



HR News *You Can Use*

From the Office of Human Resources

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“Before you are a leader, success is all about growing yourself. When you become a leader, success is about growing others.” *Jack Welch*

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NEW PART-TIME HIRING PROCEDURES FOR SUMMER & FALL 2009

HR is now accepting part-time recommendations, including completed paperwork for new/former hires, for the 2009 summer and fall terms. Please note that all part-time assignments for fiscal year 2008-9 will end on August 31, 2009 in order to capture the data associated with the implementation of the new PS Time and Labor system. New part-time recommendations must be submitted for the 2009-10 fiscal year.

You are encouraged to submit part-time employment paperwork early (prior to the start date of the employee) and follow these new procedures for completing the form I-9 timely.

1. Submit all paperwork for new/former/current employees except I-9. This includes the new hire packet and/or part-time recommendation form. The Part-time Recommendation form has been modified to include required information about the “reports to” supervisor and supervisor title. The new form is found on the web at Faculty & Staff>Human Resources>HR Forms>Hiring. Please discontinue use of all older versions of this form.
2. By the *third business day* from the employee’s start date, the supervisor and employee complete the I-9 form. For example, if the start date is Friday, June 12, 2009, the I-9 form must be completed by Tuesday, June 16, 2009.
3. The completed I-9 form must be received in HR-Employee Records Department (MC1120) within *three (3) business days*. A schedule of due dates for I-9 forms is available on the web. Go to Faculty & Staff>Human Resources>HR Forms>Hiring.

NOTE: All completed hiring paperwork, including I-9 form, criminal background check, and drug test authorization form (if required) must be received and approved by HR in order for an employee to begin an assignment at HCC. (refer to HCC Policy C:2.3) Assignments not supported by timely completion of these forms will be ended. Questions? Contact HR Employee Records or your HR Generalist.

MARK YOUR CALENDAR: ERS SUMMER ENROLLMENT JULY 6 — JULY 31

ERS open enrollment period will run from July 6 thru July 31, almost a month earlier than in past years. HR will host the Benefits Fair on July 14 from 9:00 a.m. to 12:00 p.m. at 3100 Main in the Auditorium. Join us at the fair to:

- Speak directly to ERS representatives and vendors
- Attend a presentation by ERS employee, Lisa Cazacu at 10:00 a.m.
- Receive computer assistance for 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, in the Learning Hub Science Bldg room 400.9, 10am to 1pm
- Southwest College - Monday, July 13 at the West Loop **Library**, room 1400, 10:00am to 1pm
- Northwest College - Wednesday, July 15 at the Spring Branch Campus, 10:00am to 1pm
- Northeast College - Tuesday, July 28 at the Northline Campus room 423, 10:00am to 1pm
- Southeast College - Wednesday, July 29 at the Angela Morales Bldg, room 2002 from 10:00am to 1pm
- Coleman College - Thursday, June 30 in Lab A –first floor 10am to 1pm

ATTENTION ALL BENEFITS-ELIGIBLE EMPLOYEES

ERS has enhanced ERS OnLine to provide more security for your account information. **You must register your ERS OnLine account and create a new Username and Password.** The registration process is an easy, step-by-step process that takes just a few minutes. Go to www.ers.state.tx.us and click the "View My Benefits User Login" button at the top of the screen. Take a minute now

to register. Then you will be ready to make your benefits enrollment changes in July.

Once you have completed the registration process, be sure to update your contact information so you can receive Summer Enrollment information and other important communication directly from ERS. You may view a summary of your current benefits elections and verify and

update:

- Phone number, mailing and email addresses
- Dependent's and beneficiary's personal information
- Benefits selections made during Summer Enrollment or after experiencing a qualifying life event (QLE), such as marriage or divorce.

FY2010 PREMIUM CHANGES

Health premiums increase by approximately 8%. New health rates are available at: www.ers.state.tx.us/insurance/rates/health_rates_fte.aspx

Dental premiums increase about 18% for DMO and 10% for Choice plan. Both plans will be run by Humana. The Dental and Choice plan benefits maximums will

increase to \$1,500, beginning in year one. New rates are available at: www.ers.state.tx.us/insurance/rates/dental_rates.aspx

REMINDER ABOUT CHILDREN'S HEALTH AND DENTAL COVERAGE

If a mother and father both work for an entity under the Texas Employees Group Benefits Program (GBP), both parents cannot cover the same child under most GBP benefits, including health and dental insurance. You will need to select one parent to cover the child.

