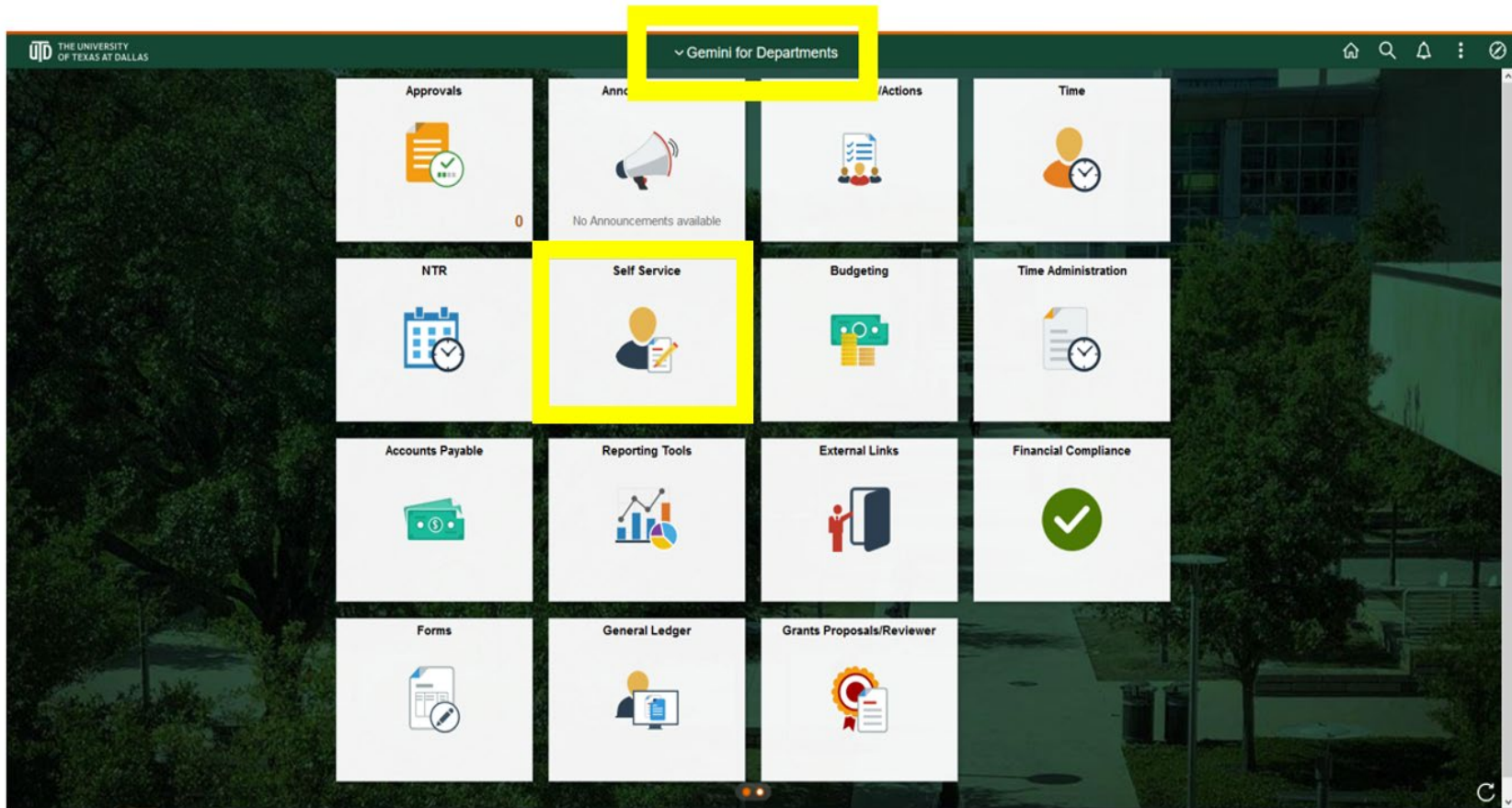


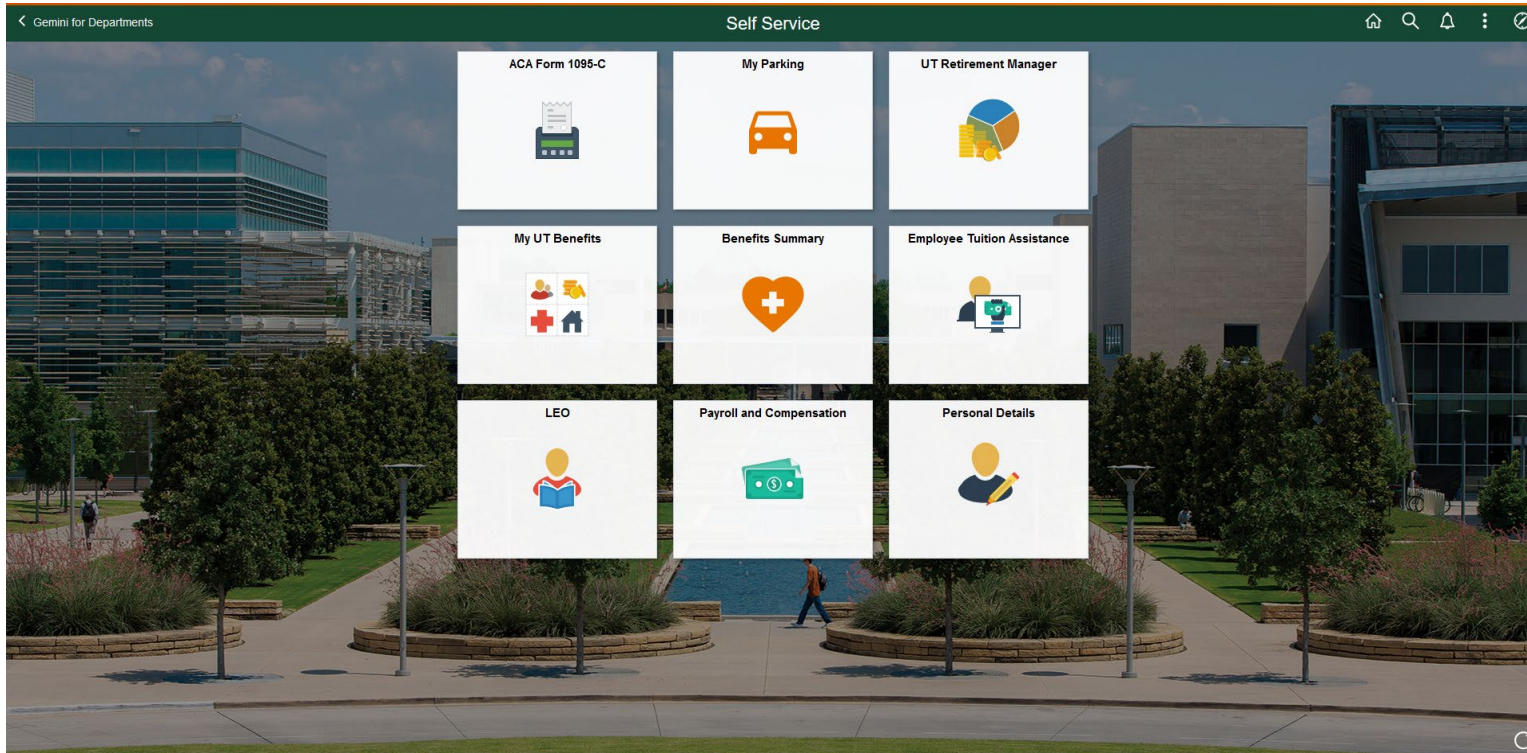
# Fluid Self Service

## Topics:

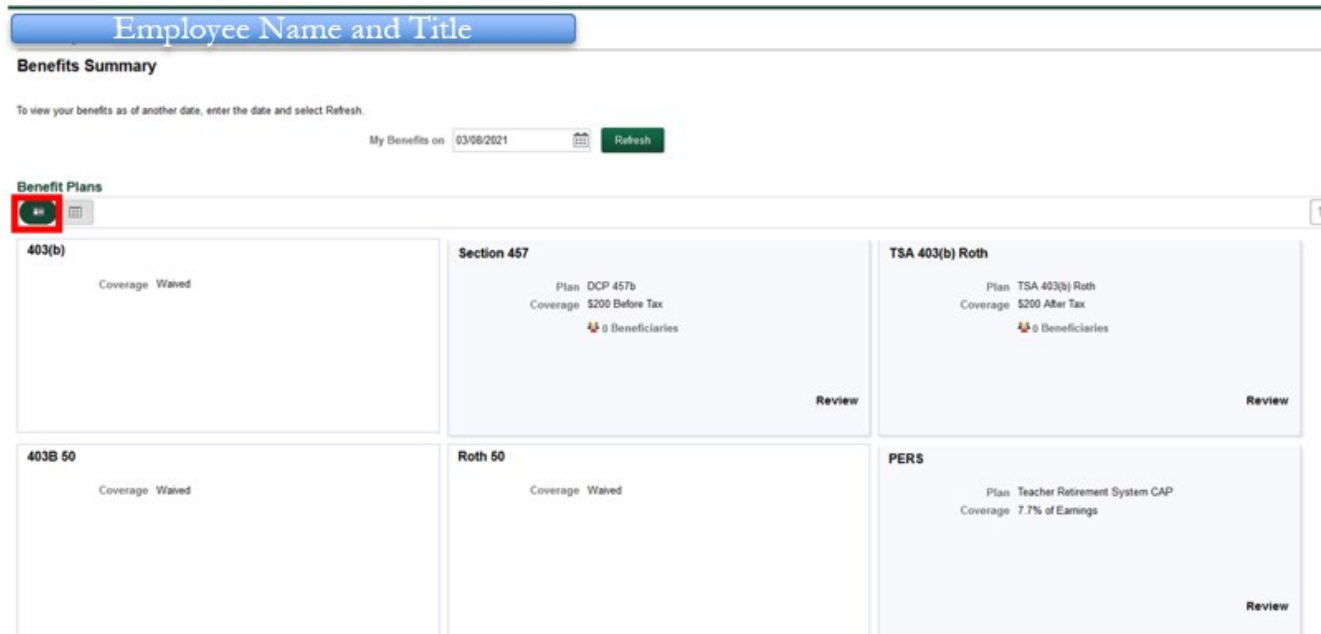
Gemini for Departments	UT Retirement Manager
Self Service	My Parking
Benefits Summary	Personal Details
My UT Benefits	LEO
ACA Form 1095-C	Payroll & Compensation
Employee Tuition Assistance	



If your default landing page is not Gemini for Departments, please click the down arrow to the left of the page name and select the correct homepage and then click the Self Service tile.

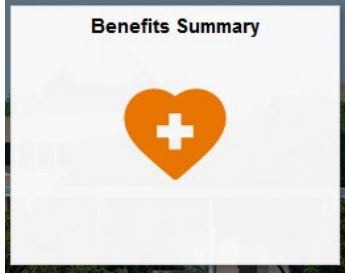


The Self Service tile houses additional tiles. These are briefly discussed on the following slides. Most pages may look and feel a bit different, but have not fundamentally changed.



Benefits Summary houses mandatory and voluntary retirement participation information. You can see the information in a tile view (as above) or you can change to a list grid – click the button displayed here circled in red. (see next slide)







## Benefits Summary

To view your benefits as of another date, enter the date and select Refresh.

