



HR News *You Can Use*

From the Office of Human Resources

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“The quality of a leader is reflected in the standards they set for themselves.” *Ray Kroc*

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UPDATE: FACULTY COMPENSATION PROJECT —NEXT PHASE

In a phased project that began in early 2003, HCC administration has been partnering with the Faculty Senate to develop a competitive faculty compensation structure. Based upon a recommendation of the Faculty Senate Compensation Committee, members of the HCC faculty are now compensated via a step structure that takes into account both the faculty member’s educational level and years of HCC teaching experience. Given a rating of *professional performance* or higher over the prior year, a faculty member’s salary increases by one predetermined step increment each year.

The feasibility of recognizing non-HCC teaching experience in the faculty compensation structure has been discussed for several years and is currently being examined by a faculty compensation project committee. 629 full-time faculty personnel files have been reviewed by HR-Compensation to determine documented years of external experience and the potential budget effect.

Effective September 1, 2009, the HCC Board of Trustees approved a total of 4.2% of the current faculty salary budget line item to be used for faculty pay increases. All faculty hired prior to 2/28/09 with a *professional performance* rating or above will receive a 2% step increase effective the beginning of the fiscal year. Based upon Faculty Compensation Committee recommendations, Dr. Tyler and Dr. Spangler will determine how the additional 2.2% will be handled.

Faculty members should watch for more information about the Faculty Compensation Project results from your Faculty Senate President.

GOOD NEWS! PAY INCREASES APPROVED

Considering the state of the economy, it is indeed **good news** that the HCC Board of Trustees approved salary increases for full-time benefits-eligible employees with year-end performance ratings of professional performance or exemplary. Full-time benefits-eligible employees paid on the *professional/technical* or *executive/administrator* salary ranges and employed before 9/1/2008 will receive a 4.2% increase effective September 1, 2009. For those hired after 9/1/2008, the increase will be prorated.

Those with a professional performance or above performance rating, paid on the *secretarial/clerical* step structure will receive a 4.2% increase (one step plus the structure adjustment). The related article on the Faculty Compensation Project addresses *faculty* increases.

The HCC Board of Trustees will consider awarding additional salary increases during the year if fiscal and growth attainment goals are reached.

VACATION FOR FY 2009 –GOING . . . GOING . . . GONE

HR Policy allows up to 40 hours of vacation time earned in one fiscal year to be carried over to the next. Any hours beyond 40 not taken by 8/31/09 will be forfeited. Hours carried over to the new fiscal year should be used first before regular vacation. Make sure you elect “Vacation, carryover” on your leave form next year until you exhaust any carried over vacation hours. These hours must be used within the first six months of the new fiscal year (that’s by February 28, 2010). You can designate leave types of both “carryover” and “regular” vacation (current year) on the same leave form if necessary.

PEP BY THE NUMBERS

The Performance Excellence Program (PEP) was implemented four years ago, based upon HCC shared values and the belief that each HCC employee plays a vital role in helping achieve our vision. The power of PEP to enhance alignment of individual goals with those of the college contributed to our exceeding last year's all-college fiscal and enrollment growth goals. This resulted in the additional salary increase granted last January! The numbers are now in for FY2009. Overall 94% of full-time FACULTY and 95% of full-time STAFF employees completed the annual PEP cycle. As of 8/03/09, the percentage of PEP documents with status of COMPLETE by college:

- Central—100%
- Northwest – 97%
- Southwest – 96%
- Coleman—100%
- Southeast – 100%
- District – 94%
- Northeast—80%

TEMPORARY FULL-TIME HIRING: REQUIRED FORMS

To speed up the time to hire temporary full-time employees, make sure you complete the following required forms:

- Personnel Action Form (PAF) with justification memorandum, signed by the Hiring Authority or designee, for the hire/rehire of the Temporary Full-time employee (short-term or long-term) attached. An End Date must be specified on the PAF to determine benefits eligibility.
- Online employment application completed by the candidate.
- Two (2) employment reference checks, documented using the [Employment/Reference Check](#) form (HR-109)
- Any required transcripts
- Verification of Compensation Level Form--For Faculty Only

Return the completed paperwork to Employment Services. For assistance, contact your assigned Employment Services Representative.

