

“Leaders don’t force people to follow — they invite them on a journey.” *Charles S. Lauer*

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## PEOPLESOFT TIME & LABOR PILOT UPDATE

Many thanks to the willing groups (*Coleman College, HR, IT, Payroll, and Police*) who volunteered to pilot the new PeopleSoft Time & Labor (T&L) module. Since September 1, over 600 employees have been successfully using the module to track their work and exception time. Piloting a new system allows the project implementation team to work out unanticipated issues before a district-wide implementation. Like most changes, it is awkward at first, but after the initial learning curve, most pilot participants like the new features of the module.

A special “thank-you” to the Pilot T & L Partners (members of the pilot departments) who have helped conduct training, answered questions, and assisted new users with the module.

The all-college “go-live” date is scheduled for *February 16, 2010*. Training is planned during January and February 2010 for all employees using the new module. In anticipation of this implementation, the T&L project team is looking for additional Time & Labor Partners. After clearing participation with your supervisor, anyone interested should contact his/her HR Generalist or email [time-labor.payroll@hccs.edu](mailto:time-labor.payroll@hccs.edu)



## PEOPLESOFT POSITION MANAGEMENT MODULE NOW AVAILABLE

Behind the scenes the HR Compensation, IT Applications, and Financial Budget Control Departments have been working to automate the PeopleSoft (PS) position management process, enhancing internal HR and Finance process efficiency and accuracy. Part of the HCC hiring process, position “control” formerly handled manually is now automated.

Only those positions that have been currently approved and funded by the Board of Trustees (on or after 9-1-08) will be contained in the PS Position Management module. These do not require the submission of a justification memo. Your Employment Services Representative and HR Generalist have access to the list of approved positions now contained in PS-Position Management.

Requests to fill positions vacated prior to 8-31-08 must be justified in a memorandum addressed to the Chancellor and sent to the Financial Budget Control Department. Upon approval, the position management list is updated and a job requisition can be completed.

The change will be transparent to most college personnel. The Financial Budget Control Department will work directly with the College Presidents and their administrative staffs to make certain that all requested positions have the proper funding before being approved for filling. All budget adjustments will continue to be handled by the Financial Budget Control Department.

## SAVING FOR RETIREMENT

How have your retirement savings fared during the recent economic turmoil? An often heard response is “what retirement savings?” As an HCC employee, you have tax-deferred savings opportunities available through payroll deduction.

Every full-time *and part-time* employee, except student workers, may participate in our 403(b) voluntary savings program. These retirement savings are commonly called a TSA or a Tax Sheltered Annuity. You may invest in mutual funds as well as insurance company annuities by opening an individual account. This voluntary plan is designed to supplement other retirement income sources.

What are the advantages of participating?

- Immediate income tax deferral in the year of contribution.
- You control investments by opening an individual account with one of the college-authorized providers.
- Annual contribution limits of \$16,500 in 2009, if under age 50 and \$22,000 if age 50 by December 31, 2009.
- Flexible contributions: you may change the amount of deferral at the beginning of any pay period.

In addition to the 403(b) plan, you may save up to the same annual contribution limit in the Texa\$aver 457 plan sponsored by the Employees Retirement System.

The IRS limits are separately applied to each plan.

To learn more about both plans, including how to enroll and to review the vendor list and product and fee information go to the District web page: Faculty & Staff>HR Benefits> Supplemental Retirement Savings Options

While you are there, be sure to read the HCC 403(b) Plan Meaningful Notice prepared by our third party administrator, TSA Consulting Group. For more information, contact HR Benefits at 713-718-2255 or by email at [hrcbenefits@hccs.edu](mailto:hrcbenefits@hccs.edu).

## COLLEGE LEADERSHIP PROGRAM—RECORD ENROLLMENT

The HCC College Leadership Program (CLP) begins a new cohort, the largest in CLP history, on October 8 with 43 participants! Members of the October 2009 College Leadership Program Cohort include:

Nandy Baldonado	Oscar Gonzalez	Barbara Lennard	Hernan E.Segovia
Pamela Bilton-Beard	Gloria Greene	Joe Little	Clammy Shay
Chris Bourne	Tamara Harris	Thomas Loesch, Jr	Etta Smith
Christopher Caldwell	Tranessia Henry	Brian Malone	Doug Sutherland
Kevin Clement	Mario Heredia	Richard Merritt	Deanna Teel
Tyrone Cross	Warren Hurd	Ngoc-Minh Nguyen	Jamie Tucker
Gigi Do	Lilia Jimenez	Frank Ortiz	Velva Tyson
Cynthia Englert	Lucy Jones	Ruth Parham	Frederica Watson
April Wiggins	Jacqueline Joseph-Howard	Candelario Ramirez	Jason Wilson
Charlet Fairs	Laurel Lacroix	Maria D.Rios	Maria Zambrano
Anna Go	Reginald Leathers	Penny Roberts	

Over 160 graduates have benefited from the comprehensive year-long program that includes coursework, individual learning plans, and supervisor coaching. The CLP provides a forum for professional growth and development and reduces the "trial and error" method of learning supervisory responsibilities. CLP courses combine information with opportunities to dialogue with and hear from top HCC executives and administrators. The coursework provides insights into HCC policies, procedures and processes related to finance, payroll, purchasing, accounting and compensation. CLP participants learn about recruiting and hiring practices, managing performance, leading effectively and directing operations. Participants complete 10 required courses and choose 12 hours of electives from the 18 professional development courses offered September through August of each year. The participant's supervisor is responsible for ongoing coaching throughout the program.



