

YourTimeAway + myTime Upgrades

Thank you for joining!



To give everyone time to join the
webinar, we will begin shortly.

We appreciate your patience!




A woman with her hair in a bun, wearing a light blue button-down shirt and orange pants, is sitting on a light-colored sofa. She is smiling and looking at a laptop computer. The room is bright and modern, with a large window in the background, a floor lamp with a white shade, and a vase of flowers on a side table.

YourTimeAway + myTime Upgrades

Flexibility, wellness, and added benefits

Introducing our new Comprehensive Leave Program



Agenda

- **Your Time Away (YTA) Overview**
- **Improved myTime Dashboard**
- **Accrual Balances in MyTime (no longer in PeopleSoft)**
- **New Centralized HR Processes**
 - Historical Edits
 - How to Report Prior Sick Leave
 - Continuous FMLA Timekeeping
 - “Unpaid” Status Updates
- **New Application Process Driven by YTA**
 - Paid Parental Benefit Process
 - Medical Hardship Leave Pool Process





PTO + prior sick and vacation hours

- Employees keep all current unused Sick leave and Vacation leave time in the new Your Time Away plan.
- These balances will show in myTime as “Prior Vacation Leave Bank” and “Prior Sick Leave Bank.”
- The new PTO Plan does not have separate sick and vacation accruals but rather one PTO accrual bank that **YOU choose how to use** – all for vacation, all for sick/medical, or some combination.
- The annual PTO accrual amount you receive is based on your years of service (including any prior state service) and will increase by 4 hours for each year of service you achieve, up to 20 years.
- PTO accrual is capped at 135% of your annual accrual rate.
- You will begin accruing the new PTO in September 2024 based on your pay exemption status.
- At the time of separation/retirement from UTSW, you will receive any hours in your Prior Vacation Leave Bank plus any unused PTO, up to the maximum payout allowed by our current plan today.

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Nine set holidays and three floating holidays

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- The following **nine set holidays** will be observed each year (no more waiting for the schedule to be announced).
 - Labor Day
 - Thanksgiving Day
 - Friday following Thanksgiving
 - Christmas Day
 - New Year's Day
 - Martin Luther King Jr. Day
 - Memorial Day
 - Juneteenth-Emancipation Day
 - Independence Day
- Plus, three additional floating holidays are yours to use for personal holidays important to you or as additional scheduled time away. All three days will be loaded in your account at the beginning of each fiscal year and are available immediately for use.
- Holidays falling on a Saturday will be observed on the Friday prior, and those falling on a Sunday will be observed on the Monday following; 24/7 operations will observe it on the actual holiday.





Paid Parental Benefit

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- The NEW paid parental benefit is for specific qualifying events related to time away for birth, adoption, foster placement, or surrogacy related to your family
- This benefit is available for both spouses
- It is available for eligible employees after 90 days of employment at UTSW
- Six weeks Paid Parental Benefit (PPB) at 50% of pay – runs concurrent with state parental and FMLA
- PPB is available after first using 40 hours of PTO or Prior Vacation Leave Bank
- Those who have Prior Sick Leave Bank accruals will use it prior to PPB, as Prior Sick Leave Bank is paid at 100% of pay
- PTO, Prior Vacation Leave Bank, and Short-term Disability Insurance can be used to “buy” up to 100% of pay
- Six weeks of PPB can be used in up to three separate scheduled times during the 12 months following a qualifying event





Medical Hardship Leave Pool

This new program captures the culture of caring and support for each other at UTSW

- This new Medical Hardship Leave Pool will replace similar prior programs including Catastrophic Leave and Family Leave as they are connected to the state time-off plan.
- Employees will have the opportunity to donate PTO and Prior Vacation Leave Bank hours to this pool at any time and in any amount, starting with just one hour.
- Donations to this new pool will not be subject to IRS taxes.
- Employees in medical need based on their own health or the health of an immediate family member, and who have exhausted all personal paid leave available, will be able to apply for up to 160 pool hours.
- UTSW will start the pool with hours to offer this resource immediately, until we begin to receive donations from colleagues across our campus.

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myTime Upgrades



Improved myTime Dashboard

The improved myTime dashboard is designed to create the ability to easily navigate daily timesheet capabilities and time-off requests. Employees will only see tiles applicable to them.