Both parents can cover the same child with Dependent Term Life and Voluntary AD&D.

If any of your children currently have double coverage for a benefit that does not allow it, make sure one parent drops

the child's coverage. Contact your benefits coordinator for assistance. Please do this immediately--do not wait until Summer Enrollment.

PROOF OF GOOD HEALTH

If you plan to apply during summer enrollment for health, life insurance, or short- or long-term disability coverage that requires proof of good health, you will need to send an Evidence of

Insurability (EOI) application. Please send your EOI application to Fort Dearborn Life (FDL) as early as possible. FDL will start accepting EOI applications

for Plan Year 2010 on June 1, 2009. You can find the EOI application and instructions on the ERS website on the Summer Enrollment page at www.ers.state.tx.us

EMPLOYEE HIGHER EDUCATION PROGRAM

The Employee Higher Education Program approved 41 applicants to receive partial tuition reimbursement or three hours off per week to pursue their educational goals during the 2009 summer semester. The program awarded a total of \$15,900 for this semester.

If you are a full-time employee with at least one year of continuous service with HCC and plan to attend school during the fall, check out the program information online. From the home page, click on Faculty & Staff, then click on Training (under Human Resources), then on Tuition Reimbursement (EHEP).

If you have questions or need additional information, contact Employee Learning & Organizational Development at ELOD@hccs.edu or 713-718-8614. The Fall 2009 application deadline is Wednesday, July 22nd.

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 July 1, 2009*, completed employment packets are due by *June 8, 2009*. For a *start date of July 16, 2009*, completed employment packets are due by *June 25, 2009*.

DID YOU KNOW?

- If you are a member of the PS Time & Labor implementation pilot group (includes Coleman College and District HR, IT, Police, and Payroll departments) and have not signed up to attend training, please visit the new web page (Faculty and Staff > Human Resources > PS Time and Labor, last link in the list). The page can also be viewed under Faculty and Staff > Employee Support > Payroll. Click on "Pilot Training Schedule" to view the training calendar and select a convenient course time/place.
- Manager Self-Service (PS-HR) is available from home.
- Even though the Job Responsibilities Section on the PEP document still allows you to input individual job responsibilities, supervisors should not create individual job responsibilities. Instead, the official job description should be referred to and utilized in your PEP planning and discussions. The Results section should be used to document examples of the employee's execution of all job responsibilities.
- Eighty percent of people who drown aren't wearing life jackets. Wear one if you need one. Summer is here, be safe, especially when in and around the water.
- The UTEAP Legal Assist program provides access to qualified legal advice and counsel, either by phone or in person, as determined by your need.
 - ◆ Consultations are free, half-hour phone or in-person sessions with an attorney qualified to handle your issue
 - ◆ You receive a 25% discount on hourly attorney fees if you require representation
 - ◆ Telephonic attorneys cannot self-refer, so you are assured unbiased advice
 - ◆ Valuable legal resources can be located online at www.uteap.org

JULY TRAINING OPPORTUNITIES AT A GLANCE

College Leadership Program (CLP)

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

Tools for Effective Communication

Thursday, July 9, 2009
 9:00 a.m.—12:00 p.m.
 NE, Pinemont Campus, Room B108
 Instructor: UTEAP

Effective interpersonal communication is a skill every successful manager must have. Join University of Texas Employee Assistance Program staffer Sharlene Johnson as she defines the components of successful communication, explores the barriers that prevent it, and presents techniques for developing effective communication skills.

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.

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

Wednesday, July 15, 2009
 9 a.m.—12:00 p.m.
 3100 Main, Computer Lab BD12

This course will introduce the new features of PeopleSoft Student Administration version 9 Student Records, Admission & Campus Community modules.

Topics include:

- Differences between version 8 and version 9
- New navigation paths
- New terminology
- Ability to customize pages
- Tips and techniques to maximize effectiveness

College Office Professionals Program

College Office Professionals Program (COPP) courses resume in September. Later this summer check out our 2009-10 offerings and register for upcoming courses. Go to the HCC webpage > Faculty & Staff > Training (under the Human Resources header).