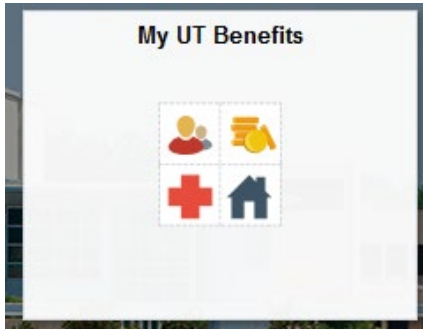
My Benefits on   [Refresh](#)

### Benefit Plans

<div>   </div>				
Enrollment Type	Plan	Coverage / Participation	Dependents or Beneficiaries	Actions
403(b)		Waived		<a href="#">Review</a>
Section 457	DCP 457b	\$50 Before Tax	0 Beneficiaries	<a href="#">Review</a>
TSA 403(b) Roth	TSA 403(b) Roth	\$25 After Tax	0 Beneficiaries	<a href="#">Review</a>
403B 50		Waived		<a href="#">Review</a>
Roth 50		Waived		<a href="#">Review</a>
PERS	Teacher Retirement System CAP	7.7% of Earnings		<a href="#">Review</a>

A different view of the Benefits Summary information





Self Service My U.T. Benefits: Home Institution

https://idm.utsystem.edu/DiscoveryService/MyUTB.ds?entityID=https%3A%2F%2Futbenefitmembe

Most Visited Galaxy Linkboard - Off... Create Bio/Demo Data Alliance : Alliance Virt... Office of Information ... Process Monitor Proces

THE UNIVERSITY of TEXAS SYSTEM  
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

THE OFFICE of EMPLOYEE BENEFITS My **UT** Benefits

### Select your home institution

My UT Benefits requires that you authenticate with your home institution. Please either select it from the list below, then click 'Select', or you may use the search-as-you-type feature by typing a partial name into the search box below, then clicking 'Search'.

**Please do not create a bookmark or favorite in your web browser on this page.** This page is not part of the application you are accessing. You may create a bookmark/favorite after you complete the authentication process.

**Enter organization name (partials ok):**

**Or choose from a list:**

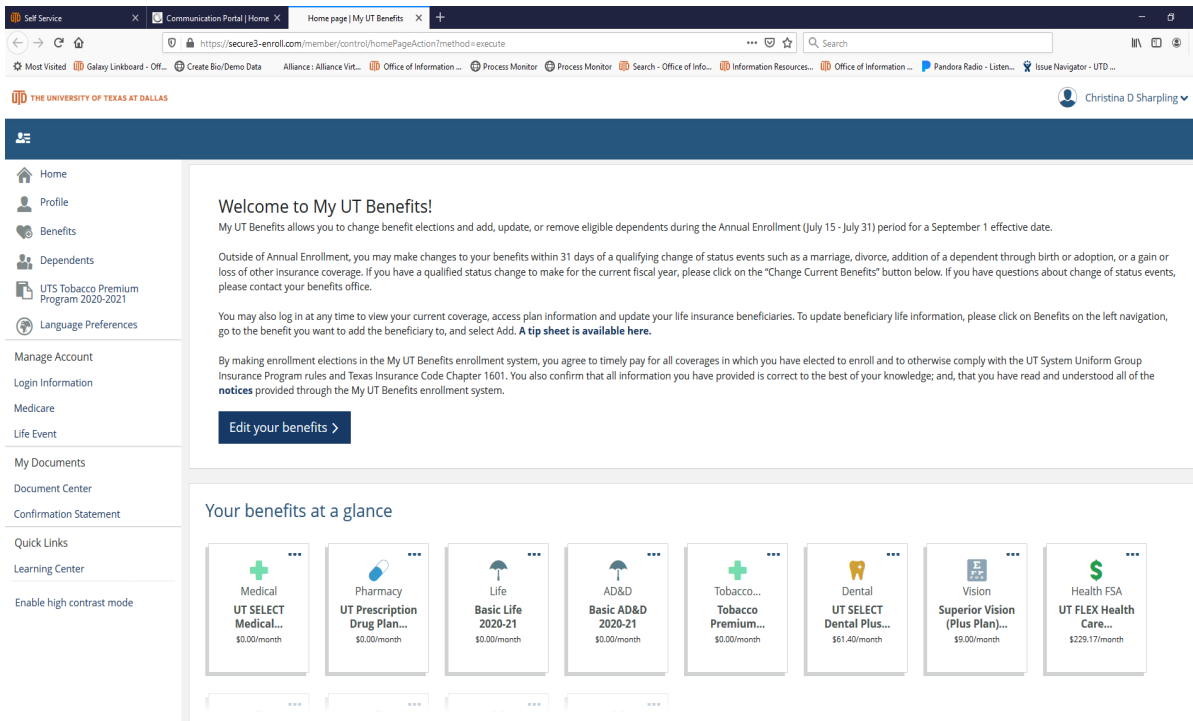
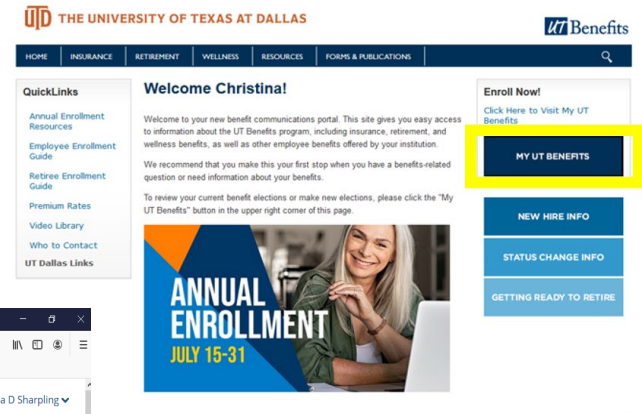
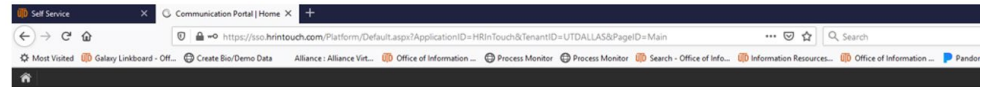
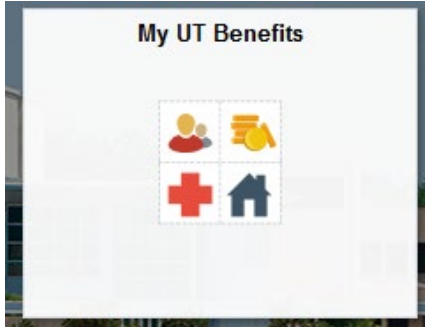
The University of Texas at Dallas