Employee myTime Dashboard

The dashboard is divided into four main sections:

- My Time Off:** A form for requesting time off. It includes a dropdown menu for selecting a reason (currently showing "C-PTO Sched: Multiple ..."), a calendar icon, a toggle switch, and a "Submit" button. A blue box highlights the dropdown menu.
- My Time Off Balances:** A summary of current balances. It shows "Balance as of Today" and "PTO 13.33 Hour". Below this is a table of balances:

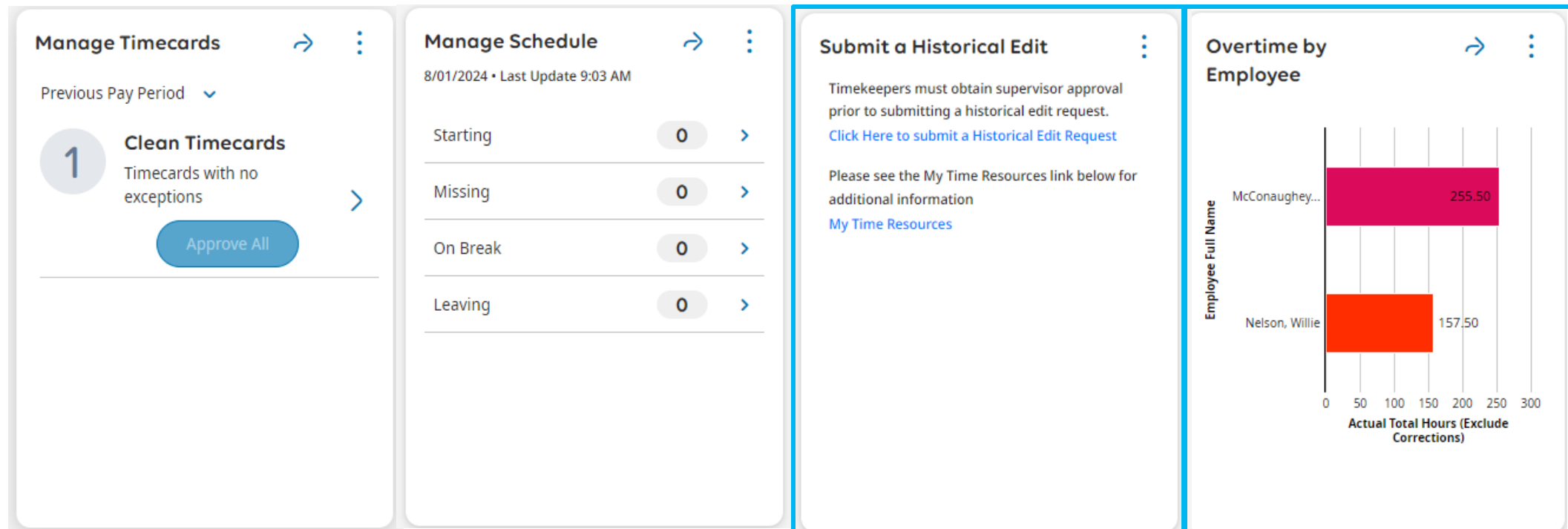
Available Balance	13.33
Earned to Date	13.33
Planned Takings	0.00
Taken to Date	0.00

- My Prior Sick Leave:** A section for requesting prior sick leave. It includes a warning: "APPLICABLE ONLY IF YOU HAVE AVAILABLE PRIOR SICK HOURS. Please ensure that all PTO accruals have been exhausted before requesting Prior Sick Leave." and a link to "Request Prior Sick Leave here". It also notes eligibility: "Eligible only to employees hired before 8/31/24. Please refer to the link below for more details on this policy." and a link to "Prior Sick Leave Policy".
- Punch:** A section for logging work hours. It includes a "Recent Transfers" dropdown, an "Add Transfer" button with a plus icon, and two large buttons for "Start Work" and "End Work".

Improved myTime Dashboard

The improved myTime dashboard for Managers and Timekeepers will include all employee tiles, and additional tiles and features; such as, overtime data and the ability to submit a historical edit.

