



Jan/Feb 2008

FRONTLINE

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NEWSLETTER OF THE HCC HUMAN RESOURCES TEAM

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Did You Notice?

FRONTLINE has been redesigned according to new HCC Standards using new colors, fonts, format and logo.

Investing in Your Retirement: New Rules for 403(b) Plans

If you participate in the Optional Retirement Program (ORP), a voluntary 403(b) plan (TSAs, including annuities and mutual funds), or the TIAA-CREF Social Security Alternative plan for non-benefits eligible employees, you are participating in a 403(b) plan and should be aware of new IRS regulations released July 26, 2007. (Note that the Texasaver 457 plan is not a 403(b) plan.)

Essentially, the new regulations put 403(b) plans on par with corporate 401(k) plans, where the employer has greater responsibility for plan administration. The Human Resources (HR) Benefits Department, which is responsible for 403(b) plan administration at HCC, is currently evaluating all implications of the new regulations and will provide additional details as they become available. The new 403(b) regulations represent the most comprehensive change in their 40-year history and will impact the way HCC administers and offers these plans.

The overall goal is to make plan administration simpler and to increase compliance with IRS regulations. For employees, the benefit will be a greater understanding of available investment options and costs, resulting in a potentially larger retirement nest egg.

Effective September 25, 2007, the plan administrator must approve any exchange between HCC plan vendors, transfers to another employer's plan, as well as any rollover or taxable distributions after separation.

In order to protect the tax-deferred status of your retirement savings, do not initiate an exchange or transfer of your account without contacting HR Benefits. Approval for account exchanges or transfers will only be given if HR has a written Information Sharing Agreement in place with your new investment provider. Contact HR Benefits via email at HRBenefits@hccs.edu or call the Benefits Connection line at 713-718-2255 for more information.

Introducing a New Role in Human Resources

Meet Indu Dudwal, the new Human Resources Information System (HRIS) Manager. With a degree in engineering and extensive experience managing PeopleSoft (PS) information systems, she fills a much needed role in HR.

As the HR administrator for the PS Performance Excellence Program (PEP) and PS Manager Self Service, Indu is responsible for ensuring the automated system supports the HCC workplace. Indu works closely with the IT Applications Development Group and PEP Project Managers, David Cross and Connie Stone, to maintain the HCC HR information system.

This includes:

- Maintaining accurate supervisor/employee reporting relationships in the database
- Transferring performance documents from one manager to another when reporting relationship changes
- Publishing PS performance document templates to all managers at the beginning of the performance year
- Making available PS performance document templates for all new hires and ensuring the correct template is published for each job category
- Running reports and publishing data gathered from the PS PEP system

If you have questions about the HR information system, contact Indu at 713-718-8579 or at indu.dudwal@hccs.edu.

Providing "up front" information to all HCC employees

UTRAIN Self-Study Modules Available for PeopleSoft Performance Excellence Program

If you are a new HCC supervisor, faculty or staff member, if you missed attending any of the 150 PeopleSoft PEP classes previously offered, or if you just want a PeopleSoft PEP refresher, UTRAIN is the answer. The computer-based, hands-on, self-study module will take you through the PeopleSoft PEP process using a simulated scenario. You can also print a job aid and the classroom reference guide from UTRAIN and use them as additional resources.

Go to UTRAIN from any computer with HCC Web access by typing UTRAIN in the address bar. Then, enter your user name (firstname.lastname) and the default password 123456. If you have changed your UTRAIN password, then use your personal password. Click on "Content/Player for PeopleSoft 8 (HR)," to enter the training module, and follow the on-screen instructions.

For more information about UTRAIN, contact the ELOD department at 713-718-8614, or email PEP@hccs.edu.

Overtime and the Law: The Supervisor's Role in Accurate Timekeeping

HCC supervisors must keep accurate time logs and/or time cards and attendance records in order to comply with the Fair Labor Standards Act (FLSA) for non-exempt employees. Time keepers simply enter data from the timesheet, which has been reviewed and approved by the supervisor. It is the responsibility of the supervisor to monitor employee work time and approve any adjustments in the work schedule. If a non-exempt employee works more than 40 hours in a work week, he/she is eligible for overtime (OT) compensation at a rate of "one and one-half" times the "regular" or "base pay" rate.

