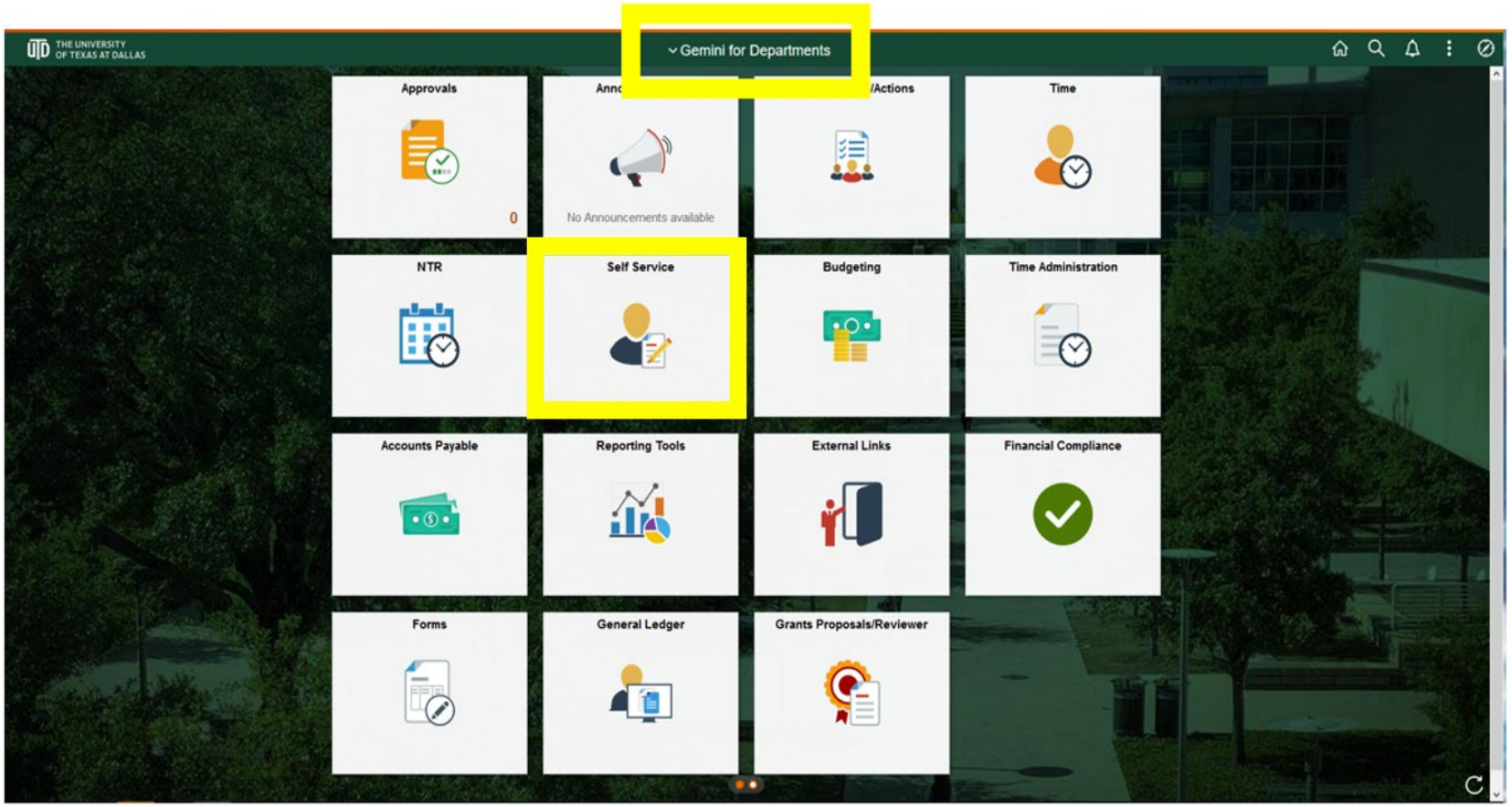
Fluid Self Service

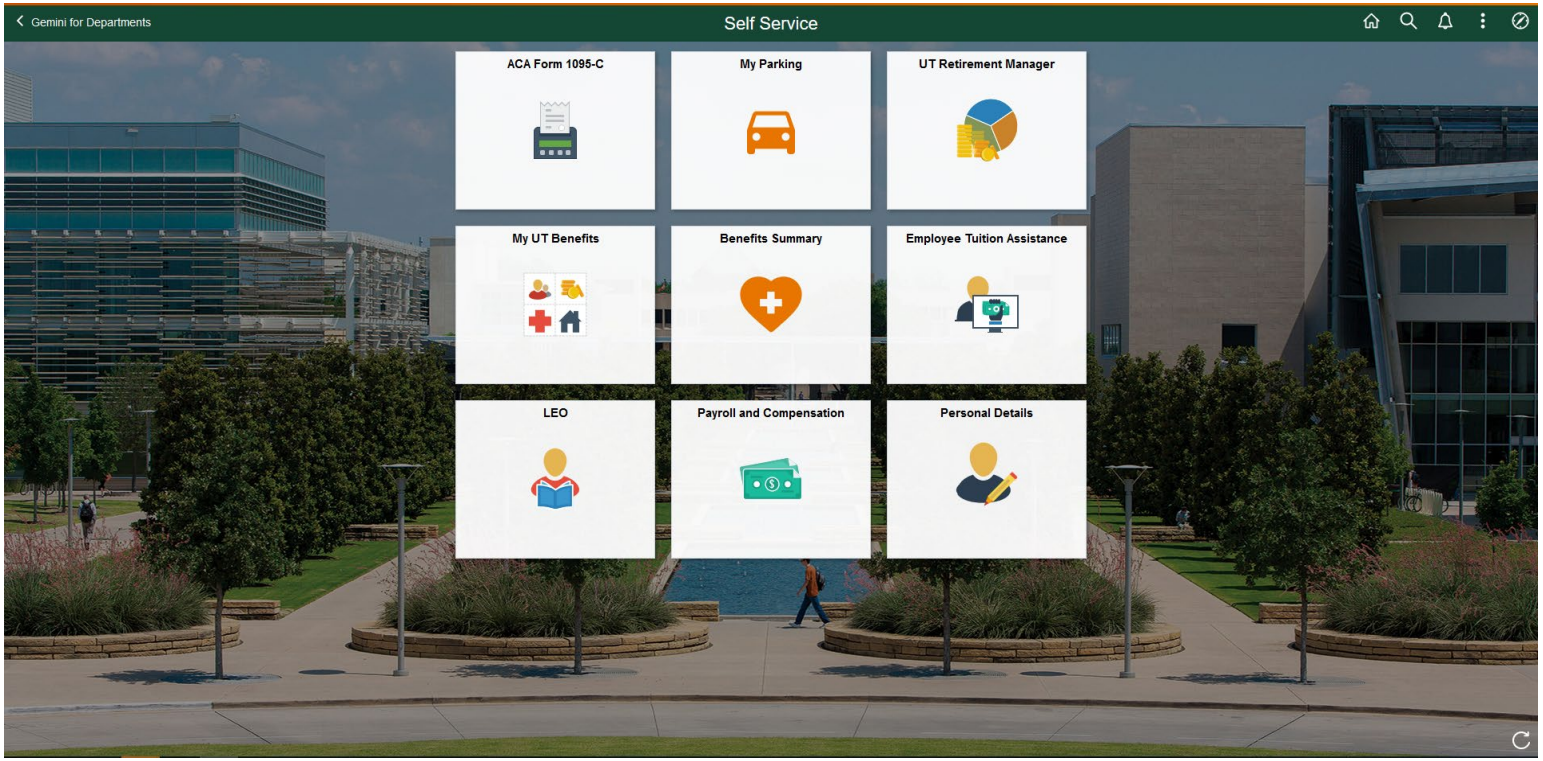
Topics:	
Gemini for Departments	UT Retirement Manager
Self Service	My Parking
Benefits Summary	Personal Details
My UT Benefits	LEO
ACA Form 1095-C	Payroll & Compensation
Employee Tuition Assistance	