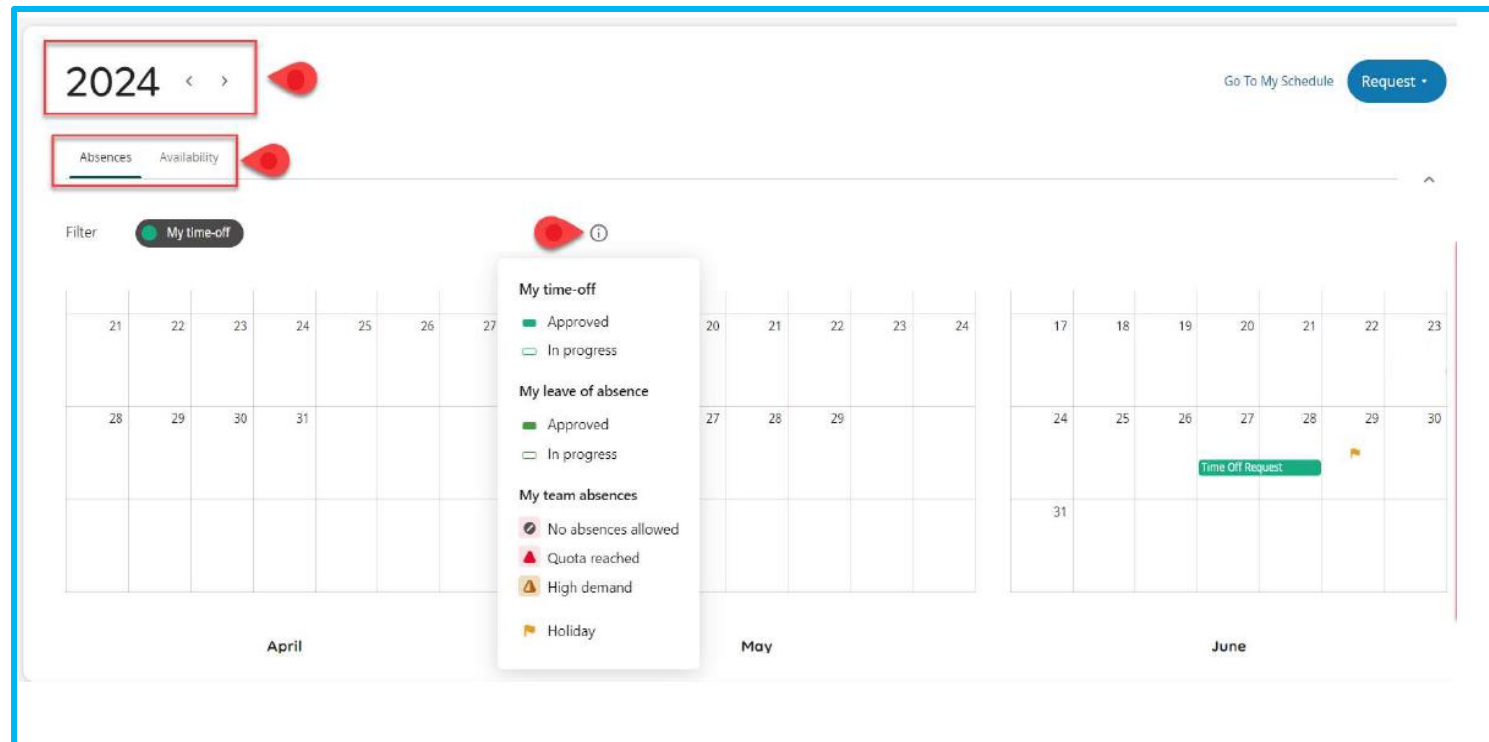
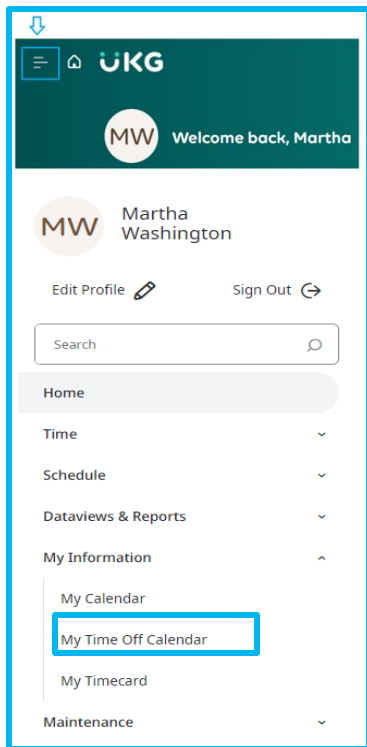
Manager myTime Dashboard



Improved myTime Dashboard

Employees will continue to see their absences via a calendar view in MyTime, not PeopleSoft.

