



HR News *You Can Use*

From the Office of Human Resources

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“The key to successful leadership is influence, not authority.” *Kenneth Blanchard*

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CHANGES MANDATED FOR FEDERAL INCOME TAX WITHHOLDING

On February 17, 2009, President Barack Obama signed the “American Recovery and Reinvestment Act of 2009.” The centerpiece of this legislation, which is aimed at jump-starting the American economy, is a \$400 individual “Making Work Pay” income tax credit (\$800 for joint filers) for 2009 and 2010 that will be distributed through reduced withholding from workers’ paychecks.

The **effective date** of the new federal income tax withholding tables with extra reduced withholding is **April 1, 2009**. Employees will see this change reflected on the **April 15, 2009 paycheck**. Off-cycle checks issued April 3 will also include this change.

Employees should review their withholding instructions to avoid potential pitfalls. Be aware of the following situations that could cause “underwithholding” (not enough tax dollars withheld) for the year.

- *Both spouses working*: if each claims a withholding status of “married” on Form W-4 and they file a joint tax return, one or both spouses may be underwithheld because of the credit.
- *Working more than one job* (either at HCC or outside of HCC): employees receive the tax credit (lower withholding) for each job. A person may receive more credit than h/she is entitled.

In each of these cases, more take-home pay now could result in a having to pay additional dollars when you file your federal tax return. HCC cannot provide tax or legal advice. Check with a qualified tax advisor to determine the impact for your individual situation.

REVISED EMPLOYMENT ELIGIBILITY FORM (I-9)

The U.S. Citizen and Immigration Services (USCIS) recently issued a notice to all employers about the forthcoming revised Employment Eligibility Form (I-9). This form is a required federal document used to verify an individual’s identity and eligibility to work in the United States. Employers are to begin using the revised form **ON or AFTER April 3, 2009** or penalties could be imposed. To ensure the correct form is being used, verify the following date on the bottom right portion of the form: **Form I-9 (Rev. 02/02/09)**. Please discontinue use of older versions. They are now out-of-date.

Although there were several changes made to the “List of Acceptable Documents” on the I-9, there is one significant change. **ALL documents presented must be UNEXPIRED**. The Department of Homeland Security (NOT HCC) implemented this change to ensure that the presented documents are valid and reliably establish identity and employment eligibility.

The revised I-9 form is accessible from the HCC Website (www.hccs.edu). From the HCC Faculty & Staff web page, under the Human Resources heading, click “HR Forms,” then, “Hiring.” Look for the “Employment Eligibility Verification (I-9)” link.

If you have any questions about the revised Employment Eligibility Form, please contact your HR Generalist.

ADVANCE EARNED INCOME CREDIT CALCULATIONS

New tables for calculating the Advance Earned Income Credit for the remainder of 2009 have been issued. The act increased the earned income credit for joint filers and taxpayers with 3 or more

qualifying children. This affects the 2009 Form W-5 because it increases the amount of earned /adjusted gross income you can have and still receive the advance earned income credit.

The effective date of this change is April 1, 2009. See website <http://www.irs.gov/pub/irs-pdf/fw5.pdf> or contact your Tax Advisor for more information.

EHEP SUMMER APPLICATIONS DUE MAY 8TH

Are you pursuing a college degree or industry-approved certification? The HCC Employee Higher Education Program (EHEP) may provide you with partial tuition reimbursement or up to three hours off per week to attend class. To be eligible, you must be a full-time HCC employee with at least one year of continuous HCC service, and plan to enroll during the summer in courses leading to a degree or certification, or in a college course to learn a new skill that is immediately required for your current job. EHEP applies to college-level courses at an accredited institution or in an industry-approved certification program.