Gemini for Departments - Homepage



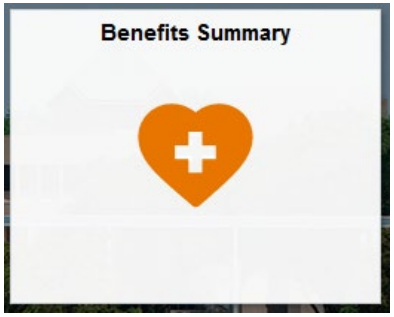
If your default landing page is not Gemini for Departments, please click the down arrow to the left of the page name and select the correct homepage and then click the Self Service tile.

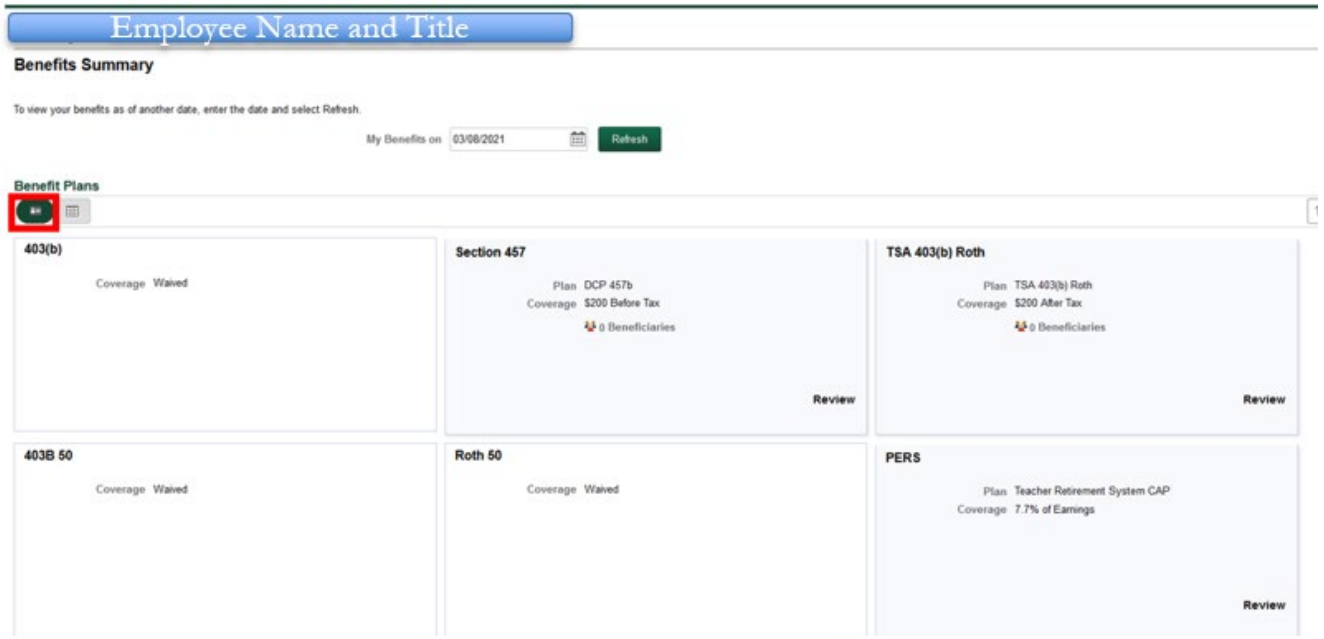
Self Service tile



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.