Need assistance?

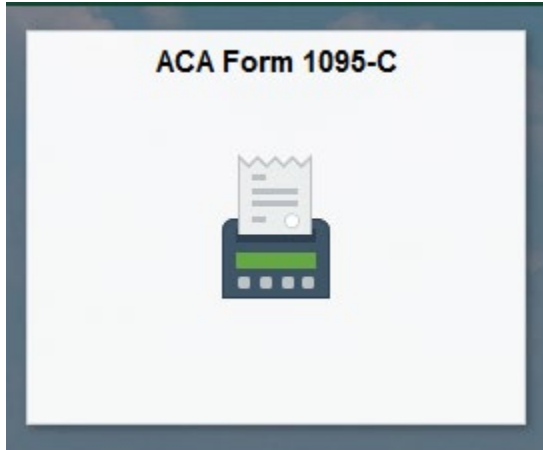
Send email to your local help desk with a description of the problem: University of Texas at Arlington

My UT Benefits – link to our 3<sup>rd</sup> party enrollment platform for insurance plans including, but not limited to medical, dental, vision, flexible spending. takes you to the login page. Choose The University of Texas at Dallas to login via SSO.



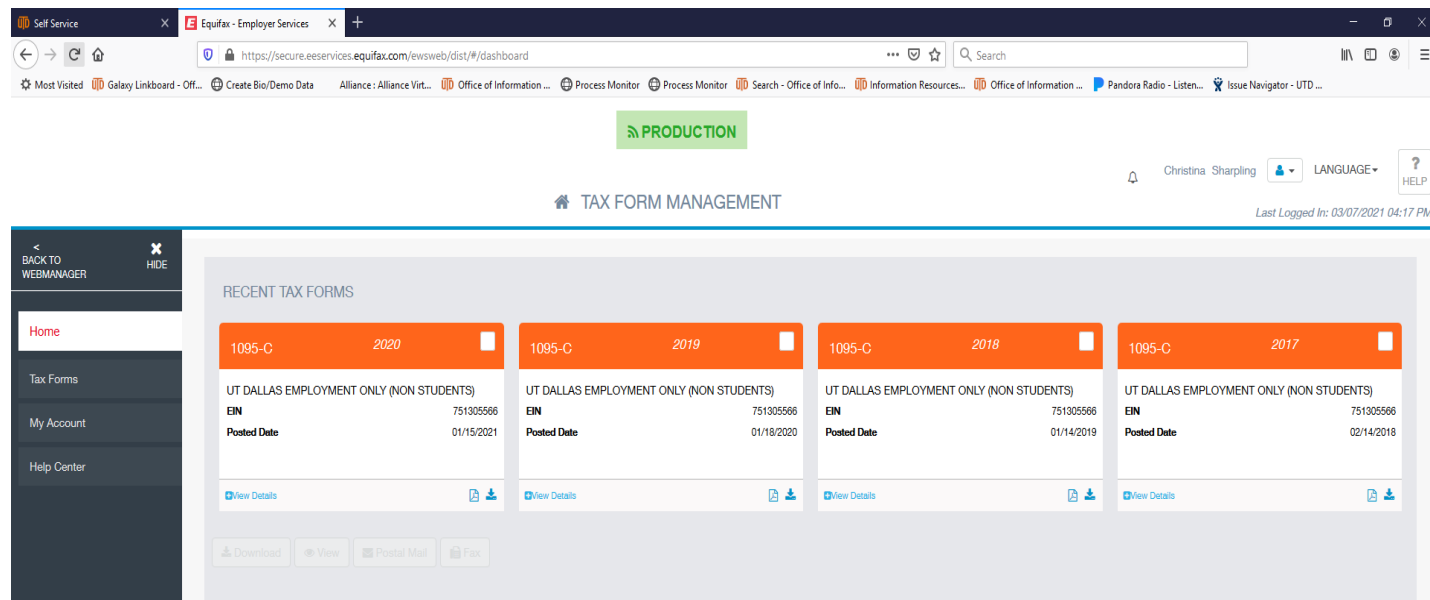






Annual tax form for those who are/were full time any part of the year (ie 2020) and/or enrolled in a University employee health plan (UT Select or UT Connect)

\*Note – please only ever select the “current” year for review, ie 2020. Do not select prior years. Contact [benefits@utdallas.edu](mailto:benefits@utdallas.edu) for assistance with prior year forms.