Managers will have the ability to view the absence calendar for each of their employees in myTime.

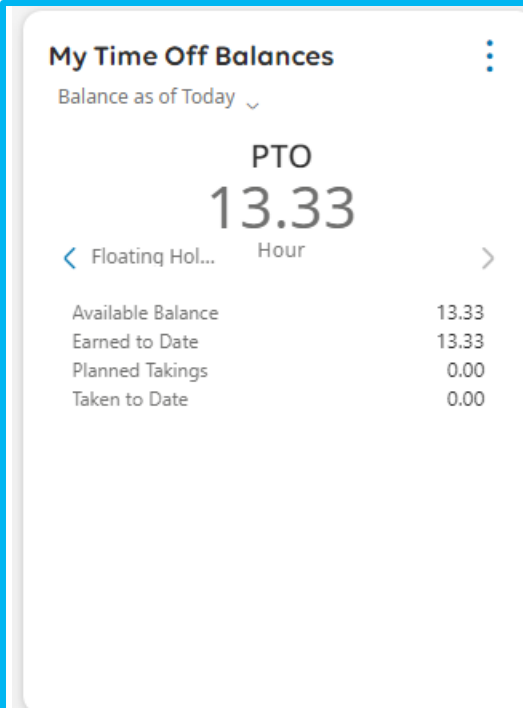


Accrual Balances in myTime

To provide consistency and have a single system of record for accrual reporting, we're simplifying how you request and manage your paid leave through the **My Time Off** and **My Time Off Balances** tiles in your myTime dashboard.

New Process: The **My Time Off Balances** tile in your myTime dashboard will display accruals and balances for all eligible paid leaves (e.g., Floating Holiday, PTO, Prior Vacation Leave Bank, etc.).

- You no longer need to check PeopleSoft to compare accruals or balances.
- You can also view all available accrual balances in your timesheet under the accruals tab.
- All non-exempt (hourly) employees and exempt (salaried) employees who are paid bi-weekly will receive their new PTO grants every two weeks **starting Sept. 8.**
- Exempt (salary) employees who are paid monthly have already received their first new PTO monthly grant.

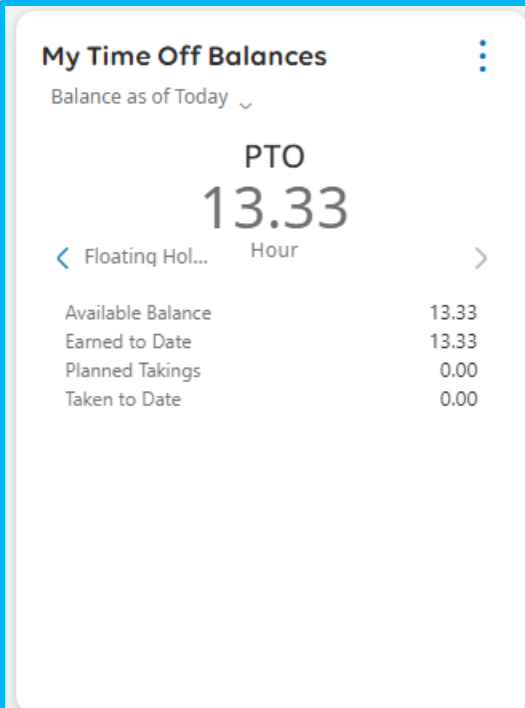


My Time Off Balances	
Balance as of Today	
PTO	13.33
< Floating Hol... Hour >	
Available Balance	13.33
Earned to Date	13.33
Planned Takings	0.00
Taken to Date	0.00

Accrual Balances in myTime

Important considerations:

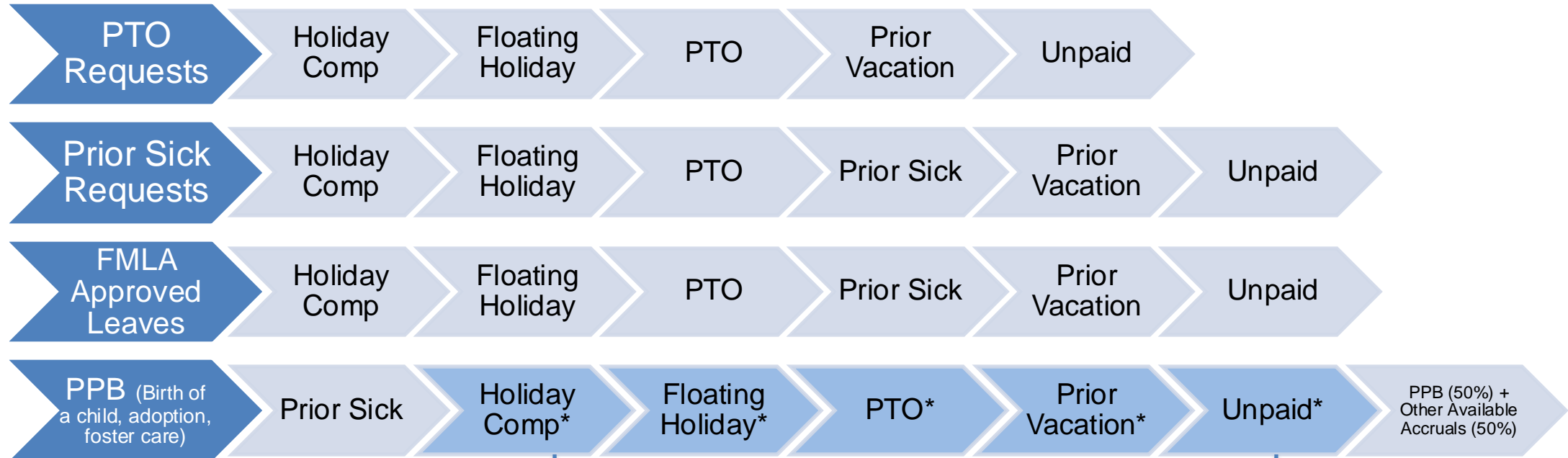
- As a reminder, the annual Vacation and Sick rollover process occurs at the end of our fiscal year (Aug. 31), and all Prior Vacation Leave and Prior Sick Leave hours are now reflected in myTime. However, there are two factors that might cause a delay in your accrual calculations:
 - If you have time off near the end of August or beginning of September
 - If there are any historical edits needed for your prior timesheets
- These factors will cause the system to process updates to your accruals, and balances will be updated no later than your next paycheck.



The screenshot displays the 'My Time Off Balances' section of a user interface. It shows the current balance for PTO as 13.33 hours. Below this, a table provides a breakdown of the balance: Available Balance (13.33), Earned to Date (13.33), Planned Takings (0.00), and Taken to Date (0.00).

My Time Off Balances	
Balance as of Today ▾	
PTO	
13.33	
Hour	
Available Balance	13.33
Earned to Date	13.33
Planned Takings	0.00
Taken to Date	0.00

Time-off Cascade Process



***A combination of hours from these accrual banks must equal 40 hours to be eligible for PPB**

New Centralized HR Processes

To support the changes of Your Time Away, several HR processes have been centralized, created and/or updated.

Whether you're an employee, manager, or timekeeper, these improvements are designed to enhance your experience and help you save time:

- Centralized Historical Edit Process
- Prior Sick Leave Usage and Process
- Continuous Leave Managed by HR's Leave Administration team
- "Unpaid" Status for Exhausted Accruals
- Paid Parental Benefit Application
- Medical Hardship Leave Pool (MHLP) Application
- Other Available Leave Types (EMP-265)

Centralized Historical Edits

The historical edit process will now be centralized and managed by HR Services Center. Managers and timekeepers will no longer execute historical edits directly in an employees' timesheet; but will simply initiate the historical edit request in myTime.

New Process: Navigate to **Submit a Historical Edit** tile in your myTime dashboard to submit a historical edit.

- If a timekeeper submits a historical edit, an attestation will be required to document that the supervisor's approval has been obtained.
- The supervisor of the employee will be notified of the request.

Submit a Historical Edit

Timekeepers must obtain supervisor approval prior to submitting a historical edit request.

[Click Here to submit a Historical Edit Request](#)

Please see the My Time Resources link below for additional information

[My Time Resources](#)

Centralized Historical Edits

Important considerations:

- **Through December 31, 2024**, necessary historical edits can be requested for any prior pay period.
- **Beginning January 1, 2025**, historical edits can only be requested for the prior pay period. Any historical edits requested for an earlier pay period will **require three levels of approval**.

Submit a Historical Edit ⋮

Timekeepers must obtain supervisor approval prior to submitting a historical edit request.

