



HR News *You Can Use*

From the Office of Human Resources

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“Management is efficiency in climbing the ladder of success; leadership determines whether the ladder is leaning against the right wall.” *Stephen R. Covey*

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REMINDER: ERS SUMMER ENROLLMENT JULY 6-JULY31

ERS open enrollment period runs from July 6-July 31. HR will host the annual Benefits Fair on July 14 from 9:00-12:00 at 3100 Main Auditorium. Join us at the fair to:

- Speak directly to ERS representatives and vendors
- Attend a 10:00 a.m. presentation by ERS employee, Lisa Cazacu
- Receive computer assistance in enrolling
- Attend 403(b) plan presentations

Open enrollment assistance at College locations begins July 10. For individual computer assistance during open enrollment, attend one of these sessions:

- Central College - Friday, July 10, Learning Hub Science Building, room 400.9, 10 a.m.-1 p.m.
- Southwest College - Monday, July 13, West Loop Library room 140O, 10 a.m.-1 p.m.
- Northwest College - Wednesday, July 15, Spring Branch Campus, 10 a.m.-1 p.m.
- Northeast College - Tuesday, July 28, Northline, room 423, 10 a.m.-1 p.m.
- Southeast College - Wednesday, July 29, Angela Morales, Room 2002, 10 a.m.-1 p.m.
- Coleman College - Thursday, July 30, Lab A, first floor, 10 a.m.-1 p.m.

FACULTY CONTRACTS MAILED IN EARLY JULY

The distribution of 2009-10 academic year faculty contracts for all full-time (regular) employees is scheduled for the week of July 6, 2009 for nine-month faculty and July 13, 2009 for twelve-month faculty. Contracts will be distributed by U.S. mail.

To ensure timely receipt of your contract, it is important that the Human Resources Department has your correct home/ mailing address in its database. You can verify and make changes to your personal information by utilizing employee self-service via @Your Service.

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.

We are committed to providing excellent service to HCC employees. Let us know how we can serve you better.

TIME & LABOR PILOT POSTPONED

The PeopleSoft Time and Labor pilot project "go live" date has changed from July 1 to September 1, 2009 due to the additional time needed for preparation and thorough testing. Given the significance of the Time and Labor module

to individual pay, a smooth transition to the new system is critical. College-wide Time and Labor implementation is expected during spring 2010. We apologize for the late notice and thank you for your patience and flexibility. Until

further notice, continue to record and report your time as you have done in the past. Stay tuned for more information



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 hrbenefits@hccs.edu.

DEGREE CHANGE STATUS FOR FACULTY, COUNSELORS AND LIBRARIANS

If your employment category is FACULTY and you earned additional hours (in increments of 12) toward an advanced degree or an additional degree during the 2008-09 fiscal year, you may be eligible to receive an increase in pay. If this applies to you, the following steps must be completed by Friday, July 31, 2009:

- **Provide Official Transcript - For additional degree** – obtain an official transcript that states the conferred degree. For **additional hours toward advanced degree** – obtain an official transcript that states the additional hours and coursework. Note that for *pay adjustment* purposes, additional hours are recognized in *increments of 12*.
- **Complete Verification of Compensation Level Form** - The Dean of Academic Development or Dean of Workforce Development (whichever applies) will need to complete and sign a Verification of Compensation Level form. The forms can be found on the HCC web: District Faculty & Staff>Human Resources>HR Forms > Hiring.
- **Mail** the completed and signed form, along with the *official* transcript (*not a copy*), to Naomi Tobin, Employee Records, MC 1120. **Note:** If you already submitted an official transcript to the Employee Records department during fiscal year 2008-09 but did not attach a signed Verification of Compensation Level form, you will need to provide this form in order for your paperwork to be reviewed and processed.

Remember, the **deadline** to submit all of the required documents is **Friday, July 31, 2009**. Once the paperwork is received in the Employee Records department, it will be sent to the credentialing department for review and approval. If approved, you will receive notification by the HR Manager, Employee Records. Pay adjustments will be effective September 1, 2009.

DID YOU KNOW?

- All employees are asked to update their emergency contact information using [@ Your Service](#). In case of a college emergency, you will want to be informed. The HCC emergency notification system relies on up-to-date employee information in order to effectively share important information.
- Earned vacation hours must be used prior to the end of the current fiscal year on August 31. 40 hours of vacation leave may be carried over into the new fiscal year. Any remaining vacation hours (over 40) will be lost.
- 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 August 3, 2009*, completed employment packets are due by *July 8, 2009*. For a *start date of August 17, 2009*, completed employment packets are due by *July 27, 2009*.