**PRODUCTION**

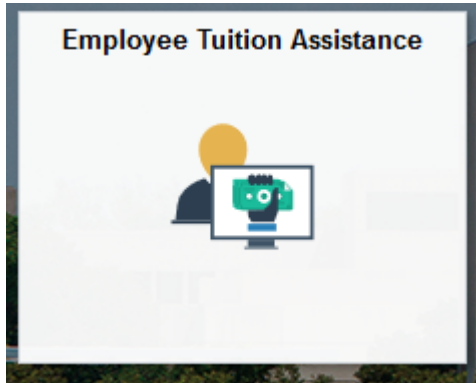
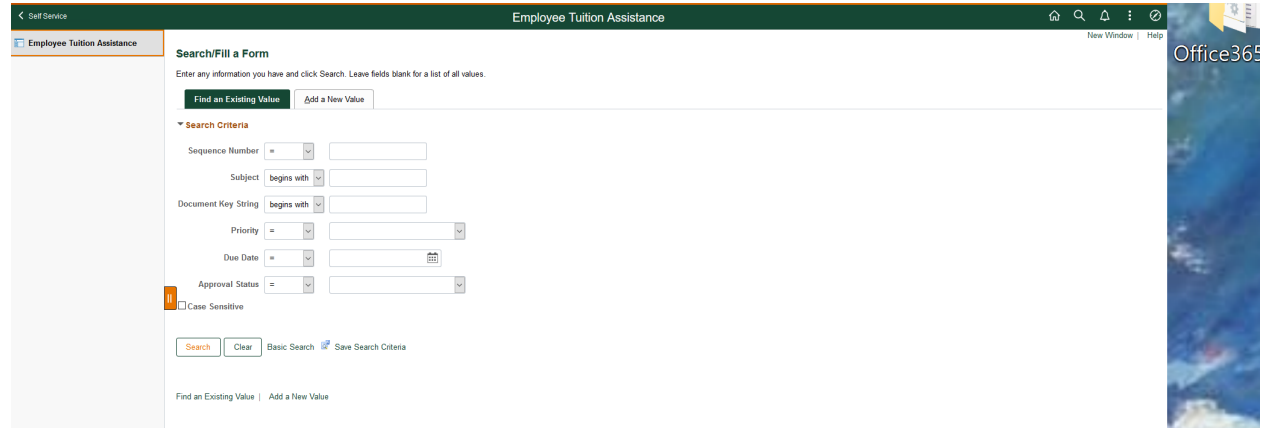
Christina Sharpling | LANGUAGE | HELP

**TAX FORM MANAGEMENT** | Last Logged In: 03/07/2021 04:17 PM

1095-C	2020	1095-C	2019	1095-C	2018	1095-C	2017
UT DALLAS EMPLOYMENT ONLY (NON STUDENTS)							
EIN 751305566		EIN 751305566		EIN 751305566		EIN 751305566	
Posted Date 01/15/2021		Posted Date 01/18/2020		Posted Date 01/14/2019		Posted Date 02/14/2018	
<a href="#">View Details</a>		<a href="#">View Details</a>		<a href="#">View Details</a>		<a href="#">View Details</a>	

Download | View | Postal Mail | Fax



Employee Tuition Assistance

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Sequence Number =

Subject begins with

Document Key String begins with

Priority =

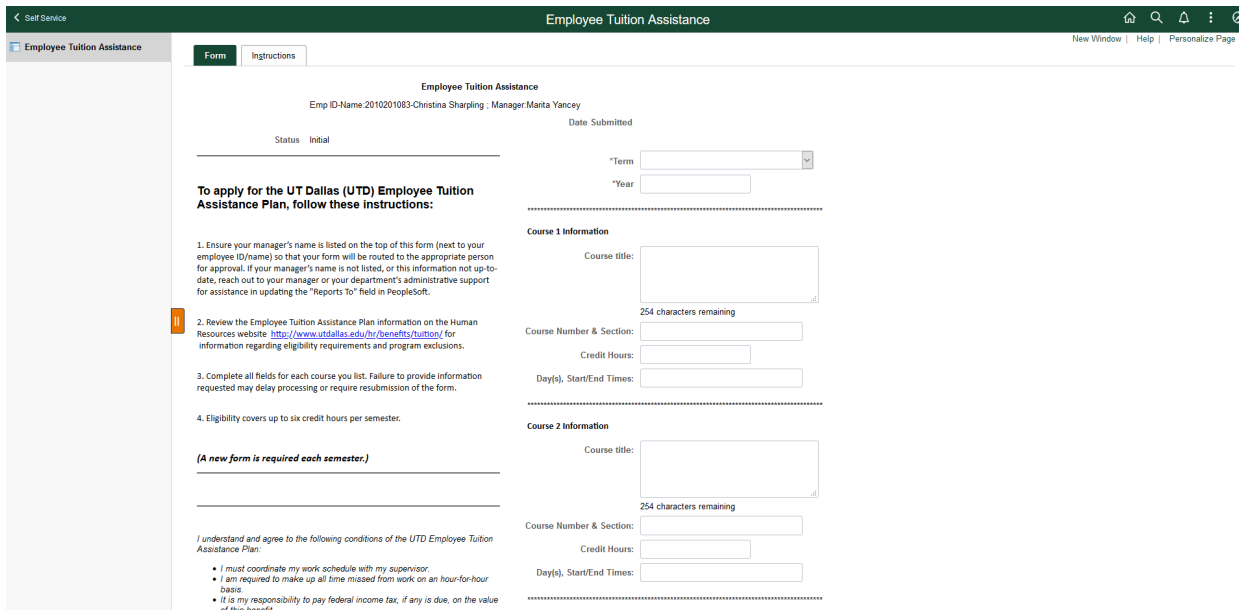
Due Date =

Approval Status =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value



Employee Tuition Assistance

Form Instructions

Emp ID-Name 2010201083-Christina Sharpling ; Manager Marita Yancey

Date Submitted

Status Initial

To apply for the UT Dallas (UTD) Employee Tuition Assistance Plan, follow these instructions:

1. Ensure your manager's name is listed on the top of this form (next to your employee ID/name) so that your form will be routed to the appropriate person for approval. If your manager's name is not listed, or this information not up-to-date, reach out to your manager or your department's administrative support for assistance in updating the "Reports To" field in PeopleSoft.
2. Review the Employee Tuition Assistance Plan information on the Human Resources website <http://www.utdallas.edu/hr/benefits/tuition/> for information regarding eligibility requirements and program exclusions.
3. Complete all fields for each course you list. Failure to provide information requested may delay processing or require resubmission of the form.
4. Eligibility covers up to six credit hours per semester.

