



HR News *You Can Use*

From the Office of Human Resources

Volume VIII: 2.09.09

“Leaders establish the vision for the future and set the strategy for getting there; they cause change. They motivate and inspire others to go in the right direction and they, along with everyone else, sacrifice to get there.” *John Kotter*

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INTRODUCING NEW 403(b) PLAN ADMINISTRATOR: TSA CONSULTING GROUP

In light of new IRS regulations published in 2007, a committee chaired by Dr. Art Tyler was formed to implement the required changes in the administration of the HCC 403(b) plans. As a result, a formal plan document covering the provisions of all college 403(b) plans was adopted by the HCC Board of Trustees in December 2008. The three HCC 403(b) plans are ORP, TSA voluntary, and the TIAA-CREF Social Security Alternative plan for any part-time or full-time employee not eligible for ORP or TRS contributions.

A third party administrator, **TSA Consulting Group**, has been engaged to administer most aspects of the plan. HCC is one of 15 Texas community colleges using this administrator to assure plan compliance, provide educational services and investment vendor review. The administrator will handle:

- Exchanges among authorized vendors and distributions, including loans and hardships where allowed under individual TSA accounts. Transaction requests will be made by **Transaction Routing Request Form** directly with TSA Consulting Group and no longer processed by HR Benefits. A link to this form will be placed on the HCC web site.
- **Salary Reduction Agreement** and **Product Disclosure** form maintenance
 - HR Benefits will continue keying new agreements and provider changes using the new forms accessed through the HCC web site.
 - The new **Product Disclosure Form** signed by the employee is designed to reflect all investment company fees. It will be required with every new agreement to document the sales agent disclosure provided to the employee.

Transactions for separated employees are already being handled by the new plan administrator. Transactions for active employees will be transitioned as soon as administratively possible. A future HR Alert will announce this effective date.

The new administrator's web site link and links to the new documents will be added to the Benefits section of the HR website in the near future. To access HCC-specific information on the new administrator site now, follow this link:

https://www.tsacg.com/employee_site/districts/texas/Houston_community_college.htm

The TSA Consulting Group home page at www.tsacg.com provides additional information about the company as well as links to 403(b) regulations and retirement savings.

2008-09 PEP TEMPLATES AVAILABLE

Based upon collective feedback, the following changes have been made to the PEP templates, now available from @ Your Service, Manager Self-service:

- *Electronic Signatures:* A check box with time stamp will replace the wet signature line. *Paper copies of PEP completed forms will no longer be filed in HR-Employee Records.*
- *Document Shortened:* Values-based Dimensions of Performance definitions have been condensed on all staff documents and have been redefined on the executive/administrator document. "Future Focus Plans" section has been eliminated.
- *Job Responsibility Section Changed:* Individual job responsibilities are no longer entered on the document. The official job description is the source document for an employee's job responsibilities. This section will be rated in aggregate.
- *Police Department Template:* Forms have been created specifically to reflect police work.

PEP Dates to Remember

PEP Cycle Ends: **04/30/2009** (Faculty) and **5/31/2009** (Staff)

PEP Completion Due Dates: **05/15/2009** (Faculty) and **6/15/2009** (Staff)

RECORD BREAKING COLLEGE LEADERSHIP PROGRAM COHORT UNDERWAY

The 2009 spring cohort of the College Leadership Program (CLP) is off to a great start, breaking previous enrollment records. The Employee Learning & Organizational Development (ELOD) office received 40 CLP applications for the February cohort. For the first time in CLP history, there were not enough spaces to enroll all who applied.

On February 5, 2009, thirty cohort members and their supervisors participated in *Beginning the Leadership Journey*, held at the District Administration Building.

The CLP is *required* for all new supervisors and department chairs. It is open to current supervisors and department chairs as a refresher; and, on a space-available basis, enrolls those who aspire to supervisory positions.

The CLP is designed to enhance the skills, knowledge and abilities of new supervisors, acquaint them with HCC goals, policies and procedures, serve as a refresher for current supervisors and department chairs, and develop a pool of

candidates who wish to prepare for supervisory, administrative, or department chair positions. In addition to laying the foundation to foster leadership skills, the College Leadership Program addresses the immediate job learning needs of a new supervisor.



FALSE START: REVISED EMPLOYMENT AUTHORIZATION FORM (I-9) ON HOLD

On February 2, 2009, the U.S. Customs and Immigration Services (USCIS) issued a notice to employers stating that their previous ruling to use the revised I-9 form (REV 02/02/09) has been delayed.

Until further notice, please use the Employment Authorization Form (I-9) with

"(REV 06/05/07)" shown on the bottom right-hand corner. The REV. 06/05/07 version is available on the HCC website: Faculty & Staff/Human Resources/HR Forms/Hiring.