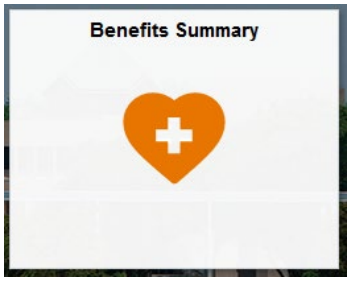
Benefits Summary





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



Benefits Summary

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

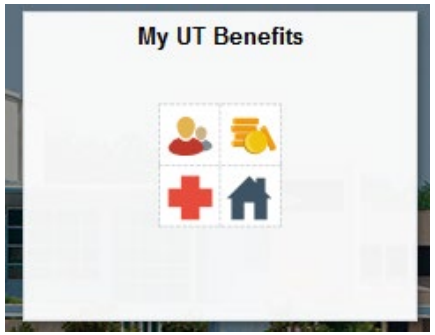
My Benefits on 03/11/2021 Refresh

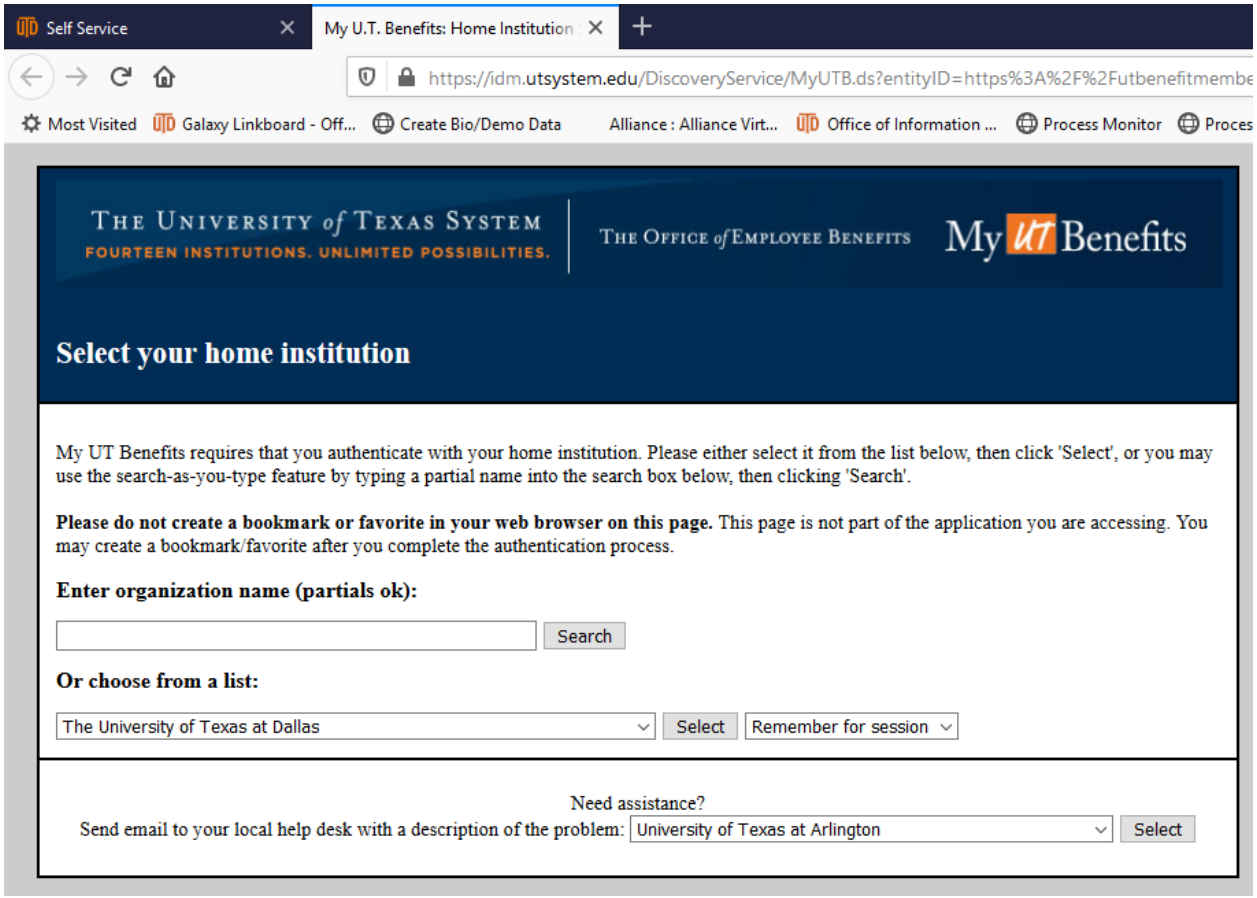
Benefit Plans

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

A different view of the Benefits Summary information

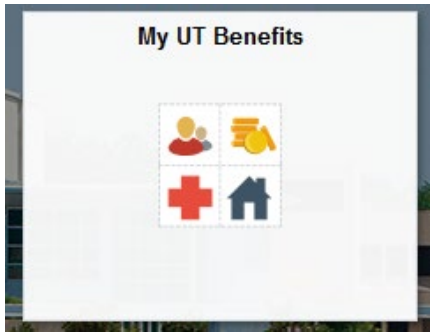
My UT Benefits

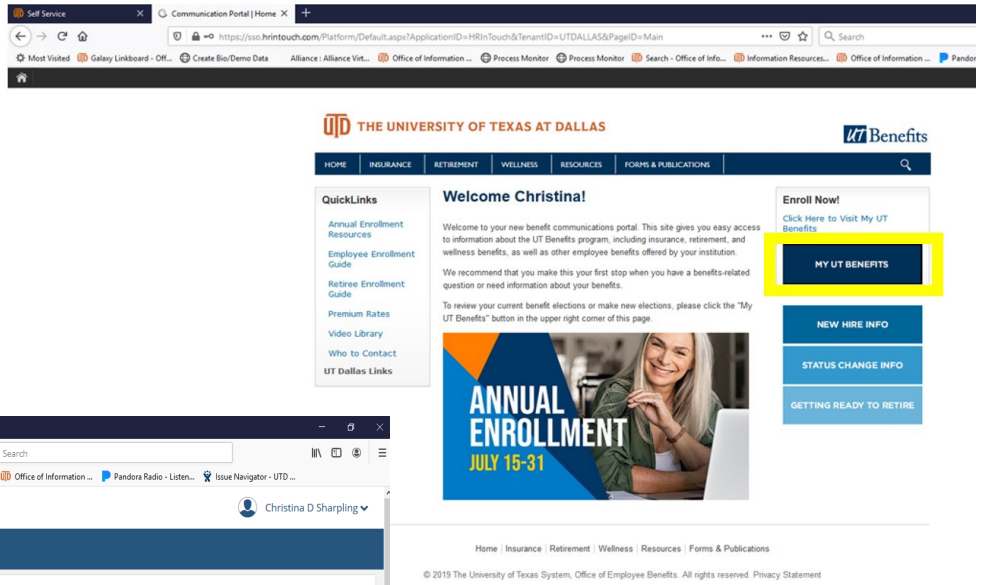


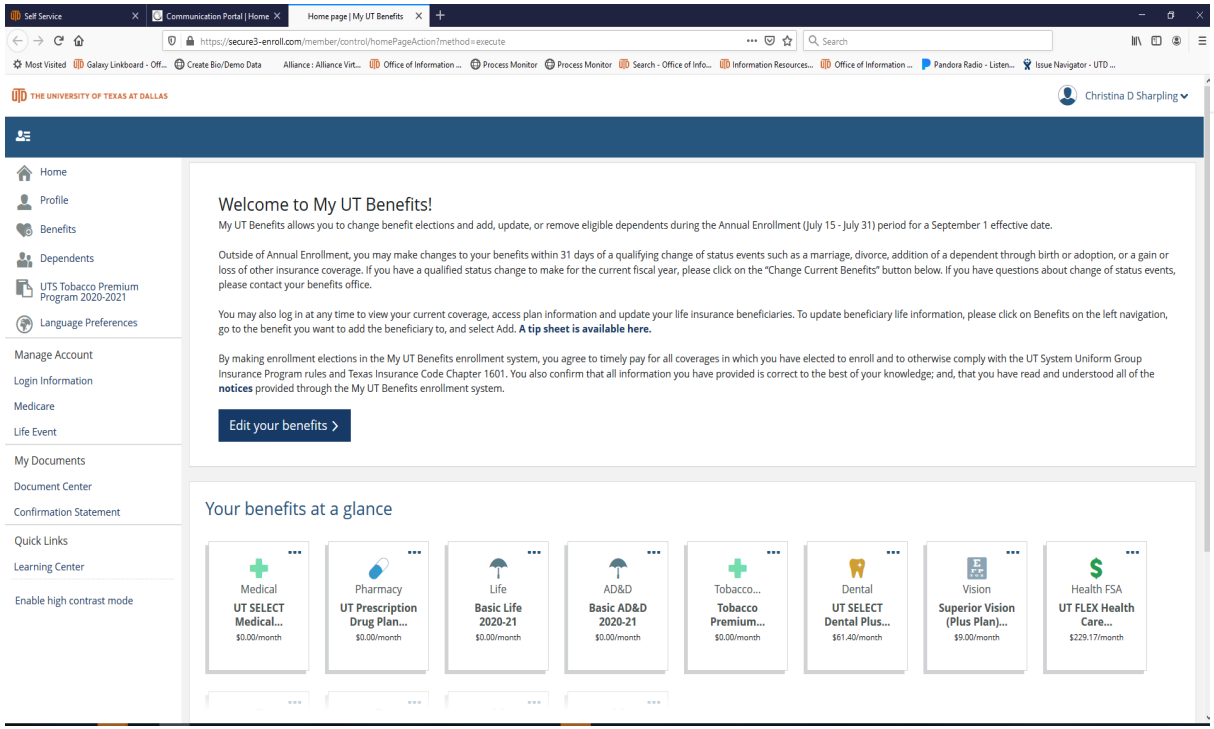


My UT Benefits – link to our 3rd party enrollment platform for insurance plans including, but not limited to medical, dental, vision, flexible spending. takes you to the login page. Choose The University of Texas at Dallas to login via SSO.