(A new form is required each semester.)

I understand and agree to the following conditions of the UTD Employee Tuition Assistance Plan:

- I must coordinate my work schedule with my supervisor.
- I am required to make up all time missed from work on an hour-for-hour basis.
- It is my responsibility to pay federal income tax, if any is due, on the value of this benefit.

Course 1 Information

Course title:

254 characters remaining

Course Number & Section:

Credit Hours:

Day(s), Start/End Times:

Course 2 Information

Course title:

254 characters remaining

Course Number & Section:

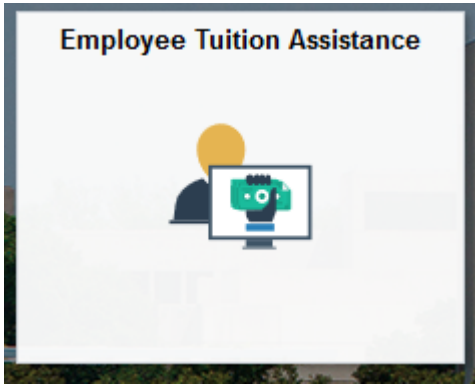
Credit Hours:

Day(s), Start/End Times:

Applying for the employee tuition assistance program. New online form.

Click Add a New Value tab to access the form





Page defaults to FORM, but it is best to click on Instructions tab before completing form.

Self Service

Employee Tuition Assistance

Home

Search

Alerts

Help

Personalize Page

Employee Tuition Assistance

Form

Instructions

Employee Tuition Assistance

### Employee Tuition Assistance Plan Application

To apply for the UT Dallas (UTD) Employee Tuition Assistance Plan, follow these instructions:

1. Ensure your manager's name is listed on the top of this form (next to your employee ID/name) so that your form will be routed to the appropriate person for approval. If your manager's name is not listed, or this information not up-to-date, reach out to your manager or your department's administrative support for assistance in updating the "Reports To" field in PeopleSoft.
2. Review the Employee Tuition Assistance Plan Information on the Human Resources website <http://www.utdallas.edu/hr/benefits/tuition/> for information regarding eligibility requirements and program exclusions.
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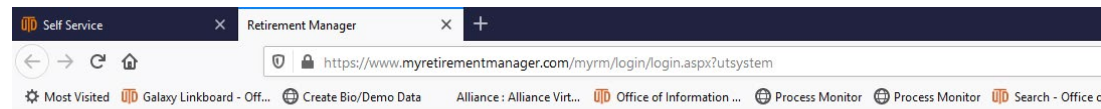
*(A new form is required each semester.)*

Notify

Form | Instructions



Allows enrollments and changes in any of the voluntary savings plans: 403b/TSA, Roth 403b, or 457b/DCP. Also allows initial enrollment and carrier changes for those eligible to participate in ORP instead of TRS.



User ID

Next

[Forgot User ID](#)

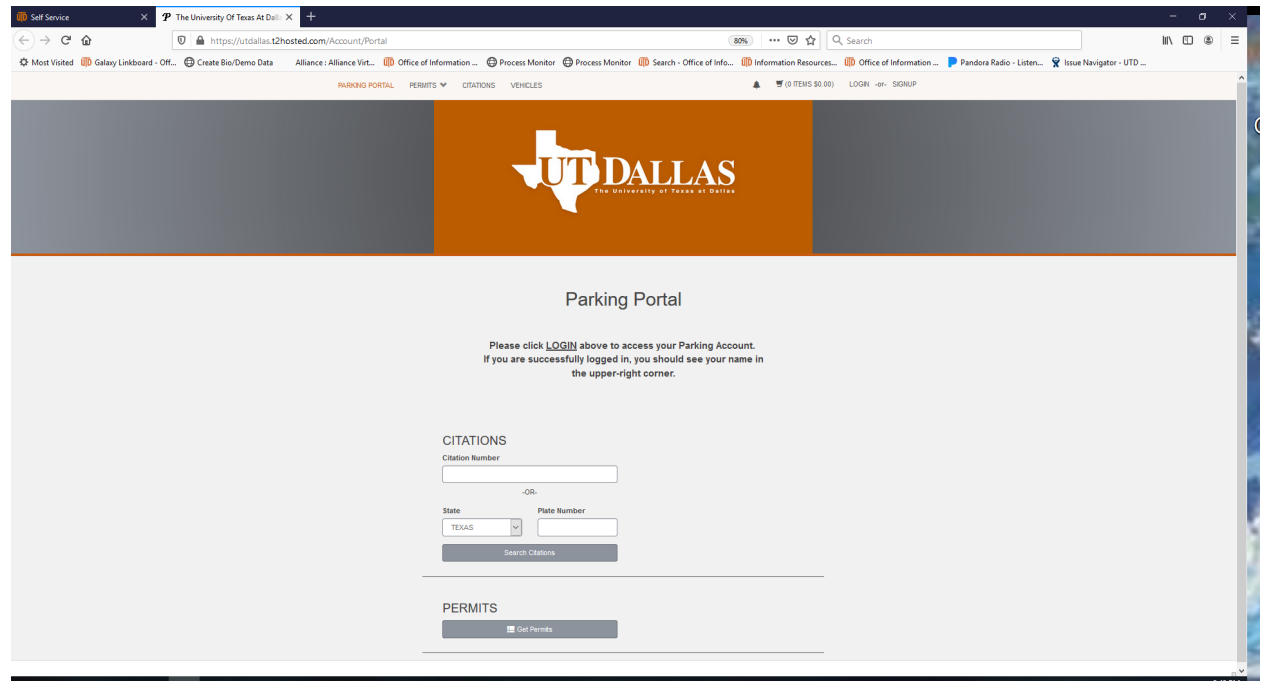
[New User](#)

