

“A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go, but ought to be.” *Rosalynn Carter*

ENTERING GRADES USING PS SA VERSION 9

Inside this issue:

Entering Grades	1
Using the Back Button	1
Training Registration via @Your Service	1
New CLP Cohort	2
EHEP Spring Application Deadline	2
New Hire Employment Packet Due Dates	3
UTEAP	3
December Training	3

Instructional faculty (those that use a WID to log into Student Administration self-service) do *not* need to attend version 9 classroom training or complete UTRAIN modules to continue their security access. A job aid for navigating in the new PeopleSoft SA version 9 has been specifically designed to assist you with the changes.

The job aid is accessible on the web at:

Home > Faculty & Staff > Faculty & Administrative Support > Online Grading Tutorial & Change of Grade Request Form

Click “this URL” to go to the PeopleSoft Student sign-in page. After logging in, click on “Grading Tutorial.”

Instructional faculty will continue using their current user-ids (WID) and current passwords. Access will not be interrupted.

For training questions, contact the ELOD department at ELOD@hccs.edu. For PeopleSoft SA security questions, contact IT Customer Care at psv9upgradesupport@hccs.edu

BACK BUTTON NO-NO

We weren't kidding when we cautioned you in training about using the “back” button on the Internet Explorer toolbar while in a PeopleSoft session. Instead, follow the navigation links on the PeopleSoft page. It's a hard habit to break, but unpredictable (bad) things can happen when using the “back” button!



REGISTER FOR TRAINING

Training and Development Self-Service has been operational for about one month. Thank you for your patience as we worked out the kinks in our processes. You can register for (and cancel) courses offered through the Employee Learning and Organizational Development Department (ELOD).

In Employee Self Service, you can look up courses by:

- Course name
- Course date or date range
- Location
- Date or date range
- Program (CLP, COPP, PeopleSoft)

In Manager Self Service, supervisors can:

- View their direct reports' training histories
- Register employees for training classes
- Cancel employees out of training classes



To register for an ELOD class, go to the HCC home page > Faculty & Staff > @ Your Service > @ Your Service Login > Training and Development Home > Request Training Enrollment. For more information, email ELOD@hccs.edu or call (713) 718-8614.

HR News You Can Use

NEW COLLEGE LEADERSHIP PROGRAM COHORT



Twenty-three participants began their leadership journeys on October 23 by attending the *Beginning the Leadership Journey: HCC CLP Overview*. Included in the fall cohort are:

Ernest Benjamin	Abel Guerrero, Jr.	David Moore
Lucy Castillo	Robert Harris	Martha Oburn
Sriram Chandrasekaran	Becky Hauri	Diane O'Neal
David Diehl	Rosa Hsu	Ernest Reynolds
Joseph DiFlavio	Andre Humphery	Cassandra Smith
Lorlie Ellis	Masroor Husain	Klairon Tang
Michele Estep	Paul Keltner	Cristina Viramontes-Tobola
Martha Graves	Wanda Mays	

The next College Leadership Program cohort forms in February 2009. Interested persons should complete applications or enrollment forms no later than January 16, 2009.

CLP is *required* for all new HCC supervisors, including department chairs and program managers who have individuals reporting directly to them. It is *optional but* recommended for new assistant chairs and current supervisors, administrators and chairs.

In addition, *exempt* faculty and staff members who *aspire* to supervisory or chair positions are eligible through a committee selection process.

EHEP SPRING APPLICATIONS DUE DECEMBER 1ST

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 spring 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 in an industry-approved certification program.

The EHEP application has been revised and is enterable online. Please use the current online application rather than a previously-saved version. You can find the application and program eligibility requirements and other information on the HCC web page:

- From the HCC home page, click on Faculty & Staff
- Click on Training (under Human Resources heading)
- Click on Tuition Reimbursement

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 date. For the spring semester, the deadline is 11:59 p.m. on Monday, December 1, 2008
- Applying for EHEP every semester that you attend class



To be considered for approval by the EHEP Selection Committee for Spring Semester 2009, submit your completed application and attachments no later than December 1, 2008, to Employee Learning & Organizational Development (ELOD) by FAX to 713-718-8621 or by interoffice mail to MC 1175. Still have questions?