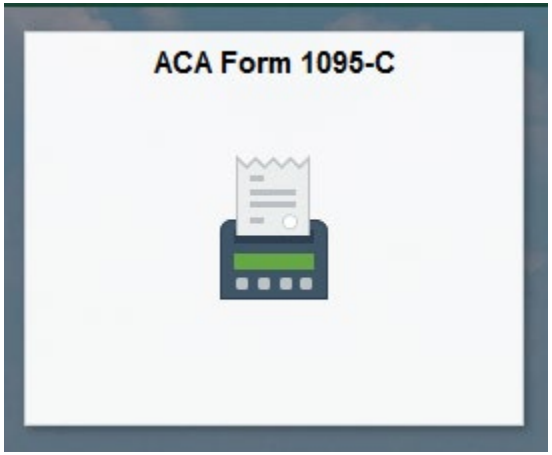
My UT Benefits





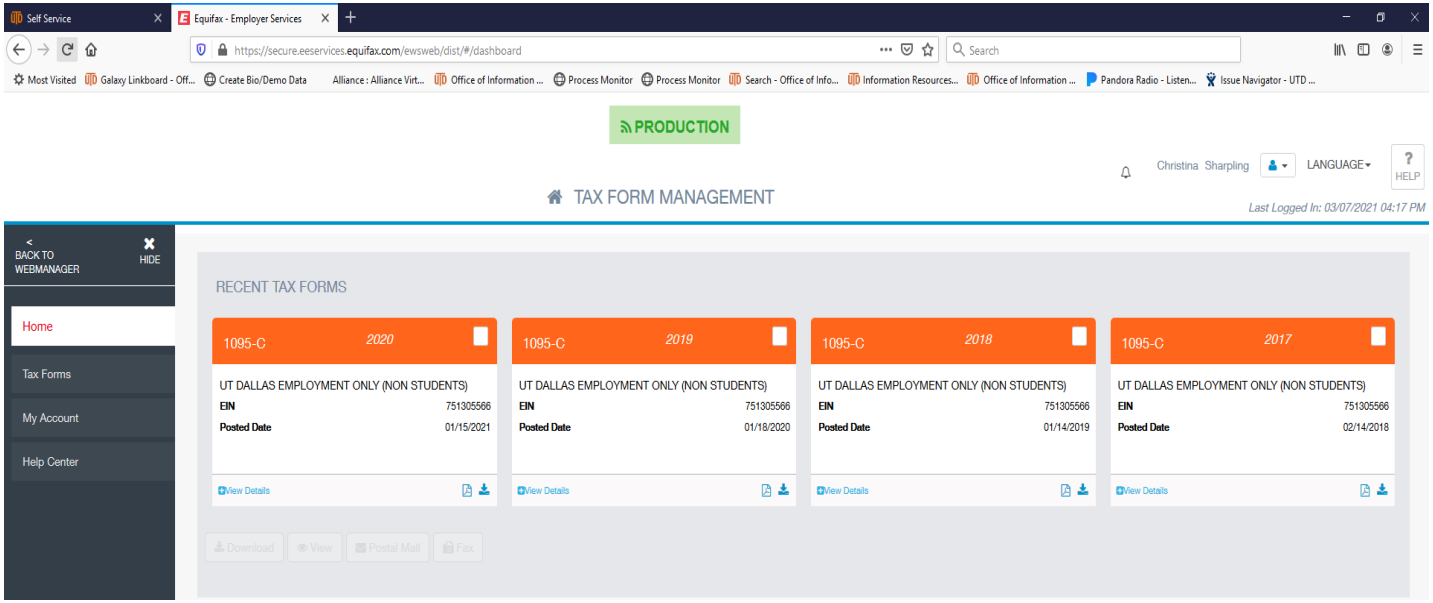


ACA Form 1095-C

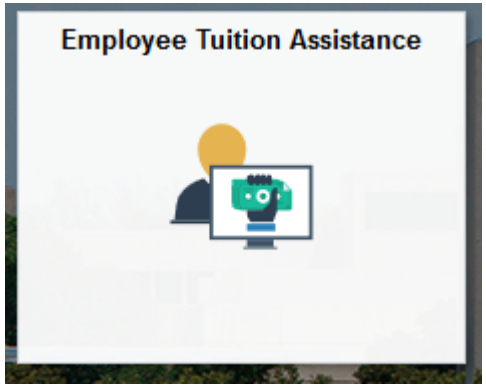


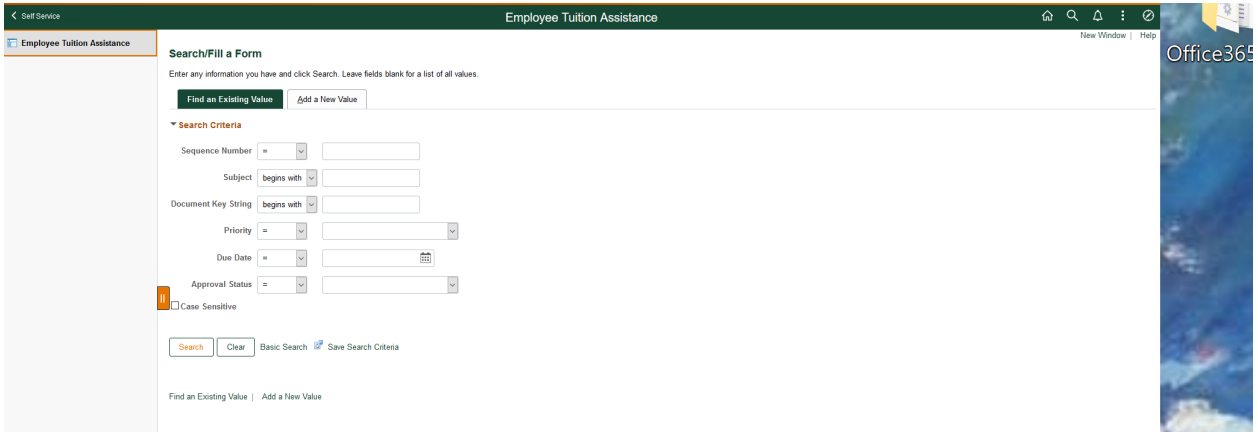
Annual tax form for those who are/were full time any part of the year (ie 2020) and/or enrolled in a University employee health plan (UT Select or UT Connect)