The EHEP application has been revised and is enterable online. PLEASE USE THE CURRENT ONLINE APPLICATION. You can find the application, program eligibility requirements and other information on the HCC web page:

From the HCC home page, click on Faculty & Staff
Click on Training (under Human Resources)
Click on Tuition Reimbursement

As an EHEP applicant, *you* are responsible for:

- Submission of a *complete* application – every question must be answered
- Attaching all required documents – see Section 5 of EHEP application

- Obtaining necessary signatures – supervisory approval is required *every* semester
- Submitting all paperwork by the deadline date. For the summer semester, the deadline is 11:59 p.m. on Friday, May 8, 2009
- Applying for EHEP every semester that you attend class

To be considered for approval by the EHEP Selection Committee for Summer Semester 2009, submit your completed application and attachments no later than May 8, 2009, to Employee Learning & Organizational Development (ELOD) by FAX to 713-718-8621 or by inter-office mail to MC 1175. Still have questions?



Check the web: From the HCC home page, click on Faculty & Staff. Under Human Resources, click on Training, and then click on Tuition Reimbursement

Contact the ELOD office at 713-718-8614 or by email to ELOD@hccs.edu

IT'S ABOUT TIME . . .

Building on the recent adoption of PeopleSoft Self-Service (*@ Your Service*), HCC will soon implement a new automated time and labor module to streamline and simplify time entry for payroll processing. The *change will affect all HCC employees*, both full and part-time. The new system will be implemented in two phases beginning June 1, 2009, with Coleman College and the DEL-Adult Education, HR, IT, Payroll, and Police departments going "live." The rest of the College will follow in November 2009. Stay tuned for more information in coming issues of *HR News You Can Use*.



SAVE THE DATE: ERS SUMMER ENROLLMENT

ERS has announced that this summer's open enrollment period will run from July 6-July 31. This is almost a month earlier than in past years.

In addition to open enrollment assistance at college locations (dates to be announced), a Summer Enrollment Fair with ERS vendors attending will be held in the 3100 Main Auditorium on Tuesday, July 14 from 9:00 until 12:00 noon.

Watch for upcoming announcements about ERS summer enrollment.

UPCOMING DUE DATES FOR NEW HIRE EMPLOYMENT PACKETS

All new full-time employees are hired effective with the beginning of a HCC payroll cycle (1st of the month or 16th of the month) and must attend General New Employee Orientation (GNEO) on their hire dates. In order to complete new hire processing and allow for notice to be

given to a former employer, Personnel Action Forms (PAF) and complete Employment Packets are due on the 8th of the previous month for a start date on the first of a month. For a start date on the 16th of a month, the completed paperwork is due on the 25th of the previous

month. For a *start date of May 1, 2009*, completed employment packets are due by *April 8, 2009*. For a *start date of May 18, 2009*, completed employment packets are due by *April 27, 2009*.

DID YOU KNOW?

- Identity theft services are offered through the UT-EAP! Whether you've been a victim of identity theft or just want to find out how to help prevent it, UT-EAP can provide assistance! Call 713.500.3327 to learn more.
- TRS has moved its program "Chalk Talk" online. Now called "TRS.TV" and launched from the TRS web site, members can be kept informed "on demand" via audio and video content and can provide email feedback. Go to <http://www.trs.state.tx.us> and look for the TRS.TV icon.
- More information about the HCC hiring process can be found on the Faculty & Staff Web page. Click the "Information for Hiring Managers" link under the Human Resources heading.
- The secret to an "idea taking root" is planting seeds of expectation and anticipation and nurturing the growth. If you value college education for your children, begin setting expectations early, starting when they enter middle school! Make it known that this is a natural "next-step" event in their lives. It is not necessary to nail down specifics about what to study. Keep it light and lively. Talk about each child's interests and natural strengths and the importance of making good grades. If you attended college, share your experiences and how these enriched your life. These actions will go a long way in creating a "college: yes-you-can" attitude in your family.

May TRAINING OPPORTUNITIES AT A GLANCE

College Office Professionals Program (COPP)

Open to all full-time and part-time HCC employees.

Dealing with Difficult Customers

Thursday, May 7, 2009
12:30 p.m.—2:30 p.m.
NW, Town & Country Campus, Eagle Room
Instructor: UTEAP Staff

How do you provide excellent customer service to a customer who seems unreasonable? This class explores underlying causes of difficult behavior and identifies strategies for interacting successfully with demanding internal and external customers.