[Click Here to submit a Historical Edit Request](#)

Please see the My Time Resources link below for additional information

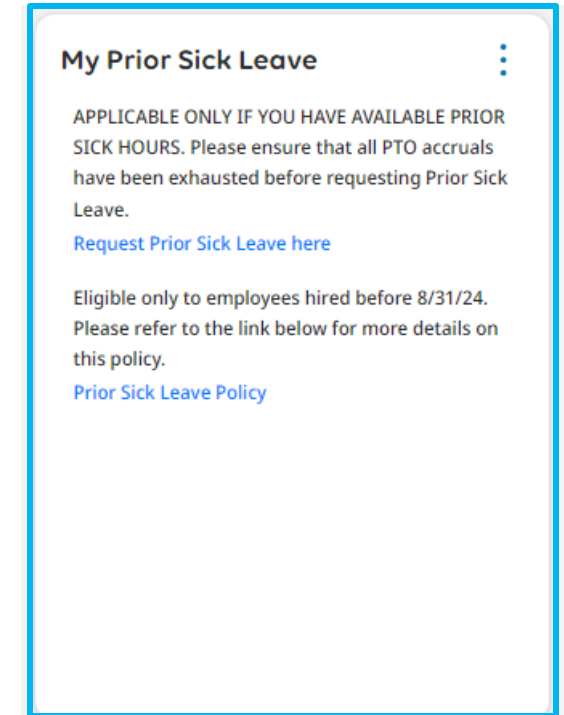
[My Time Resources](#)

Prior Sick Leave Usage Process

If an employee has exhausted PTO accruals and needs to use hours from the Prior Sick Leave Bank (as applicable), a new tile in myTime has been implemented to support this process.

New Process: Navigate to the **My Prior Sick Leave** tile to request hours from your Prior Sick Leave Bank for a qualifying illness-related leave.

- Once the request is received, the HR Services Center will review the request, confirm proper reporting and usage of the Prior Sick Leave, and update the request in myTime.
- The Prior Sick Leave request will route for approval for the employees' manager to approve or deny.



Prior Sick Leave Usage Process

Important considerations:

- Employees hired prior to 8/31/2024 will no longer accrue sick leave.
- An employee can utilize hours from their Prior Sick Leave Bank only when all other applicable paid leave balances (e.g., PTO, Holiday Compensatory, or Floating Holiday) have been exhausted.
- Employees must adhere to EMP-253 Prior Sick Leave Bank policy as it relates to Sick Leave usage

My Prior Sick Leave

APPLICABLE ONLY IF YOU HAVE AVAILABLE PRIOR SICK HOURS. Please ensure that all PTO accruals have been exhausted before requesting Prior Sick Leave.

[Request Prior Sick Leave here](#)

Eligible only to employees hired before 8/31/24. Please refer to the link below for more details on this policy.

[Prior Sick Leave Policy](#)

Leave Related Centralized Processes

Continuous Leave Managed by the Leave Administration team: Managers and timekeepers will no longer need to add the continuous leave FMLA accrual hours into an employee's timesheet. The myTime upgrade will help streamline this process.

- The new leave module will automatically add the FMLA accrual hours into the employee's timesheet, once the FMLA Continuous Leave is approved.

Unpaid Status for Exhausted Accruals: HR's Leave Administration team will proactively put employees on an unpaid status if their approved Continuous FMLA Leave extends beyond their available accrual balances.

- HR's Leave Administration team will notify both the employee and the department of the date the employee will be put on unpaid status.
- Upon returning to work, HR's Leave Administration team will return the employee to a paid status.

Intermittent Leave Changes: Employees will no longer be able to report intermittent leave, this will be the responsibility of the Supervisors and timekeepers.