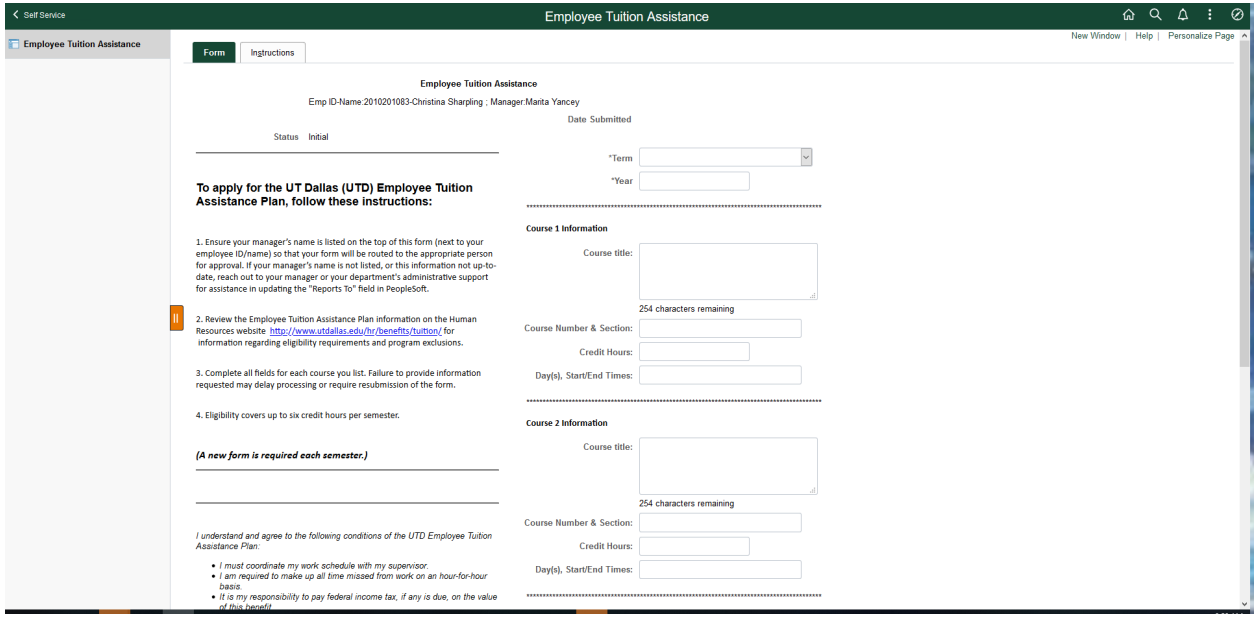
*Note – please only ever select the “current” year for review, ie 2020. Do not select prior years. Contact benefits@utdallas.edu for assistance with prior year forms.



Employee Tuition Assistance

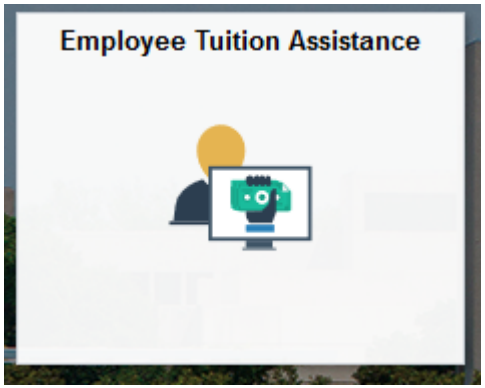




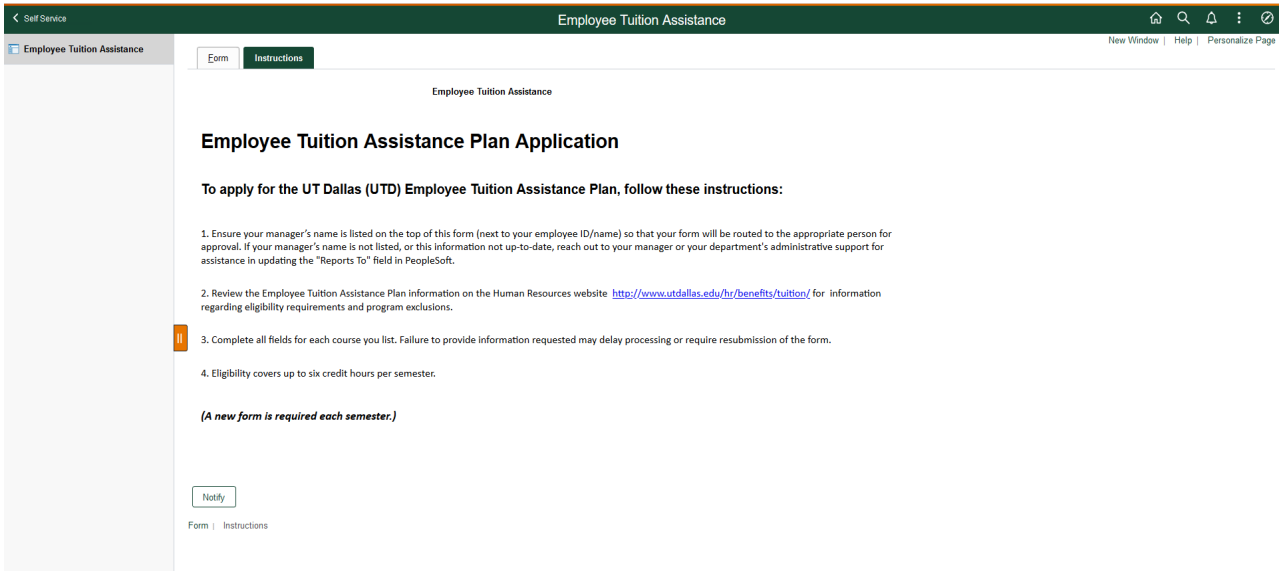


Applying for the employee tuition assistance program. New online form.

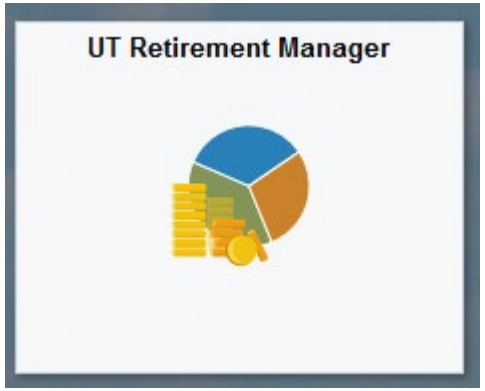
Click Add a New Value tab to access the form