Stress Management

Thursday, May 7, 2009
2:45 p.m.—4:45 p.m.
NW, Town & Country Campus, Eagle Room
Instructor: UTEAP Staff

Stress, unavoidable in today's world can take a physical and emotional toll including headaches, irritability, indigestion and lack of energy. Learn to recognize on-the-job stressors and become skilled at practicing simple, effective techniques for responding to daily stress in a positive way.

Effective Communication

Wednesday, May 20, 2009
9:00 a.m.—12:00 p.m.
SE, Eastside Campus, Room #1005
Instructor: Tambela Franklin

How well is your team communicating? Do you think you're expressing yourself clearly but no one seems to understand? This workshop focuses on recognizing different communication styles, avoiding barriers that hinder communication, and learning techniques that promote understanding.

Telephone Etiquette

Tuesday, May 26, 2009
9:00 a.m.—11:00 a.m.
SE, Eastside Campus, Room # 1005
Instructor: Jan Heidke

More than half of HCC's customers make their first contact with us by telephone. Do we consistently provide professional, helpful, personable service during those calls? This interactive workshop covers eight guidelines for telephone etiquette and builds skills for serving customers effectively over the telephone.

TRAINING OPPORTUNITIES

—continued

College Leadership Program (CLP)

Open to all supervisors, managers, department chairs and CLP participants.

★ **Course open to all HCC faculty & staff.**

Mastering Performance Reviews

Tuesday & Wednesday, May 5 & 6, 2009

9:00 a.m.—4:00 p.m.

3100 Main, 3A11

Lead Instructor: Evelyn McClain

The Mastering Performance Reviews course guides the supervisor through the process of conducting meaningful and effective Performance Excellence Program (PEP) evaluations. Supervisors learn to set SMAART goals, appraise performance, communicate expectations and provide meaningful feedback, while reviewing techniques for listening effectively.

Authentic Leadership, Part II

Tuesday, May 12, 2009

9 a.m.—12 p.m.

3100 Main, Room #3A11

Instructor: Zachary Hodges

Part II of Authentic Leadership taught by Northwest College President Dr. Zachary Hodges. Part II of Authentic Leadership is the conclusion of the series focusing on becoming a leader through self-knowledge and examination. Topics include managing self, creating trust and facilitating change within the group. Parts II and I are independent, so join us, even if you have not taken Part I.

★ Telling Isn't Teaching: How to Conduct Effective On-the-Job Training

Thursday, May 28, 2009

9:00 a.m.—12:00 p.m.

CE, Willie Lee Gay Hall, Room # 150

Lead Instructor: Evelyn McClain

If you conduct on-the-job training, this interactive workshop is for you. Participants will learn techniques for assessing, developing, and conducting effective on-the-job-training that achieves results in a short time.

PeopleSoft 101: The Basics for Finance Administration

This course is under construction! With the addition of requisition workflow, processes have changed. We are working to bring back a better and more comprehensive training just for you! Stay tuned for further details.



Introduction to PS Student Administration v9

These 3 hour courses provide you with an overview of navigation and basic functionality for PeopleSoft 9 Student Administration.

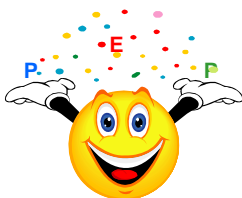
Admissions & Campus Community & Student Records

Friday, May 22, 2009

9 a.m.—12:00 p.m.

3100 Main, Computer Lab BD12

Performance Excellence Program (PEP)



PeopleSoft PEP Training is available using UTRAIN. The computer-based, hands-on, self-study module will take you through the PeopleSoft PEP process using a simulated scenario. To access UTRAIN, go to the HCC webpage > Faculty & Staff > Performance Excellence Program (PEP).

Remember to register for all ELOD training classes using @ Your Service.



HOUSTON COMMUNITY COLLEGE
3100 Main Street
Houston, Texas 77002

Phone: 713-718-8614

Fax: 713-718-8621

E-mail: elod@hccs.edu