Compensatory time off (Comp Time) may be given in lieu of overtime pay at a rate of one and one-half times the amount of hours worked over 40. The non-exempt employee must agree to accept Comp Time. If the employee does not agree, the supervisor may rescind the offer of overtime hours or pay the employee at the OT rate. Comp Time should be taken within 30 days of accrual and may be extended to 90 days based upon a legitimate business need. After 90 days, Comp

Time must be paid as regular OT. The supervisor must approve OT and/or Comp Time in writing before the hours are worked. The employee must agree in writing to receive Comp Time in lieu of OT pay.

Non-exempt employees may NOT work part-time assignments in addition to their regular full-time position unless the assignment is approved by the college president or the chancellor.

It is critically important for supervisors to be informed about FLSA regulations and to utilize the HCC Sign-in/Sign-out Log (HR Form 101) or an approved time clock for accurate timekeeping. Attendance records should be retained in the department for three years. There are no OT or Comp Time provisions for exempt employees. Failure to comply with FLSA regulations or HCC time entry procedures may result in a Department of Labor audit and/or fine.

For more information, review the FLSA web site at <http://www.dol.gov/esa/whd/flsa/> or contact your HR Generalist.

Part-Time Hiring Process in its Third Year

It is hard to believe the formal part-time hiring process was implemented just two years ago. Although not initially welcomed with open arms, the process is being effectively used by a majority of hiring managers who acknowledge the importance of following a structured process.

Did you know the Employee Records Department receives and reviews approximately 5,000 part-time recommendations per semester? While most part-time recommendations received are complete and accurate, some inconsistencies continue to keep the paperwork from being approved for processing. Listed below are clarifications about documents submitted with part-time recommendations.

1. Transcripts.

If a position requires a college degree, the transcript, not a copy of the diploma, must be included with the paperwork. The transcript should show the degree conferred. There is no need to submit an official transcript with the new hire paperwork – a copy will suffice. The Employee Records Department will send the employee a letter requesting an official transcript after the employee begins working.

2. I-9 Form & Eligible Documents

All documents that are submitted on the I-9 Form as proof of eligibility to work in the United States must be valid. Expired documents cannot be accepted. Also, the person verifying the documents must complete the Employer's Section in its entirety. When copying documents, make sure they are clear and legible.

3. W-4 Form

The W-4 Form must be for the current year. If the employee claims allowances on Line 5, then "exempt" cannot be written on Line 7, and vice versa.

4. Qualifications

Make sure the applicant meets all of the qualifications stated on the job description. The individual is responsible for keeping his/her online application updated with new work experience. Applicants may not hand write additional information or make changes on a paper copy of the application; they must edit the online application and submit an updated one. Remember, if a person works part-time in a position, work experience is counted as half time.

5. Direct Deposit

A voided check or an authorized letter from the banking institution must be included with the Direct Deposit form.

6. H-1B Visa

HCC is not a sponsoring agency and therefore does not employ individuals with H-1B Visas.

Remember to familiarize yourself with the Part-Time Employee Processing Checklist, which can be found online under HR Forms. It is a helpful guide that lists all of the documents required to hire staff or faculty. The checklist is undergoing minor changes that will make the process even easier. If you have questions about the part-time hiring process or a suggestion, please contact your HR Generalist or Naomi Tobin in the Employee Records Department at Naomi.Tobin@hccs.edu or 713-718-8590.

New Look: HR on the Web

On November 12, HCC unveiled a new look on the web. In addition to rebranding the web pages with our new logo, the web site has been redesigned with an emphasis on meeting the needs of current and prospective students. The redesigned pages are managed using a content management system called Vignette. Plans are for the colleges to transition their web pages to Vignette during the spring of 2008.

The organization of web content for employees also changed. Now called the "Faculty & Staff" page, information useful to all employees is accessible from this page. On the new HCC home page, click "Faculty & Staff" on the left column menu. There you will find links to frequently used information about finance and administration, instructional support, and human resources.

