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**Gallup Survey-What Do the 12 Questions Really Mean?**

As mentioned in our first HR Highlights, the UNT System will participate in the Gallup Survey April 5-17, 2019. The survey is comprised of 12 standard questions (referred to as Q12). During the next six weeks, we will explain each question, discuss how the question is related to engagement, and provide tips for your consideration when responding. We hope this helps you better understand each question when you take the survey this April.

*Up this week, Q1 & Q2...*

**Q1: I know what is expected of me at work.**

Knowing what’s expected means that you are clear about what you need to do and when you need to do it. You gain a better understanding of your contributions to your team and the valuable role you play in the organization.
when you have clarity of your job expectations.

Things to consider when responding to this question

1. Do you know what your job responsibilities are?
2. Have you discussed with your manager what is expected of you?
3. Do you know what excellence looks like in your job?
4. Do you get ongoing feedback from your manager to clarify expectations?
5. Are there established goals and objectives defined between you and your manager?

**Q2: I Have the Materials and Equipment I Need to Do My Work Right.**

It is important to have the necessary resources to do your job effectively. For this reason, you should know and discuss with your manager the types of materials and equipment available to you in your role.

Things to consider when responding to this question

1. Do you have access to tools and equipment (e.g. computer) you need to be successful?
2. Do you have access to software systems and applications that help you perform effectively?
3. Have you discussed with your manager the tools and information you need to perform your job effectively?
4. Do you have regular opportunities to follow up with your manager regarding your resource needs?

Follow UNT System’s social accounts (Facebook, Twitter, and LinkedIn) this March for additional information about each question.
What is Off-Boarding?

Off-boarding is an online process in EIS that occurs when a faculty or staff member leaves voluntarily or involuntarily. It allows employees, managers and departmental administrative contacts (DAC) to manage email and electronic access, use of university property and materials, parking, payroll and personnel records.

**Exceptions:** The process is not initiated for internal transfers to another UNT System entity.

Why is Employee Off-Boarding Important?

Off-boarding significantly impacts payroll, data security, benefits, tangible and intellectual property and personnel records. Inaccurate or delayed off-boarding can result in overpayments, delays in eligible vacation payouts, potential lapse in benefits coverage, continued data and property access, inaccurate prior state records and delays in retirement compensation.

How to Off-Board an Employee:

1. **Faculty/Staff member** notifies a supervisor of his or her resignation or retirement. Involuntary terminations are initiated by the **Manager**.
2. The **Faculty/Staff member** initiates the process through EIS (employee portal). **Manager and Designated Administrative Contact (DAC)** ensures the separating employee initiates the process but can also initiate and is the approver for submissions.
3. The **Manager and DAC** are notified of pending off-boarding requests via email. The email notification is sent from **AOB-DoNotReply-HRPD@untsystem.edu** and will state “Voluntary Employment Termination Request Requires Your Approval Action.”
4. Managers and DACs also may access the request via Campus Self-Services -> HR Employment Off-Boarding -> Employment Off-Board Approval or Employment Off-Boarding section on EIS Dashboard.

5. Off-boarding checklists will be emailed to the Faculty/Staff member and Manager outlining necessary action items.

6. The termination ePAR is automatically generated once Off-Boarding is approved and complete. If the Off-Boarding is not initiated and fully approved, then the termination ePAR will not generate and the employee will remain active on payroll.

7. Attach the resignation letter or notification to the ePAR during the ePAR approval process.

Learn more at https://www.untsystem.edu/hr-it-business-services/human-resources/boarding

Miss an issue of HR Highlights? Find the archived issues here.

Questions?

Do you have a question for the UNT System HR team that you would like to see answered in an upcoming issue of HR Highlights? Submit your questions to AskHR@untsystem.edu.