Agenda

✓ Employee Transitions Resources Website
✓ Employee Referral and Verification
✓ Accrued Leave and Final Paycheck
✓ Retirement and Financial Resources
✓ Personal Item and UTSA Equipment Return
✓ Employee Preference, Job Postings and Application Best Practices
✓ Transition Services
✓ Q & A
EMPLOYEE TRANSITION RESOURCES WEBSITE

- Information is also located in your Employee Transition Resources Guide
- Website is updated every 2-3 business days
- Links for all info discussed in today's session
- Employee Transition Resources Page
EMPLOYEE REFERRAL AND VERIFICATION

• To assist you in attaining your new position, UTSA has provided you with a letter of referral.

• To verify your employment at UTSA, please direct future employers to “The Work Number” www.theworknumber.com
  1-800-367-5690
  (1-800-424-0253 for TTY if hearing impaired)

  The University of Texas at San Antonio's Employer Code: 13944
ACCRUED LEAVE & FINAL PAYCHECK

• During your notification period, you will continue to be paid at your current rate on regularly scheduled pay days.
• Payment for accrued unused vacation time will be paid out on your final paycheck.
• You can view your current leave balances via Employee Self Service.
• Access to your W-2 and Paycheck Summary will be available via Employee Self-Service.
RETIREMENT AND FINANCIAL RESOURCES

• The retirement savings you earned while employed at UTSA remain intact, and you have the option of leaving it in place.

• For details specific about your retirement account, refer to the Teacher Retirement System Handbook or call 1-800-223-8778.

• If you participated in ORP (other retirement plan options), additional information is available through the employee transitions resources site.
RETURNED EQUIPMENT & PERSONAL ITEMS

Important Guidelines

• It is **Imperative** that employees adhere to time and date given in their letter.

• Social distancing guidelines will be followed and enforced.

• If you need additional information, please contact [HRBP](mailto:HRBP).
RETURNED EQUIPMENT & PERSONAL ITEMS

- Employee's will process through 3 stations at the UTSA Convocation Center: Inventory, Keys and Personal Items.
- UTSA Equipment will be verified against their Telecommuting Form.
- If equipment is missing, a Missing Equipment Dispute form is filled out and will be turned into the departmental supervisor for later resolution.
- Keys will be turned into Security Services
- Personal items will be returned and verified against the Personal Items Inventory Checklist.
- Missing items can be noted on the Missing Personal Items Dispute form for later resolution with their department.
COMMON QUESTIONS

• When will this presentation and others be uploaded to the site?
  • We are working to have the site updated every 2-3 business days as we received additional information.

• What happens to my state comp time and sick time?
  • State comp time is use or lose, so you will not be paid out any state comp time. Sick time can be rolled into retirement benefits (if eligible) or donated. Any staff with accrued overtime will be paid out in their final paycheck.

• Why are my personal effects packed for me? Why can’t I retrieve them myself?
  • Due to the ongoing pandemic and campus partial closure, it was safest to minimize the number of people returning to campus. The collection site will have enforced social distancing and other precautions in place.

• Will I continue to have access to enterprise products? (Adobe, Microsoft etc.) What about ESS?
  • You will have access to enterprise products and the Employee Self-Service system.
EMPLOYEE PREFERENCE
JOB POSTINGS AND
APPLICATION BEST PRACTICES
EMPLOYEE PREFERENCE

• A hiring department may give hiring preference to an employee impacted by the reduction in force, regardless if you are Classified or A&P, without interviewing other non-impacted candidates who may qualify for the vacancy.
  • All applicants must qualify for the position and submit an application via the applicant tracking system.

• Duration of employee preference
  • First day of notice and up to sixty (60) days after an employee's termination date – until October 31st.
  • Reference HOP 3.05
JOBS

- Access postings at jobs.utsa.edu
- Create a new account or sign in with your existing account
- Individuals can search for jobs before creating an account
APPLICATION STATUS

• Once the application is submitted, you will receive an auto generated email notification. Please verify receipt of the email to ensure your application was submitted.

• Applicants can monitor the application status for each job search by logging into jobs (jobs.utsa.edu) and clicking on "Your Applications". This will provide a list of postings you have applied to and what status they are currently in.
POSTED POSITIONS

• New internal only postings are available.

• Posting dates will be 8 calendar days and will close at midnight on the final posted day (July 1st-8th).

• Postings will be either be Internal to Division/College or Internal to all UTSA.

• After July 8th some postings may be opened externally. All employees are still eligible to apply.
APPLICATION BEST PRACTICES

• Allow yourself enough time to apply for the position.

• Ensure you review the minimum qualifications prior to completing the application process.

• Update your resume with your current position and add any other relevant data that highlights the position requirements listed on the posting.

• Check jobs daily for new postings at jobs.utsa.edu
COMMON QUESTIONS

• Is there a difference with preference with regards to internal and external listings?
  • If you are eligible, you will receive preference regardless if the position is internal or external.

• Will we be interviewed for jobs with employee preference?
  • We will be following the standard practice for recruiting that includes the interview process.

• If I do not obtain a position, when can I file for unemployment?
  • You are still considered a UTSA employee until August 31st. If you do not obtain a position by then, you can file for unemployment starting September 1st.
TRANSITION SERVICES
NEXTJOB CAREER TRANSITION SERVICES

NextJob is a nationwide reemployment company focused on full employment.

- You will receive 13 weeks of one-on-one personalized job coaching at no cost to you.
- You’ll have access to an online, interactive Job Search Training Program that is customized based on user input and response.
- Your job coach will work with you to fine-tune each module of the program and support you through completion.
- Upcoming Live NextJob Sessions:
  - July 7, 1:00pm & August 4 10:00am – Career Transition Assistance
  - July 9, 10:00am – Writing a Powerful Resume
  - July 10, 10:00am – Interviewing Skills

For more information visit the Employee Transitions Resources page.
ONLINE LEARNING

LinkedIn Learning is designed to help you gain new skills and training to advance your career. Customize your learning experience for relevant professional interests and goals.

The UTSA Learning Zone is an online learning platform that provides just-in-time access to learning modules, articles and books on personal and professional development.
The Deer Oaks Employee Assistance Program (EAP) is available to you until February 28, 2021.

- Free service provided to benefits-eligible UTSA employees and families and offers a wide variety of services during this challenging period, including counseling sessions to assist with issues including stress, anxiety, depression, and grief.
- Services are completely confidential, and can be easily accessed 24/7, offering you around-the-clock assistance up to six months after your last date of employment.
- For more information and to access the EAP site, please visit UTSA EAP or contact by phone at 1-866-EAP-2400 Member Login Username/password: utsa
QUESTIONS??