Remember that all job offers for Full-time and Temporary Full-time employment are made by the Office of Employment Services and must be formally accepted BEFORE the selected candidate can report to work. At that time, a New Hire Notice will be sent to the Hiring Authority.

Questions about temporary full-time hiring? Contact Readri Epps @ 713-718-8573 or Don Washington @ 713-718-8584.

TEMPORARY FULL-TIME EMPLOYMENT BENEFIT STATUS CLARIFICATION

TRS recently issued clarifying guidelines for benefits eligibility. To be eligible for benefits, the duration of an individual temporary full-time assignment must be 4 ½ months or more *within a fiscal year beginning September 1 and ending the following August 31*. Because benefits eligibility must be determined at the beginning of the assignment, each full-time temporary assignment is viewed separately. An extension of an assignment

will be considered a new assignment. Two assignments in the same fiscal year are not added together to determine benefits eligibility. Assignments beginning in one fiscal year and ending in the following year are not added together to determine benefits eligibility.

If an employee contributed to TRS for 4.5 months or more at another TRS entity in

the same fiscal year, benefits eligibility begins at the HCC date of hire. However, benefits eligibility ends at the end of that fiscal year unless a new benefits eligible assignment starts in the next fiscal year.

For questions about benefits eligibility, please contact the HR Benefits Department at 713-718-2255 or by email at hrcbenefits@hccs.edu.

PEOPLESOFT POSITION MANAGEMENT MODULE “GOES LIVE” THIS MONTH

Behind the scenes the HR Compensation, IT Applications, and Financial Budget Control Departments have been working to automate the PeopleSoft (PS) position management process to enhance internal HR and Finance process efficiency and accuracy. Part of the HCC hiring process, position “control” is currently handled manually through the Financial Budget Control Department.

After implementation, only those positions that have been currently approved and funded by the Board of Trustees will be contained in the PS Position Management module.

The change will be transparent to most college personnel. The goal is to be sure that all vacant positions are readily identified and budgeted to enable timely

hiring decisions and optimum resource allocation. The Financial Budget Control Department will work directly with the College Presidents and their administrative staffs to make certain that positions have the proper funding before being approved for filling. All budget adjustments will continue to be handled by the Financial Budget Control Department.

ARE YOU A NO-SHOW?

College Leadership Program (CLP) course enrollment has increased with 120 more people enrolling over last year's enrollment total. Over 1,000 individuals enrolled in the 37 scheduled CLP courses, and over 650 successfully completed those courses.



More than 200 individuals had to cancel after enrolling, but the record reveals you are actively engaged in CLP. That is great news!

Employee Learning & Organizational Development (ELOD) is happy you are enjoying our course offerings. AND we need your help.

Although we offer CLP courses free of charge to you, there are expenses involved. Arrangements are made based on the number of people enrolled, including reserving a room large enough to comfortably accommodate the class, assuring adequate course materials and supplies and more often than not, ordering beverages and food.

This past year, 156 "No-Shows" affected 31 CLP classes. "No-Shows" are individuals who enroll in training sessions, but do not cancel their enrollment when they realize they will be unable to attend. It is easy to cancel your enrollment after you have registered. Simply log

into @ *Your Service* (PeopleSoft-HR), and click *Training and Development Home*. Click *Training Request*; then click *Cancel a Course Enrollment*.

We hope that you will make attending training a priority. When you must change your plans, canceling your enrollment will assure that our planning is efficient, we use resources effectively, and your place is offered to someone on our waiting list.

Thank you for your active participation in CLP. Help us be good stewards of HCC resources by *not* being a No-Show!

DID YOU KNOW?

- Signed **nine-month** faculty contracts should be returned to the Human Resources Department no later than **Monday, August 10, 2009**. **Twelve-month** faculty should return their signed contracts no later than **August 24, 2009**. More information will be included in the cover letter included with your contract. Please review all items carefully upon receipt. Questions should be directed to your HR Generalist.



