

“Forget about all the reasons why something may not work. You only need to find one good reason why it will.” *Dr. Robert Anthony*

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ANNOUNCING PEOPLESOFT TIME & LABOR PILOT IMPLEMENTATION

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 16, 2009, with *Coleman College and HR, IT, Payroll, and Police departments* going “live.” The rest of the College will follow in November 2009. *Training for the first phase (pilot) groups* will commence later this month, with all supervisors and non-exempt full-time staff attending required classroom training and general overview sessions and tutorial job aids provided to all others. Watch for more details soon!

Why is it important that HCC automate its time and labor reporting processes?

- Reduced paperwork and automated data entry and approval will increase efficiency and accuracy via automatic overtime calculations, leave of absence accounting, and pay amounts
- Employees share ownership of time reporting accountability
- Compliance with the Fair Labor Standards Act and Comptroller audit findings are addressed
- Enhanced reporting options and tools are available to manage time and budgets

Even though the system will be automated, the basic time reporting processes will remain the same. A task comparison is highlighted in the following table:

Time Reporting Task	Current Manual Process	PS Time & Labor System
Non-exempt (FT/PT) employee timekeeping	Varies: paper sign-in log, time clock, thumb print device	Via computer using Web Clock (<i>time recording devices currently used will be replaced</i>)
Exception time reporting	Paper <i>Leave of Absence</i> forms & “wet” signature approval	Online reporting & e- approval via PS “Weekly Elapsed” pages
Time reporting	Designated timekeepers enter time manually	Employees report own time using PS screens
Overtime computation	Manual process	Computed by PS
Approvals	“Wet” signatures on paper forms	Electronic approval by managers

HR WELCOMES NEW DIRECTOR

Tom Anderson has joined the Human Resources Department as Director of Human Resources, directly reporting to Willie Williams, Jr., Chief Human Resources Officer. HR Generalists now report to Tom. With many years of experience in both the public and private sectors, Tom is an active participant in the HR profession within our community. He was appointed by Texas governor, Rick Perry, to serve as chairman of the Texas Commission on Human Rights. He also chairs the Workplace, Health, and Safety Commission of the Society for Human Resource Management (SHRM). Tom holds a Doctor of Jurisprudence, South Texas College of Law, a Master of Arts- Education, Depauw University, and a Bachelor of Science-Psychology, Purdue University. Welcome, Tom!

CLP GRADUATES HONORED AT LUNCHEON

On April 24, 2009, supervisors, mentors, instructors, and colleagues joined College Leadership Program (CLP) participants at Polo's Signature restaurant to celebrate their successful completion of the year-long program. This graduating class, 32 strong, represents the second largest class in CLP history.

East Early College High School Principal, Joel Castro challenged the audience's views about leadership in his keynote address. Chancellor Mary Spangler was on hand to award the certificates and extend her personal congratulations. Each graduate received a gift book, *Leading at the Edge*, a selection from Dr. Spangler's recommended reading list. A group photo of graduates can be viewed on the College Leadership Program web page. Congratulations to our 2009 College Leadership Program Graduates!

Ron Agatep	Joseph DiFlavio	Sherman Harness	Nicole Phinazee
Prentice Armstead	John Dziedzic	Jan Heidke	Leslie Rowell
William Carter	Ludivina Espinoza	Turner Jackson	Angela Secrest
Lucy Castillo	Michele Estep	Paul Keltner	Connie Tafoya
Leo Cavazos	Rosalyn Francis	Cynthia Lundgren	Patrick Teoh
Sriram Chandrasekaran	Carmen Gentry	Wanda Mays	Luis Trevino
Edgar Chucle	Abel Guerrero, Jr.	David Moore	Evelyn Velasquez
David Diehl	Andrea Guerrero	Sue Moraska	Paula Willyard

CHANGES COMING TO PART-TIME HIRING PROCESS

The Part-time Recommendation form is being revised to include new required information, "reports to" that defines the *organizational position* to which the part-time employee reports. The standard hourly pay option is also being

eliminated. The revised form will be staged on the HR web page on the HR Forms/Hiring link or Hiring Information for Managers/Part-time Processing Employment Forms. Please discontinue use of older versions when advised.

With the goal of reducing time-to-hire, process changes are also in the works. The details are being finalized, so stay tuned or contact your HR Generalist for more information.

SAVE THE DATE: ERS SUMMER ENROLLMENT

ERS has announced that this summer's open enrollment period will run from July 6-July 31. 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.

DID YOU KNOW?

- Year-end PEP** reviews were **due for 9-month faculty on May 1** and for **all other full-time** employees on **June 15**. As a reminder, new supervisors receive access to PS PEP by completing the online training, UTRAIN (accessible from the HCC Faculty & Staff web page under Human Resources/Performance Excellence Program (PEP). Supervisors, if a direct report not on your documents list, email the PEP mailbox at PEP@hccs.edu for assistance. You may also contact your HR Generalist for more information about PEP.
- Employers are required to keep accurate records of time worked for employees who are *not* exempt from the Fair Labor Standards Act (FLSA). For this reason, all HCC non-exempt employees must record their time worked daily. When the new PeopleSoft Time and Labor module is implemented later this year, most non-exempt employees will sign in and out by computer via Web Clock.
- In order to comply with either TRS regulations or the HCC 403(b) plan document, the *Retirement Plan Selection* form, HR 175 (and HR 175B, if required), must be completed for every part-time hire and rehire recommendation.
- May is National Mental Health Month. According to the Gallup-Healthways Well-Being Index, 58 percent of Americans reported struggling in their lives at the end of 2008, an increase of more than 22 million Americans than reported earlier in the year. UTEAP offers many services that help with coping with the challenges of stress. For more information or to schedule an appointment, call UTEAP at 713-500-3327 or visit www.uteap.org. More information on National Mental Health Month is available at www.mentalhealthamerica.net/go/may.

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 June 1, 2009*, completed employment packets are due by *May 8, 2009*.

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

JUNE TRAINING OPPORTUNITIES AT A GLANCE

College Leadership Program (CLP)

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

Compliance with EEO Law

Thursday, June 4, 2009
8:00 a.m.—5:00 p.m.
3100 Main, Seminar B
Lead Instructor: Texas Workforce Commission

Equal Employment Opportunity (EEO) is the law. This course acquaints the supervisor with state and federal EEO Laws, outlines the duties and responsibilities of a supervisor under these laws, and examines several pertinent case studies.

College Office Professionals Program (COPP)

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

How to Manage Competing Demands

Wednesday, June 3, 2009
1:00 p.m.—4:00 p.m.
SW, Scarcella, Room #W102
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 centers on planning and prioritizing to meet your goals, eliminating “time robbers,” and uncovering effective time management strategies.

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).

Avoiding Litigation Landmines

Thursday, June 25, 2009
12:30 p.m.—4:30 p.m.
3100 Main, Room #3A11
Instructor:

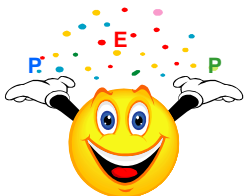
This video-based program addresses the nine litigation landmines that a department chair or supervisor can encounter in his/her day-to-day operation and explores the possible legal liability consequences.

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

Tuesday, June 23, 2009
1 p.m.—4:00 p.m.
3100 Main, Computer Lab BD12



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



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