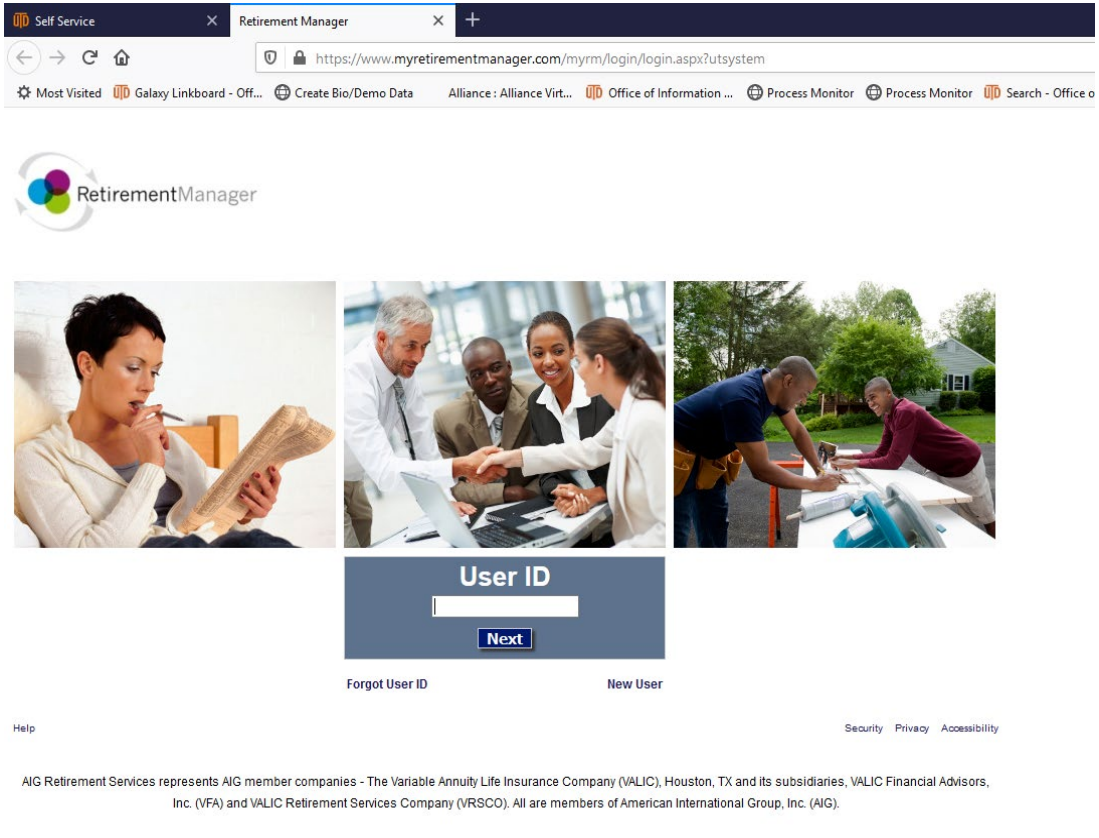
Page defaults to FORM, but it is best to click on Instructions tab before completing form.



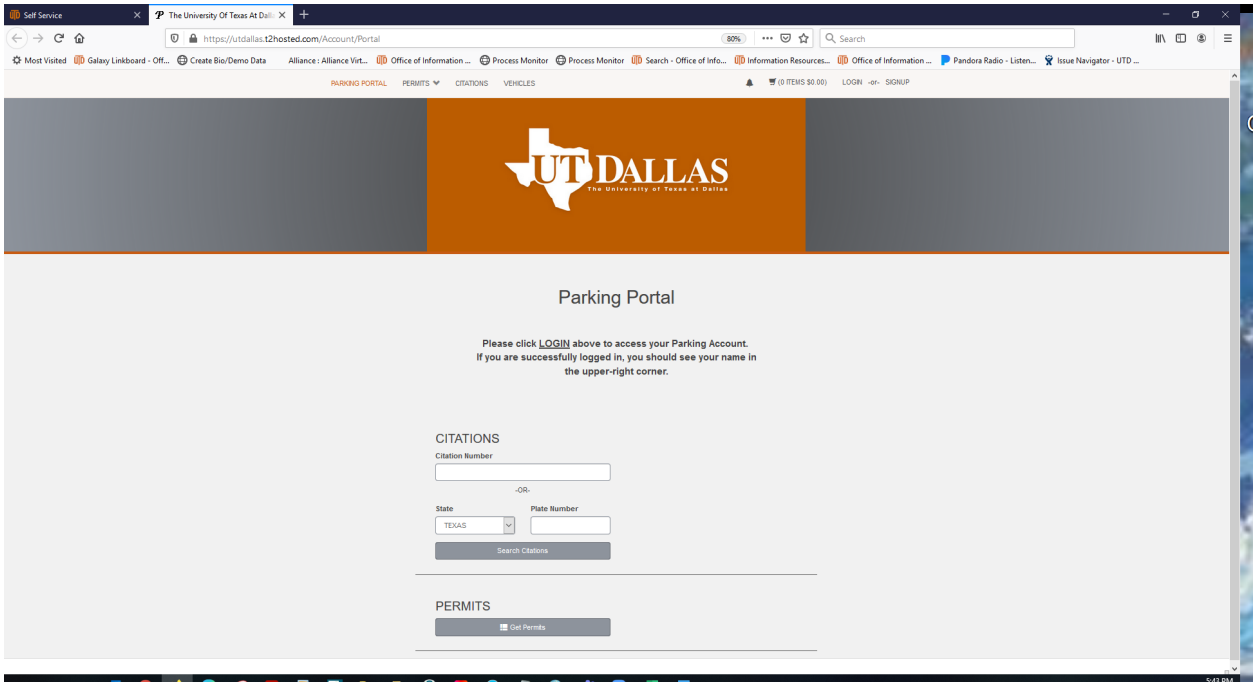
UT Retirement Manager



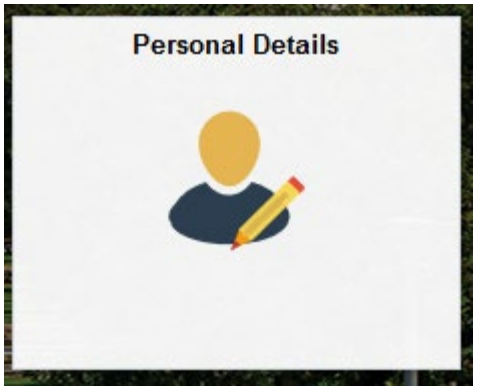
Allows enrollments and changes in any of the voluntary savings plans: 403b/TSA, Roth 403b, or 457b/DCP. Also allows initial enrollment and carrier changes for those eligible to participate in ORP instead of TRS.

