

HR News You Can Use

DID YOU KNOW?



- Frequently used supervisory information is conveniently located on the web. The [Supervisor's Toolkit](#) web page (HCC District homepage>Faculty & Staff> Human Resources) consolidates many often-used links organized onto a single page.
- More information about the 2009 H1N1 flu is on the web. Go to the District Homepage>Faculty & Staff>Finance & Administration>Risk Management>H1N1 Flu-Questions and Answers Brochure. More information is also available at www.cdc.gov/h1n1flu/vaccination.
- For a *start date of December 1, 2009*, completed employment packets are due by *November 10, 2009*. For a *start date of January 4, 2010*, completed employment packets are due by *December 8, 2009*. Remember: 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.

DECEMBER TRAINING OPPORTUNITIES AT A GLANCE

College Office Professionals Program (COPP)

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

Stress Management

CRN: WP5108

Thursday, December 10, 2009

12:15 p.m.—2:15 p.m.

3100 Main, Room 3A11

Instructor: UTEAP Trainer

Stress, unavoidable in today's world, can take a physical and emotional toll including headaches, irritability, indigestion and lack of energy. Learn to recognize on-the-job stressors. Become skilled at practicing simple, effective techniques for responding to daily stress in a positive way.

Exhibit A: Electronic Communications in the Workplace

CRN: CC0010

Thursday, December 10, 2009

2:30 p.m.—4:30 p.m.

CE, South Campus (Willie Lee Gay Hall) - 288 South Airport Blvd. Exit, Room 150

Instructors: Renee Mack, Annette Hearn, Evelyn Josey

Do you know the HCC policy regarding electronic communication at work? Are you fascinated by electronic forensics? Learn what are permissible and inappropriate uses of HCC computer resources. Hear interesting email and Internet facts and figures, and become informed about PeopleSoft checks and balances, and electronic retrieval capabilities.

Appreciating Differences

CRN: WP5103

Tuesday, December 15, 2009

12:15 p.m.—2:15 p.m.

3100 Main, Room 3A11

Instructor: UTEAP Trainer

How do you respond to differences among your HCC colleagues and customers? Learn to 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 influence productivity on the job. Learn an approach to decision making that is based on recognizing and understanding our similarities and differences.

Business Etiquette

CRN: CS2520

Tuesday, December 15, 2009

2:30 p.m.—4:30 p.m.

3100 Main, Room 3A11

Instructor: Debbie Sharp

Our competence in the workplace is often judged by our everyday manners. Do you know what is expected of you at a business lunch? What makes business email appropriate or inappropriate? This course offers practical guidance on basic business etiquette and helpful hints for always "putting your best foot forward."

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

DECEMBER TRAINING OPPORTUNITIES AT A GLANCE

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College Leadership Program (CLP) – *Providing relevant information and opportunities essential to successful HCC leaders*

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

*** Course open to all HCC faculty & staff.**

*** Managing Change & Transition** Course# SP7342

Wednesday, December 2, 2009
9:00 a.m.—11:00 a.m.
SW Scarcella, Room #W102
Instructor: James Shippy

How well do you manage workplace transitions? Do you have a method for dealing with change? Participants in this course will examine the dynamics and forces of change and identify a process to help manage it effectively. Join Southwest College's Dean James Shippy as he shares methods for effectively managing change.

Finance & Accounting for Higher Education Managers Course# WP7601

Friday, December 4, 2009
9:00 a.m.—4:00 p.m.
3100 Main, Seminar Room B
Lead Instructor: Evelyn McClain

Participants in this course will increase their knowledge of HCC financial management and accounting activities by exploring the HCC budget model, cash management practices and finance functions. The course, taught by HCC finance and administration executives, includes a review of and discussions about accounts payable, purchasing, grants and contracts as well as travel and mileage reimbursement.

Managing Leave, Compensation & Payroll Course# WP6515

Friday, December 11, 2009
9:00 a.m.—4:00 p.m.
3100 Main, Seminar Room B
Lead Instructor: Karen Edwards

In this course, participants learn about HCC compensation philosophy, examine pay processes and timelines and review leave and compensation policy and procedure. Led by the Director of Compensation & Benefits and Benefits staff, participants identify the supervisor's role in managing leave, explore their responsibility for maintaining integrity in work practices, and learn to balance employee requests for time-off with needs of the work group.

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

Date & Time: To be determined
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.

Financial Aid and Student Financials

Date & Time: To be determined
3100 Main, Computer Lab BD12

Introduction to new features of PeopleSoft Student Administration version 9 Financial Aid and Student Financial modules. Topics include: differences between version 8 & version 9, new navigation paths, new terminology, ability to customize pages, & tips and techniques to maximize effectiveness.

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).



3100 Main Street
Houston, Texas 77002

Phone: 713-718-8614
Fax: 713-718-8621
E-mail: elod@hccs.edu