***CLP – Providing relevant information and opportunities essential to successful HCC leaders***

## TIMESAVER: SUPERVISOR'S TOOLKIT WEB PAGE

Supervisors, have you ever found yourself tangled in the HCC information “web?” A new [Supervisor's Toolkit](#) web page (HCC District homepage>Faculty & Staff> Human Resources) consolidates many often-used links organized onto a single page. Check it out! E-mail your comments and suggestions for improvement to [elod@hccs.edu](mailto:elod@hccs.edu).

## DID YOU KNOW?

- Your PEP Manager Documents for the 2009-10 performance year are now available for your use in individual performance planning. Managers, login to @ Your Service>Manager Self Service to access.
- 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](http://www.cdc.gov/h1n1flu/vaccination).
- October 19 - 25 is National Drug Free Work Week, an annual time dedicated to highlighting the benefits that a drug-free workplace brings to employers, workers and communities, with the goal of making every week a drug-free work week! Visit <http://www.dol.gov/asp/programs/drugs/workingpartners/DFWW-Introduction.asp> for more information. If you or one of your family members has a substance abuse problem, UT-EAP can help. Call (713) 500-3327 to schedule an appointment or to get more information.
- All new full-time employees are hired effective with the beginning of a HCC payroll cycle (1<sup>st</sup> of the month or 16<sup>th</sup> 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 8<sup>th</sup> of the previous month for a start date on the first of a month. For a start date on the 16<sup>th</sup> of a month, the PAF is due on the 25<sup>th</sup> of the previous month. For a *start date of November 2, 2009*, completed employment packets are due by *October 8, 2009*. For a *start date of November 16, 2009*, completed employment packets are due by *October 27, 2009*.



## NOVEMBER TRAINING OPPORTUNITIES AT A GLANCE

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

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

#### Bringing Out the Best in Others Course# SP7343

Friday, November 6, 2009  
9:00 a.m.—4:00 p.m.  
3100 Main, Room #3A11  
Lead Instructor: Renee Mack

One of the most important supervisor roles is managing employee performance. In this course, participants learn Performance Excellence Program (PEP) philosophy, purpose, components and timelines and explore the role of Manager-as-Coach. Participants learn about employee relations, discipline, and interpersonal communication.

#### Dealing with Negative Attitudes in the Workplace Course# WP5105

Tuesday, November 10, 2009  
3:00 p.m.—5:00 p.m.  
CE South Campus—Willie Lee Gay Hall, Room 150  
Instructor: Jaime Torres, UT-EAP Staff

Are you surrounded by workplace negativity? Would you like to learn how to better manage negative behavior? This course, taught by a University of Texas Employee Assistance Program professional, focuses on isolating the problem and reviewing anger management and conflict resolution techniques that help one change negative attitudes to positive ones.

#### Operational Effectiveness & Efficiency Course# WP7401

Thursday, November 12, 2009  
9:00 a.m.—4:00 p.m.  
3100 Main, Room #3A11  
Lead Instructor: Connie Stone

In this course, participants learn ways information technology, records management and asset management services support college operations. In presentations from the deputy chancellor and Information Technology administrative staff, participants will examine how to leverage HCC services to obtain the best operational advantages and identify ways to become more environmentally accountable.

#### Compliance with EEO Law Course# EC3002

Wednesday, November 18, 2009  
8:30 a.m.—12:30 p.m.  
SW—W Loop, Room #A103  
Instructor: HCC staff members

This course acquaints the supervisor with State of Texas and U.S. Equal Employment Opportunity (EEO) Laws, outlines supervisor duties and responsibilities under EEO law, and examines pertinent case studies. Join HCC staff members for this interesting, informative and interactive analysis of EEO Law.

## NOVEMBER TRAINING OPPORTUNITIES AT A GLANCE

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### College Office Professionals Program (COPP)

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

#### Working in Teams CRN: WP5107

Wednesday, November 11, 2009  
9 a.m.—12 p.m.  
3100 Main, Room 3A11  
Instructor: Evelyn McClain

Does your team communicate and work well together? Productivity and morale improve when team members have common goals and effective working relationships. Identify roles and responsibilities of successful team members, distinguish between constructive and destructive team behaviors, and explore the path to consensus.

### 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.

### .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.



#### Effective Communication CRN: CC0006

Thursday, November 19, 2009  
9 a.m.—12 p.m.  
3100 Main, Room 3A11  
Instructor: Tambela Franklin

How well is your team communicating? Do you think you're expressing yourself clearly but no one seems to understand? Learn to recognize different communication styles, avoid barriers that hinder communication, and use techniques that promote understanding.

#### 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.

### .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.\*\***



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