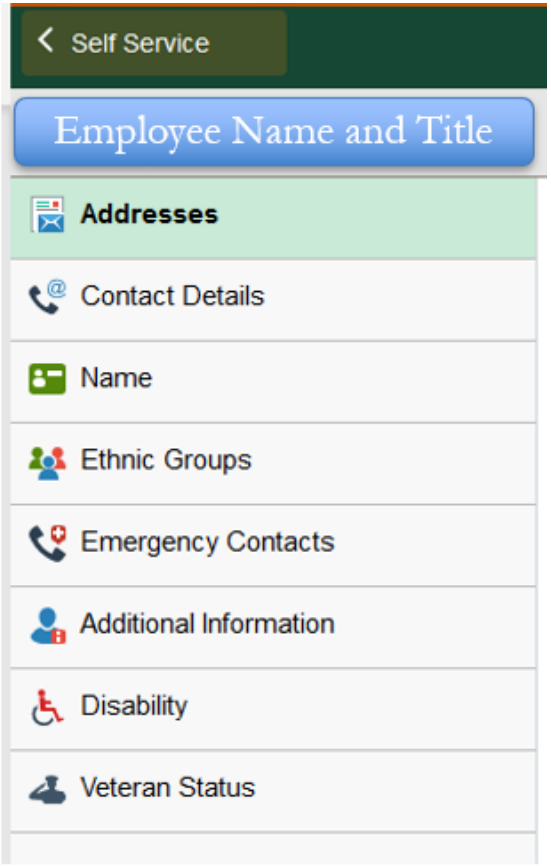


My Parking

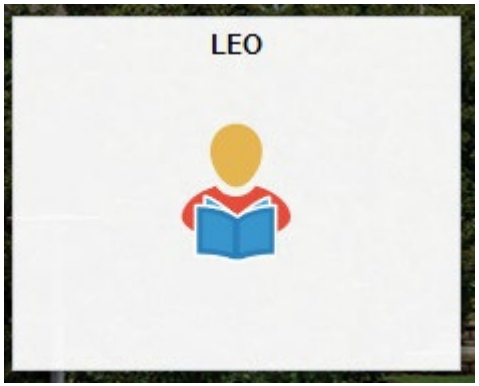


Pay citations and register for parking permits



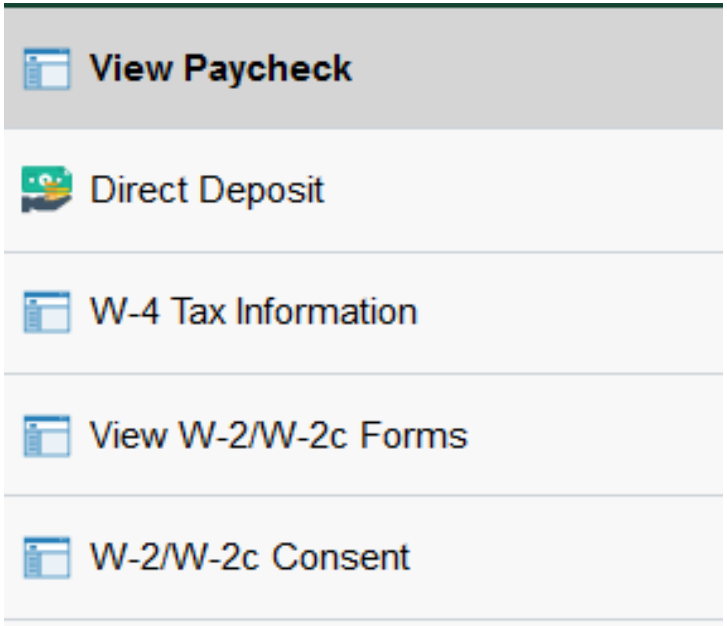


Update addresses, phone numbers, and emergency contacts as well as disability and veteran status among other attributes

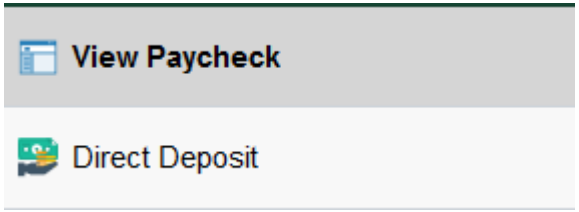


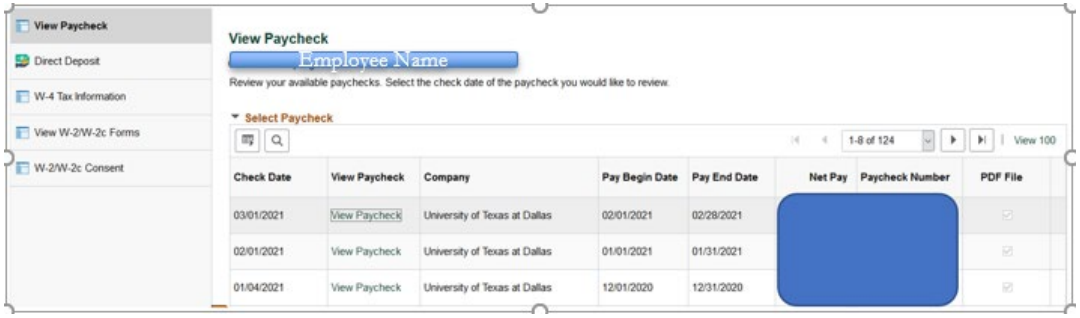
LEO (Learning & Education Organizer) – find training classes hosted by HR and other campus departments in person and Live Online Training

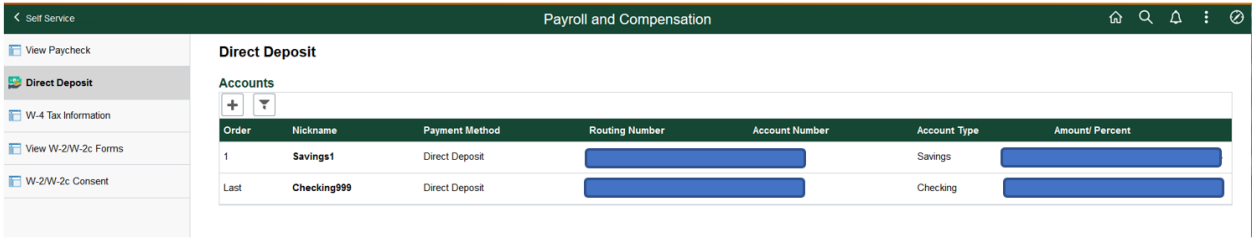
View paychecks, enroll/update direct deposit information, update W4 information, consent to receive and view W2s annually