[Help](#)

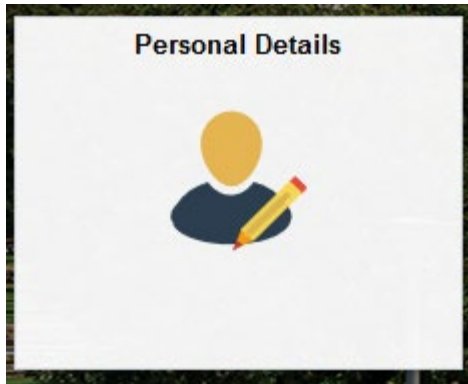
[Security](#) [Privacy](#) [Accessibility](#)

AIG Retirement Services represents AIG member companies - The Variable Annuity Life Insurance Company (VALIC), Houston, TX and its subsidiaries, VALIC Financial Advisors, Inc. (VFA) and VALIC Retirement Services Company (VRSCO). All are members of American International Group, Inc. (AIG).




A screenshot of a web browser showing the "Parking Portal" for The University of Texas at Dallas. The browser's address bar shows the URL "https://utdallas12hosted.com/Account/Portal". The website has a navigation bar with links for "PARKING PORTAL", "PERMITS", "CITATIONS", and "VEHICLES". The main content area has a header with the "UT DALLAS" logo. Below the header, it says "Parking Portal" and provides instructions to click "LOGIN" to access the account. There are two sections: "CITATIONS" with a "Citation Number" input field, an "OR" separator, a "State" dropdown menu set to "TEXAS", a "Plate Number" input field, and a "Search Citations" button; and "PERMITS" with a "Get Permits" button.


Pay citations and register for parking permits





[Self Service](#)


Employee Name and Title


 **Addresses**


 Contact Details


 Name

 Ethnic Groups

 Emergency Contacts

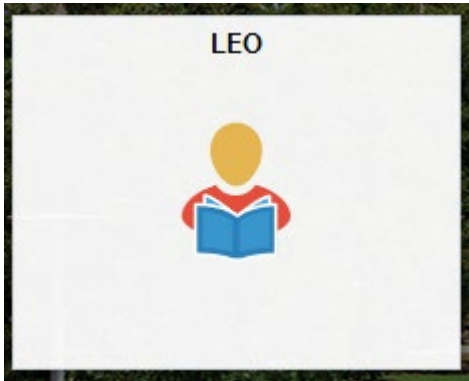
 Additional Information

 Disability

 Veteran Status

Update addresses, phone numbers, and emergency contacts as well as disability and veteran status among other attributes





LEO (Learning & Education Organizer) – find training classes hosted by HR and other campus departments in person and Live Online Training

[Self Service](#)

LEO

Find Available Training

Record Professional Training

Unenroll/View Training Summary

### Request Training Enrollment

Christina Sharpling

Please choose one of the search methods below to find a course session.

(for best results enter a partial name)

Search by Training Department

Search by Date



View paychecks,  
enroll/update direct deposit  
information, update W4  
information, consent to  
receive and view W2s  
annually



**View Paycheck**



Direct Deposit



W-4 Tax Information





View W-2/W-2c Forms



W-2/W-2c Consent




**View Paycheck**


**Direct Deposit**

View Paycheck

Direct Deposit

W-4 Tax Information

View W-2/W-2c Forms

W-2/W-2c Consent

View Paycheck

Employee Name






Review your available paychecks. Select the check date of the paycheck you would like to review.

Select Paycheck

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
03/01/2021	<a href="#">View Paycheck</a>	University of Texas at Dallas	02/01/2021	02/28/2021			<input checked="" type="checkbox"/>
02/01/2021	<a href="#">View Paycheck</a>	University of Texas at Dallas	01/01/2021	01/31/2021			<input checked="" type="checkbox"/>
01/04/2021	<a href="#">View Paycheck</a>	University of Texas at Dallas	12/01/2020	12/31/2020			<input checked="" type="checkbox"/>

Self Service

Payroll and Compensation

View Paycheck

Direct Deposit

W-4 Tax Information

View W-2/W-2c Forms

W-2/W-2c Consent

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings1	Direct Deposit			Savings	
Last	Checking999	Direct Deposit			Checking	



## W-4 Tax Information

[Self Service](#)

### Payroll and Compensation

- View Paycheck
- Direct Deposit
- W-4 Tax Information**
- View W-2/W-2c Forms
- W-2/W-2c Consent

#### W-4 Withholding Certificate

University of Texas at Dallas

Social Security Number

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS. [www.irs.gov](http://www.irs.gov)

##### Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov)

Address

Filing Status

☒ Single or Married filing separately  
☐ Married filing jointly (or Qualifying widow(er))  
☐ Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual)



**Complete Steps 2 through 4 ONLY if they apply to you.** To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

##### Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)



-  [View W-2/W-2c Forms](#)
-  [W-2/W-2c Consent](#)

[Self Service](#)

Payroll and Compensation







[View Paycheck](#)
[Direct Deposit](#)
[W-4 Tax Information](#)
[View W-2/W-2c Forms](#)
[W-2/W-2c Consent](#)

### View W-2/W-2c Forms






Tax Year 2020

University of Texas at Dallas

Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	01/22/2021	<a href="#">View Form</a>	


[Self Service](#)

Payroll and Compensation

[View Paycheck](#)
[Direct Deposit](#)
[W-4 Tax Information](#)
[View W-2/W-2c Forms](#)
[W-2/W-2c Consent](#)

### W-2/W-2c Consent

 You currently receive W-2 or W-2c forms electronically

Please check the box below to indicate your withdrawal of consent to receive electronic W-2 and W-2c forms. After checking the box, please hit the Submit button. You will receive a confirmation e-mail indicating your consent withdrawal was successful.