NOTE: Although the ruling was delayed, the USCIS stated that "Under the interim

rule, employers will no longer be able to accept *expired* documents to verify employment authorization on the Form I-9."

For employment authorization questions, please contact your HR Generalist or HR Employee Records

NEED A DUPLICATE W-2?

Requests for duplicate W-2 copies will be processed beginning February 19, 2009.

The **Request for Duplicate W-2** form

can be found on the HCC web at Faculty & Staff/Human Resources/HR Forms/Payroll. Mail the completed request to the Payroll Department at MC 1116 D

or fax it to 713/718-5024. Please allow 7-10 days for processing your request. For more information, contact any member of the Payroll staff.

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 PAF is due on the 25th of the previous month.

For a *start date of March 23, 2009*, completed employment packets are due by *February 25, 2009*. For a *start date of April 1, 2009*, completed employment packets are due by *March 9, 2009*.

DID YOU KNOW?



- Effective January 1, 2009, Willie Williams' job title changed from Associate Vice Chancellor, Human Resources to Chief Human Resources Officer.
- Before clicking "create employee document" in PS PEP, be sure to enter employee goals and professional development actions in the document.
- Supervisors: now is the time to check your listing of direct reports in PS PEP. Contact the PEP email box (pep@hccs.edu) or your HR Generalist, if your list is inaccurate.
- You *must* complete PS PEP training to be granted access. Training is available using UTRAIN. This

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).

- For PeopleSoft HR access (login and password) questions, contact the IT-Help Desk at 713-718-8800. For PeopleSoft-PEP questions, contact your HR Generalist or email pep@hccs.edu.

MARCH TRAINING OPPORTUNITIES AT A GLANCE

PeopleSoft 101: The Basics for Finance Administration

These 3.5 hour courses provide you with an overview of navigation and basic functionality for PeopleSoft 8 Finance.

Finance

Friday, March 27, 2009
9 a.m.—12:30 p.m.
3100 Main, Computer Lab BD12

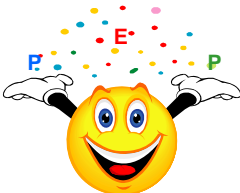
Introduction to PS Student Administration v9

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

Admissions & Campus Community & Student Records

Wednesday, March 11, 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.

TRAINING OPPORTUNITIES

—continued

College Leadership Program (CLP)

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

Managing Leave, Compensation & Payroll

Wednesday, March 4, 2009 ← **NOTE DATE CHANGE**
 9:00 a.m.—4:00 p.m.
 3100 Main, Seminar Room B
 Lead Instructor: Karen Edwards

In this leadership learning block, participants will explore their responsibilities for maintaining integrity in HCC work practices. Managers will learn to balance employee requests for time off with the needs of the workgroup. This course includes discussions on HCC policy, procedures, compensation philosophy, pay processes, the supervisor's role in managing leave, and workers compensation procedures and guidelines.

Process Improvement: Methods in Higher Education

Thursday, March 5, 2009
 9 a.m.—12 p.m.
 3100 Main, Room #3A11
 Instructor: Daniel Seymour

If you always do what you always do, you will always get what you always get. Are you happy with your results? Sometimes the "how" we do things interferes with the results we desire. In order to become consistently top performers, our work processes must be in tip-top shape. A learning organization consistently assesses its processes and improves those that no longer serve the intended purpose. Using the Plan-Do-Check-Act (PDCA) Cycle, participants will learn to analyze and improve work processes using action steps, useful hints, and practical examples.

College Office Professionals Program (COPP)

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

Working in Teams

Tuesday, March 31, 2009
 8:30 a.m.—12:30 p.m.
 Coleman Auditorium
 Instructor: Evelyn McClain

Does your team communicate and work well together? Productivity and morale improve when team members have common goals and effective working relationships. Participants will identify the roles and responsibilities of successful team members, distinguish between constructive and destructive team behaviors, and explore the path to consensus.

Mastering Performance Reviews

Monday & Tuesday,
 March 9 & 10, 2009
 9 a.m.—4 p.m.
 3100 Main, Room #3A11
 Lead Instructor: Evelyn McClain

This 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, managing conflict and valuing differences.

Dealing with Negative Attitudes in the Workplace

Wednesday, March 25, 2009
 1 p.m.—3 p.m.
 SE, Eastside Campus, Room 1005
 Instructor: Jaime Torres, UTEAP Staff

Is the workplace negativity getting you down? This course focuses on recognizing sources of workplace negativity, creating open feedback loops, addressing anger and resolving conflict. With these tools, you can change negative behaviors to positive ones.



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