Payroll and Compensation

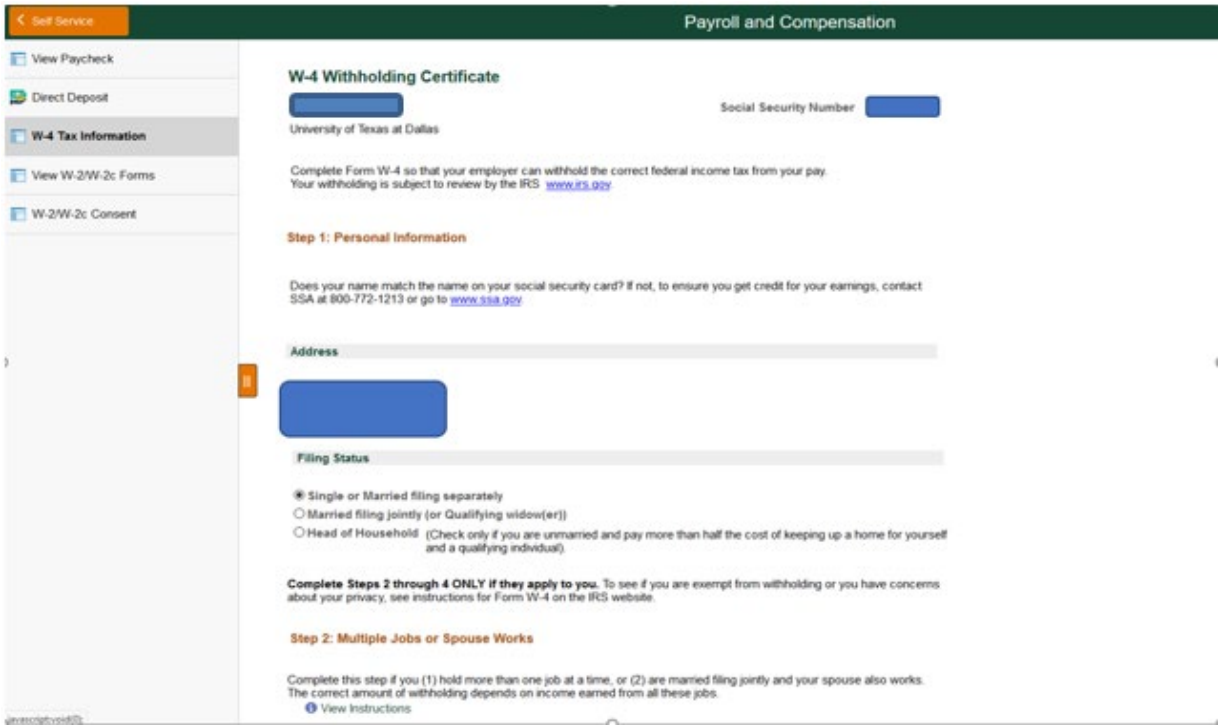

View Paycheck
Direct Deposit


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
1-8 of 124
View 100
Check Date
View Paycheck
Company
Pay Begin Date
Pay End Date
Net Pay
Paycheck Number
PDF File
03/01/2021 View Paycheck University of Texas at Dallas 02/01/2021 02/28/2021
02/01/2021 View Paycheck University of Texas at Dallas 01/01/2021 01/31/2021
01/04/2021 View Paycheck University of Texas at Dallas 12/01/2020 12/31/2020

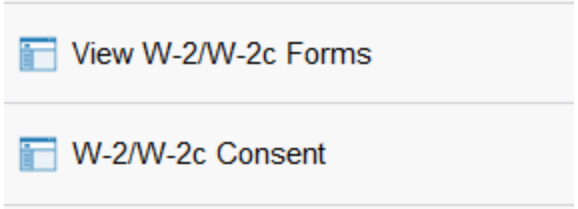

Self Service
Payroll and Compensation
View Paycheck
Direct Deposit
W-4 Tax Information
View W-2/W-2c Forms
W-2/W-2c Consent
Direct Deposit
Accounts
Order
Nickname
Payment Method
Routing Number
Account Number
Account Type
Amount/ Percent
1 Savings1 Direct Deposit Savings
Last Checking999 Direct Deposit Checking

Galaxy

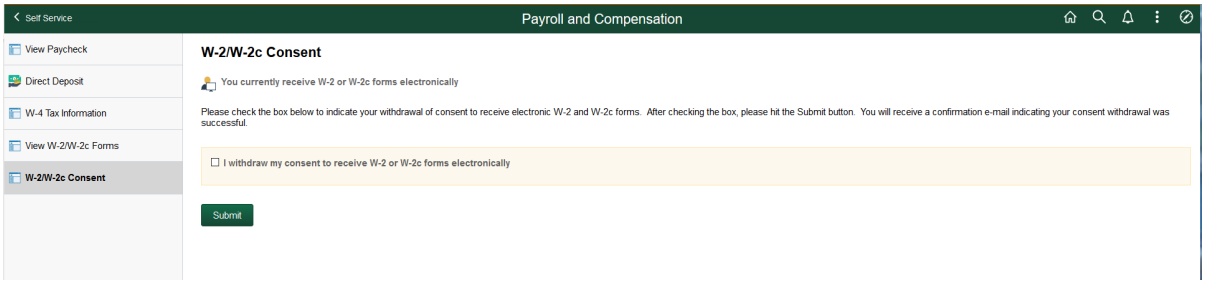
W-4 Tax Information



Payroll and Compensation


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
View Form


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

Resources

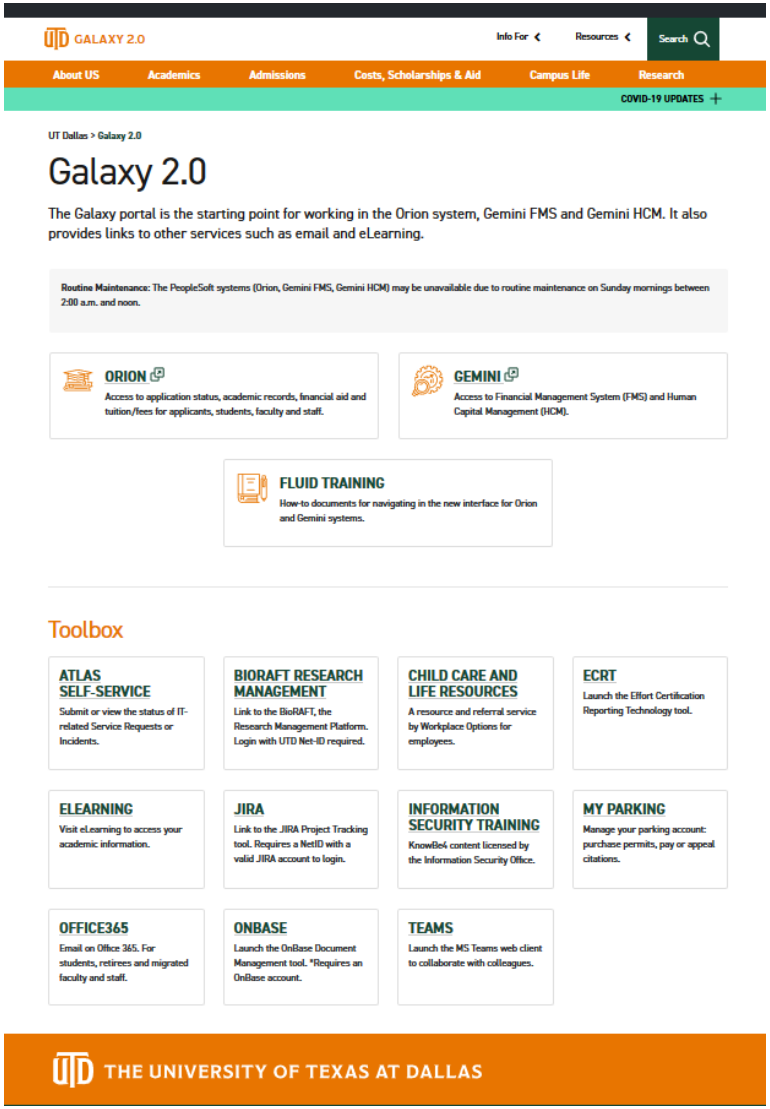
If you have any questions, please contact the responsible areas:

Benefits Summary – benefits@utdallas.edu
My UT Benefits – benefits@utdallas.edu
ACA Form 1095-C – benefits@utdallas.edu

Employee Tuition Assistance:
*Registration, Continuing Benefit – records@utdallas.edu
*Fees, Refunds, Waivers – bursar@utdallas.edu
*General Questions – employeerelations@utdallas.edu

UT Retirement Manager – benefits@utdallas.edu
My Parking - parking@utdallas.edu
Personal Details – payroll@utdallas.edu
LEO – training@utdallas.edu
Payroll & Compensation – payroll@utdallas.edu

https://www.utdallas.edu/galaxy/



https://oit.utdallas.edu/fluid/

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	Join the **OIT Fluid Office Hours Team** (join code: 6lkvbwv) To use a code to join a team: Click Teams on the left side of the Teams app, then click "Join or create a team" Paste the code (6lkvbwv) in the "Enter code" box, and click Join.

Fluid Training Documentation/Videos

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