- Check the web: From the HCC home page, click on Faculty & Staff. Under Human Resources, click on Training, and then click on Tuition Reimbursement.
- Contact the ELOD office at 713-718-8614 or by email to ELOD@hccs.edu.

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 (PAFs) 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 December 1, 2008*, completed employment packets are due by *November 10*. (There is no GNEO during December, new hires report on January 5.) For a *start date of January 5, 2009*, completed employment packets are due by *December 8, 2008*. For a *start date of February 2, 2009*, completed employment packets are due by *January 8, 2009*.



DID YOU KNOW?

UT-EAP is a resource for employees coping with financial challenges. Below are links to two helpful articles:

New York Life - What Are Some Tips for Surviving a Volatile Economy?

<http://www.newyorklife.com/cda/0,3254,11473,00.html>

Live Science - Financial Crisis: Can Americans Stay Happy?

<http://www.livescience.com/culture/080924-money-happy.html>

UT-EAP is a free confidential service for HCC employees and members of their households. Call 713-500-3327 for more information about available services.



DECEMBER TRAINING OPPORTUNITIES AT A GLANCE

College Leadership Program

Open to all supervisors, managers, department chairs and CLP participants. *** Courses noted with an asterisk are open to all staff and faculty.**

Courage to Coach

Tuesday, December 2, 2008
9 a.m.—12 p.m.
NW Town & Country, Eagle Room
Instructor: Debbie Sharp

In this video-based workshop, supervisors learn to describe performance expectations, gain agreement with the employee about performance issues, jointly develop solutions, agree on an action plan, and follow up to assure performance has improved.

Managing Leave, Compensation & the Payroll Cycle

Friday, December 5, 2008
9 a.m.—4 p.m.
3100 Main Room # 3A11
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.

* Effective Meetings

Thursday, December 11, 2008
10:00 a.m.—12:00 p.m.
3100 Main, Room # 3A11
Instructor: Jan Heidke

Would you enjoy meeting less and accomplishing more? This course addresses how to conduct effective meetings and achieve agenda objectives in the shortest time possible. Join us and learn to conduct meetings that assure you achieve your agenda objectives!

College Office Professionals Program

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

Appreciating Differences

Thursday, December 4, 2008
9 a.m.—11 a.m.
3100 Main, Room # 3A11
Instructor: UTEAP Instructor

How do you respond to differences among your HCC customers and colleagues? Work effectively in our diverse culture by understanding and appreciating others whose backgrounds, cultures, work styles and life experiences are different from yours. Examine how perceptions can impact productivity on the job. Learn an approach to decision making that is based on recognizing and understanding our similarities and differences.

Turning Conflict into Opportunity

Tuesday, December 9, 2008
9:00 a.m.—11:00 a.m.
CE –Willie Lee Gay Campus, Room # 150
Instructor: UTEAP Instructor

Is conflict in the workplace a bad thing or can it add value? Identify common styles of handling conflict and discover your characteristic response to it. Learn to confront and resolve problems constructively.

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

No training has been scheduled in December. Training will resume in January 2009.

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.

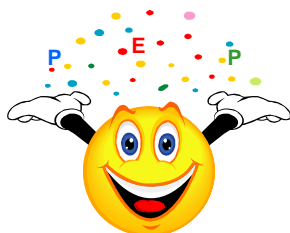
Admissions & Campus Community and Student Records

Wednesday, December 3, 2008
9 a.m.—12 p.m.
3100 Main, Computer Lab BD12

Financial Aid and Student Financials

No training has been scheduled in December. Training will be scheduled in January 2009.

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).



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