr/performance-management

Just-In-Time Training



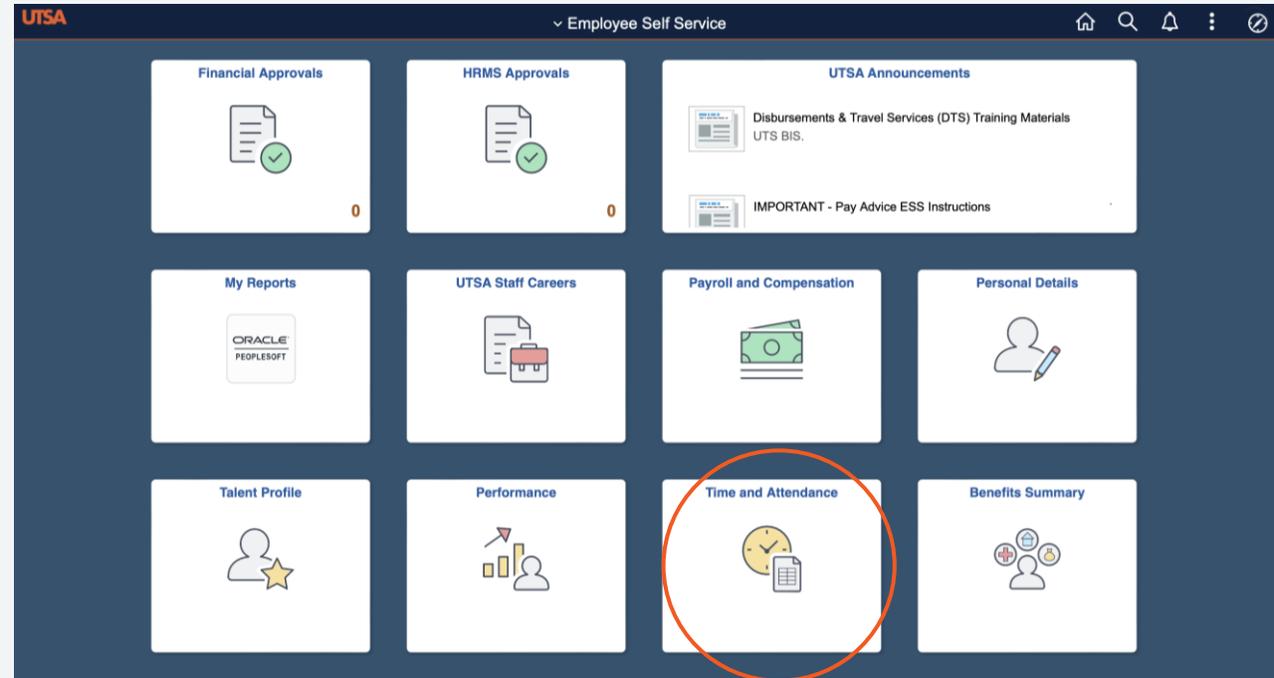
- ➔ Teams
- ➔ Docusign
- ➔ OneNote
- ➔ Leadership
- ➔ On-Demand Professional Soft Skills
- ➔ and many more...



<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

Password: utsa

(lowercase)

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?