- The PeopleSoft **Time and Labor pilot** project "go live" date is September 1, 2009. College-wide Time and

Labor implementation is expected during spring 2010. Supervisor training for those in the pilot group will take place in late August. Stay tuned for more information about the project and pilot group training.

- All **job offers** for Full-time and Temporary Full-time employment must be made by the Office of Employment Services and formally accepted before the selected candidate can report to work. A New Hire Notice will be sent to the Hiring Authority once the selected candidate has accepted the formal job offer.
- 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 PAF is due on the 25th of the previous month. For a *start date of September 1, 2009*, completed employment packets are due by *August 10, 2009*. For a *start date of September 16, 2009*, completed employment packets are due by *August 25, 2009*.

SEPTEMBER TRAINING OPPORTUNITIES AT A GLANCE

College Office Professionals Program (COPP)

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

How to Manage Competing Demands

Thursday, September 24, 2009

9 a.m.—12 p.m.

3100 Main, Room 3A11

Instructor: Jan Heidke

Does time seem to get away from you? Do you spend too much time on unimportant activities or in crisis management mode? This course focuses on planning and prioritizing to meet your goals, eliminating "time robbers," and uncovering effective time management strategies.

SEPTEMBER TRAINING OPPORTUNITIES AT A GLANCE

—continued

College Leadership Program (CLP)

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

Courses marked with an asterisk (*) are open to all HCC faculty & staff.

Planning & Goal Setting

Wednesday, September 23, 2009
9 a.m.—12 p.m.
3100 Main, Room 3A11
Instructor: Deborah Sharp

How good are your planning skills? Would you like to improve your goal setting skills? In this interactive, hands-on workshop, participants will identify planning and goal setting as an important performance management tool, describe the elements of a well-written goal, write a goal, develop strategies and tactics to reach it, then devise a workable plan to assure it is accomplished.

The Impact of Emotional Intelligence

Friday, September 25, 2009
9 a.m.—12 p.m.
3100 Main, Seminar Room B
Instructor: Jaime Torres, UTEAP

Daniel Goleman, author of *Working with Emotional Intelligence*, states, "In the new workplace, with its emphasis on flexibility, teams, and a strong customer orientation, this crucial set of emotional competencies is becoming...essential for excellence in every job..." Participants in this workshop, taught by a University of Texas Employee Assistance Program professional, examine the dimensions of Emotional Intelligence (EI), assess the value of it and explore the importance of EI competencies in determining one's own workplace success.

*Effective Meetings

Wednesday, September 30, 2009
9:00 a.m.—11:00 a.m.
CE, Willie Lee Gay Hall, Room #150
Instructor: Jan Heidke

How effective are your meetings? Would you enjoy meeting less yet accomplishing more? In this course, participants learn to plan and conduct effective meetings that focus group the effort to make the best use of everyone's time and achieve agenda objectives in the shortest time possible.

CLP Application/Enrollment
Deadline for 2010 Cohort
is September 17th

Introduction to PS Student Administration v9

Open to anyone who uses or will use either Student Records or Admission & Campus Community modules in their job duties.

Admissions & Campus Community & Student Records

Date: To be determined
Time: To be determined
3100 Main, Computer Lab BD12

Introduction to new features of PeopleSoft Student Administration version 9 Student Records, Admission & Campus Community modules. Topics include: differences between version * & version 9, new navigation paths, new terminology, ability to customize pages, & tips and techniques to maximize effectiveness.

Financial Aid and Student Financials

Date: To be determined
Time: To be determined
3100 Main, Computer Lab BD12

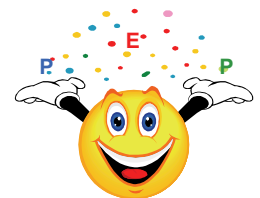
Introduction to new features of PeopleSoft Student Administration version 9 Financial Aid and Student Financial modules. Topics include: differences between version * & version 9, new navigation paths, new terminology, ability to customize pages, & tips and techniques to maximize effectiveness.

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.

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.