ULTRA ON-LINE TECHNICAL TRAINING

Don't miss this opportunity to update or learn new computer skills through this FREE suite of on-line courses.



Not to be confused with ed2go courses, that charge a fee, these courses are FREE and available to all full and part-time HCC employees. Many of the same software learning topics offered through ed2go are also available through Ultra On-Line.

The new subscription for Ultra On-Line suite of courses is now up and available for enrollment. Over 1,000 courses are now available in the new, expanded menu of Ultra On-Line course selections. Classes can be taken from home or the office 24/7. The number of enrollment "slots" is limited; however, the number of classes each person takes and completes after enrollment is unlimited. The vendor supplying the courses will again be Lynda.com and VTC.com.

Here's a sampling of topic categories:

VTC.com - 600+ courses <i>Especially designed for IT and office professionals</i>	Lynda.com - 400+ courses <i>Especially designed for instructional technology and design professionals</i>
● Animation and 3D	● Animation and 3D
● Audio	● Artist Series
● Business Applications	● Audio
○ Microsoft Project	● Business Applications (same as VTC)
○ Microsoft Office – Word, Excel, Power Point, Access	● Graphics Design Software
○ Microsoft Visio	● Digital Imaging, photography
● IT Certifications	● HTML
● Databases	● Illustration
● Graphics and Page Layout	● Motion Graphics
● Internet and Web Design	● Presentations
● Multimedia & Video	● Podcasting
● Networking & Security	● Print Design
● Operating Systems	● Video
● Programming	● Web Design & Development
	● XML and XHTML

Enrollment is free, but each enrollee must agree to the following conditions to remain enrolled for the upcoming year:

- Enrollee must take and complete at least three courses over a year
- Enrollee should discuss his/her professional development with supervisor. These courses count as professional development for the PEP process.
- Enrollee must take and complete at least 1 course within the 2-month period after enrollment. If not, the enrollee's slot may be reassigned to someone else.

Benefits:

- Enhance computer skills
- Learn the "latest and greatest" software programs for work or pleasure
- Satisfy continuing education requirements of some professional organizations
- Meet CIT (Certificate in Instructional Technology) prerequisites
- Apply towards COPP (College Office Professional Program) elective requirements
- Improve performance and contribute to PEP professional development

For more information and to enroll, visit the Ultra On-line web site at the following navigation: HCC Home page > Faculty & Staff page > Employee Support/Professional Development > All Employees/Ultra On-Line Training.

These courses are jointly sponsored by the Instructional Media Center and the Employee Learning and Organizational Development Department. For more information about registration, contact Vin Hennessy, IMC, at (713) 718-8813, or email vin.hennessy@hccs.edu

EHEP FALL SEMESTER APPLICATIONS DUE JULY 22

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 fall 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 industry-approved certification program.

The EHEP Application has been revised and is enterable online. PLEASE USE THE *CURRENT* ONLINE APPLICATION FORM. Access the application, eligibility requirements and other program 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

GREAT NEWS! Effective with the Fall Semester 2009, the tuition reimbursement level for course work leading to a bachelor's degree or higher has been increased to \$700 per semester, with an annual maximum of \$2100 per employee.

Remember, 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* to ELOD by FAX to 713-718-8621 or interoffice mail to MC 1175
- Applying for EHEP every semester that you attend class



*Remember: Fall Semester applications must be *received* by the ELOD office no later than 11:59 p.m. on **Wednesday, July 22, 2009**.

Still have questions? Check the web or contact the ELOD office at 713-718-8614 or by email to ELOD@hccs.edu.

AUGUST TRAINING OPPORTUNITIES AT A GLANCE

College Leadership Program & College Office Professionals Program

College Leadership Program (CLP) & College Office Professionals Program (COPP) courses will resume in September. To check out our 2009-10 offerings and register for upcoming courses, go to the HCC webpage > Faculty & Staff > Training (under the Human Resources header). We look forward to seeing you in class!

Performance Excellence Program (PEP)

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

PeopleSoft 101: The Basics for Finance Administration

This course is under construction!

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

Thursday, August 27, 2009

9 a.m.—12:00 p.m.

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 8 & version 9, new navigation paths, new terminology, ability to customize pages, & tips and techniques to maximize effectiveness.

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