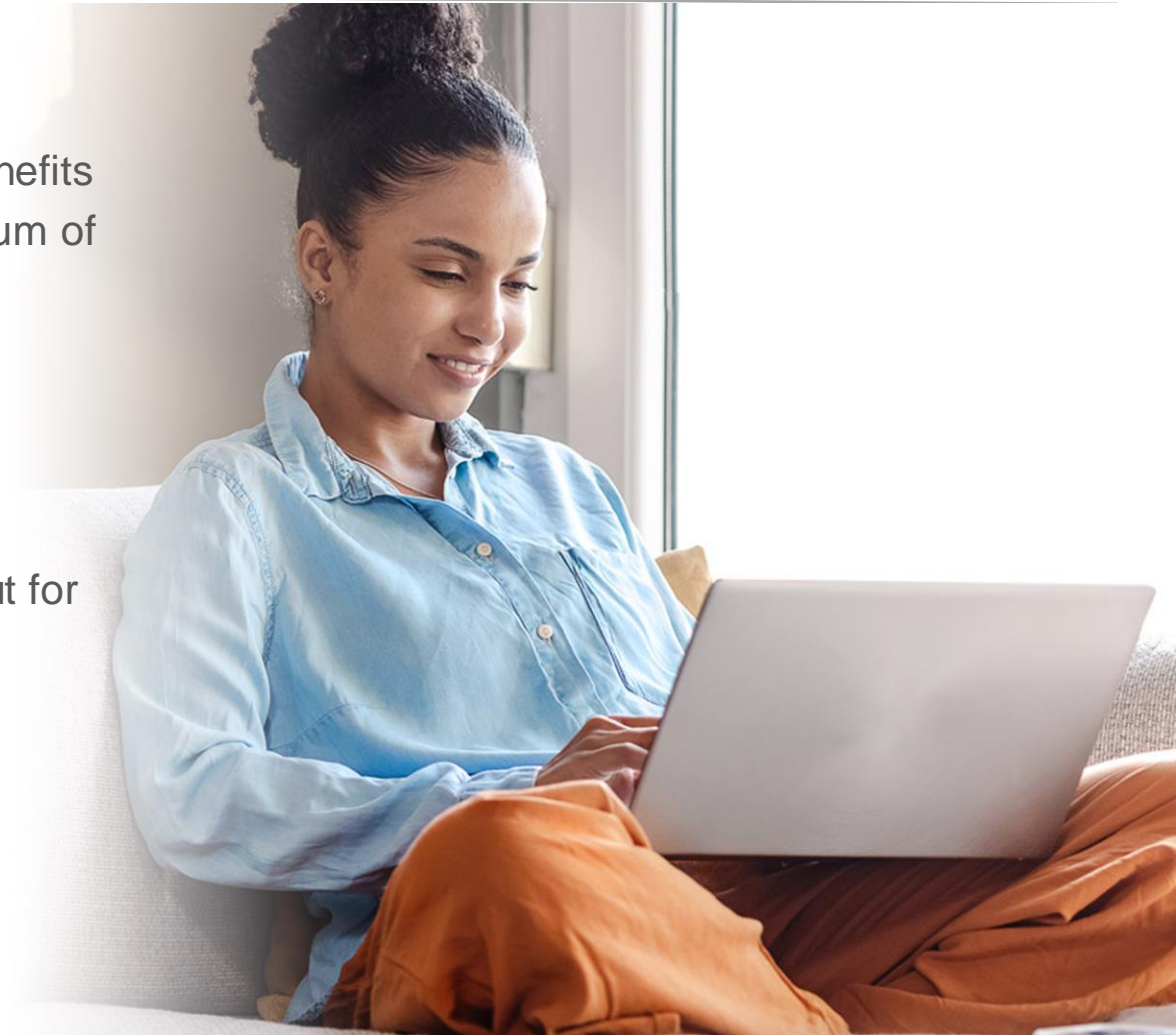
New Application Processes

Paid Parental Application:

Employees will have the opportunity to apply for Paid Parental Benefits when they have exhausted all Prior Sick Leave and used a minimum of 40 hours of PTO.

Medical Hardship Leave Pool (MHLP) Application:

Employees will have the opportunity to apply for a grant from the MHLP after exhausting all available accruals, if they need to be out for a prolonged period, as defined by the policy.



We are here to help

1. Website: Find all the details, FAQs, policies, personalized plan comparison calculator, upcoming Your Time Away learning sessions (if you want to listen again), and learn more.



2. HR Services Center: Get answers to your questions via email, phone, or set up a time to meet with a Your Time Away expert on our team.

3. Employee Sessions: We will be hosting additional in-person and virtual sessions on the Your Time Away program through late August to ensure you have all the information you need.

HR@utsouthwestern.edu

214-648-9810

Human Resources Services Center

Pickens Medical Education & Conference Center (NG)

6001 Forest Park Road, Suite NG3.111

Weekdays, 8 a.m.-5 p.m.



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Questions?