☐ I withdraw my consent to receive W-2 or W-2c forms electronically

Submit

If you have any questions, please contact the responsible areas:

Benefits Summary – [benefits@utdallas.edu](mailto:benefits@utdallas.edu)

My UT Benefits – [benefits@utdallas.edu](mailto:benefits@utdallas.edu)

ACA Form 1095-C – [benefits@utdallas.edu](mailto:benefits@utdallas.edu)

Employee Tuition Assistance:

\*Registration, Continuing Benefit – [records@utdallas.edu](mailto:records@utdallas.edu)

\*Fees, Refunds, Waivers – [bursar@utdallas.edu](mailto:bursar@utdallas.edu)

\*General Questions – [employeerelations@utdallas.edu](mailto:employeerelations@utdallas.edu)

UT Retirement Manager – [benefits@utdallas.edu](mailto:benefits@utdallas.edu)

My Parking - [parking@utdallas.edu](mailto:parking@utdallas.edu)

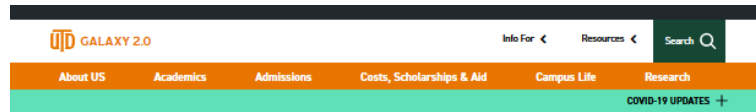
Personal Details – [payroll@utdallas.edu](mailto:payroll@utdallas.edu)

LEO – [training@utdallas.edu](mailto:training@utdallas.edu)

Payroll & Compensation – [payroll@utdallas.edu](mailto:payroll@utdallas.edu)







UT Dallas > Galaxy 2.0

## Galaxy 2.0

The Galaxy portal is the starting point for working in the Orion system, Gemini FMS and Gemini HCM. It also provides links to other services such as email and eLearning.

Routine Maintenance: The PeopleSoft systems (Orion, Gemini FMS, Gemini HCM) may be unavailable due to routine maintenance on Sunday mornings between 2:00 a.m. and noon.



### ORION

Access to application status, academic records, financial aid and tuition/fees for applicants, students, faculty and staff.



### GEMINI

Access to Financial Management System (FMS) and Human Capital Management (HCM).



### FLUID TRAINING

How-to documents for navigating in the new interface for Orion and Gemini systems.

## Toolbox

### ATLAS SELF-SERVICE

Submit or view the status of IT-related Service Requests or Incidents.

### BIORAFT RESEARCH MANAGEMENT

Link to the BioRAFT, the Research Management Platform. Login with UTD Net-ID required.

### CHILD CARE AND LIFE RESOURCES

A resource and referral service by Workplace Options for employees.

### ECRT

Launch the Effort Certification Reporting Technology tool.

### ELEARNING

Visit eLearning to access your academic information.

### JIRA

Link to the JIRA Project Tracking tool. Requires a NetID with a valid JIRA account to login.

### INFORMATION SECURITY TRAINING

KnowBe6 content licensed by the Information Security Office.

### MY PARKING

Manage your parking account: purchase permits, pay or appeal citations.

### OFFICE365

Email on Office 365. For students, retirees and migrated faculty and staff.

### ONBASE

Launch the OnBase Document Management tool. \*Requires an OnBase account.

### TEAMS

Launch the MS Teams web client to collaborate with colleagues.

## Fluid Q&A

OIT and functional SME's will be available to answer your post-go live questions.

Day	Time	Teams Link
Monday, March 15- Friday, April 30	9am-4:00pm	<p>Join the <b>OIT Fluid Office Hours Team</b> (join code: 6lkvbvw)</p> <p>To use a code to join a team:</p> <p>Click Teams on the left side of the Teams app, then click "Join or create a team"</p> <p>Paste the code (6lkvbvw) in the "Enter code" box, and click Join.</p>

## Fluid Training Documentation/Videos

Topic	Description
<a href="#">OIT Fluid Information</a>	High-level training from Office of Information Technology staff on the new Orion, Gemini HCM, and Gemini FMS user interface.
<a href="#">OIT Fluid Information (Video)</a>	
<a href="#">Personalizing Your Fluid Homepage Order</a>	How to update your Homepage Navigator order.
<a href="#">Personalizing Your Fluid Homepage Order (Video)</a>	
<a href="#">Fluid Navigation Overview</a>	Overview of navigating in the new Fluid User Interface – primarily geared to Gemini functions.
<a href="#">Fluid Approvals Overview</a>	Overview of Fluid approvals – geared towards Gemini transactions.
<a href="#">Fluid Timesheet Instructions</a>	Entering time from the Gemini for Departments homepage.
<a href="#">Faculty Homepage tile contents</a>	Tile contents as of 03/05/2021
<a href="#">Advising Homepage Tile Contents</a>	Tile contents as of 03/05/2021
<a href="#">FLUID Navigation List</a>	Homepage and tile information for Gemini for

## On This Page

[Galaxy and PeopleSoft Fluid UX](#)

[Training](#)

[Common Elements](#)

[Frequently Asked Questions](#)

[Student Center Tile Contents](#)



***THANK YOU!***