Manager Resources

List of resources

- **Compensation**
  - Compensation overview - includes glossary of terms
  - Compensation policies - HOP
  - Fair Labor Standards Act classification and overtime
  - Pay plan and job codes
  - Premium pay (Benefits Replacement, Hazardous Duty, Longevity)
  - Public pay plan
  - Salary adjustments (additional duties, equity, counteroffer)

- **Compliance**
- **Consultation and coaching from Strategic Workforce Solutions**
- **Directory - how to update information**
- **Employment policies - HOP**
- **Forms for managers**
- **Handbook of Operating Procedures**

- **Hiring**
  - Checklists:
    - International Student Employee Checklist
    - New Student Employee Checklist
    - New Employee Checklist (non-student)
    - Supervisor's Checklist for Hiring a New Student Employee
  - Hiring overview
  - New Employee Welcome and Orientation registration (for managers)
  - UTemps Overview (UT temporary staffing services)
  - UTemps Personnel Requisition Form

- **Information Technology (IT)**
  - Campus IT policies
  - Campus Information Technology resources - faculty and staff
  - Systems alerts and outages

- **Interviewing and recruiting**
  - Forming a Selection Panel or Matrix
  - How to Check References
  - Interview overview
  - Interview Question Bank - by competency
  - Interviewing Basics
  - Interviewing Dos and Don'ts
  - Interviewing Tips
  - LinkedIn Learning video collection: UT-COE Recruiting and Interviewing
  - Recruitment and appointment policies - HOP
  - Reference checks
  - Veteran's Employment Preference
  - Workday recruiting basics for managers

- **New Manager Assimilation tips**

- **Outside Employment**
  - Outside Employment overview
  - Outside Employment policies and procedures - COE

- **Performance Management**
  - Dispute Resolution Process
  - Fitness for Duty
  - Helping a troubled employee
  - How to prepare for a difficult conversation
  - Managing employees
  - Managing probationary employees
  - Performance Appraisals and Probationary Reviews
  - Performance Appraisals in Workday
  - Performance Management overview
  - Performance Management Plus (PMP)
  - President's Exemplary Service Award
  - Safety in the workplace and the Behavior Concerns Advice Line

- **Records management**
- **Reorganization and layoff process**
- **Separating employees**
- **Supervisory files**
- **Time and leave**
  - Comp time and overtime
  - Family and Medical Leave Act (FMLA)
  - Flexible Work Arrangements and telework
  - Leave and time off - descriptions of types of leave
  - Leave and time off for faculty
  - Leave payouts for separating employees
• Leave policies - HOP
• Paydays and Payroll deadlines
• President's Exemplary Service Award
• Time and absence in Workday - training resources
• Time sheet procedures in Workday - HR
• Transferring state service
• Work schedule (HOP 5-2110)

• Title IX
• Training for managers
  • CareerSmart - free and low-cost training and certificate programs for UT staff
  • Dynamics of Diversity (UT Learn) - Instructor-Led Training
  • Employee Assistance Program (EAP) training page
  • LinkedIn Learning (formerly Lynda.com)
  • Management and Leadership Certificate Programs - Center for Professional Education; tuition required
  • Management Essentials (UT Learn) - Instructor-Led Training
  • Managerial Best Practices (EAP)
  • Managing Employees (LinkedIn Learning) - COE-curated video collection
  • Mentoring
  • Words Matter - communication and de-escalation strategies online module

• Worker’s Compensation Insurance
• Workday training resources for managers

Please send suggested additions to this page and notifications about broken links to COE-HR@austin.utexas.edu.