There are six major web content locations under the Human Resources channel:

- Employment Opportunities
- HR Forms
- Training
- Benefits
- Inside HR
- HR Communications

While most of these are self-explanatory and take you to familiar web content, a couple of the pages are new. "Inside HR" takes you to information organized by the HR department, which includes Compensation, Employment Services, Employee Records, EEO/Employee Relations, and Employee Learning & Organizational Development. "HR Communications" includes an archive of *Frontline*, HR's bi-monthly newsletter, as well as recent e-mail HR Alerts and News messages. All "HR Forms" can be accessed conveniently from one page. We hope you enjoy the new look and organization of the HR web pages.

Courses offered through Employee Learning and Organizational Development (ELOD)

Find registration information for courses in the College Leadership Program, the College Office Professionals Program, and PeopleSoft online. From the new HCC home page, select "Faculty & Staff." Under "Human Resources," click on "Training."

College Leadership Program Calendar

CLP classes are open to all supervisors, department chairs and CLP participants. *Selected courses, as noted below, are open to all faculty and staff.

January 9, Authentic Leadership, Part I

Wednesday, 9:00 am – 12:00 pm, NW-Town & Country

January 10, Planning & Goal Setting *

Thursday, 1:00 pm – 3:00 pm, SE-Eastside

January 15, Problem Solving & Decision Making: A Process *

Tuesday, 12:30 pm – 4:30 pm, SW-West Loop

January 24-25, Mastering Performance Reviews (Core)

Thu-Fri, 9:00 am – 3:30 pm, 3100 Main

January 30, Authentic Leadership, Part II

Wednesday, 1:00 pm – 4:00 pm, CE-Willie Lee Gay Hall

February 6, Dealing with Negative Attitudes in the Workplace

Wednesday, 1:00 pm – 3:00 pm, SW-West Loop

February 12, Managing Change & Transition *

Tuesday, 1:00 pm – 4:00 pm, CO-Health Science Center

February 14, Managing Conflict in the Workplace

Thursday, 9:00 am – 11:00 am, CE-Willie Lee Gay Hall

February 21, Leadership Styles

Thursday, 1:00 pm – 4:00 pm, SE-Eastside

College Office Professionals Program

COPP courses are open to all HCC employees, both full and part-time.

January 31, How to Manage Competing Demands

Thursday, 9:00 am-12:00 pm, SE-Eastside, Lecture Hall #1005

February 7, Effective Communication

Thursday, 9:00 am-12:00 pm, NW-Town & Country, Eagle Room

February 26, COPP Overview

Tuesday, 9:00 am-11:00 am, 3100 Main, Room 3A11

New Employee Orientation

3100 Main, 3rd Floor, HR Training Room 3A11
Orientation begins at 8:00 a.m. each day.

January 2 & 3, 2008	Wednesday & Thursday
January 16 & 17, 2008	Wednesday & Thursday
February 1 & 4, 2008	Friday & Monday
February 19 & 20, 2008	Tuesday & Wednesday

PeopleSoft Training Schedule

3100 Main, Room BD12

PeopleSoft 101:

Basics of Finance

Jan 9	Wed	1:00 pm-4:30 pm
Jan 24	Thur	9:00 am-12:30 pm
Feb 12	Tue	1:00 pm-4:30 pm

PeopleSoft 101:

Basics of Student Administration

Jan 8	Tue	1:00 pm-4:30 pm
Jan 25	Fri	9:00 am-12:30 pm
Feb 29	Fri	9:00 am-12:30 pm

News & Notes...

Welcome New Hires

Belinda Allison	Brian Hampton	Lonnie Long	Amy Sisson
Alesha Aulds	Reginald Hartfield	Terrence Medearis	Jaquia Sloan
De Juana Bowie	Masroor Hussain	Philip Palese	George Taylor
Nancy Chiles	Flencish Johnson	Christopher Patke	Lifang Tien
Reginald Clarke	Ann Kokx-Temple	Tracy Patterson	Tricia Thompson
Cameron Cox	Kevin Lacey	Carolyn Pineda	Sarah Togle
Daniel Donalson	Noe Lemus	Maurillo Pintle	Juan Torres
Donald Drake	Prudie Lendon	Florinda Renteria	Charles Whigham
Sreedhar Gade	Jennifer Lewis	Bobby Robinson	Steven Wolfe
Marilyn Garza	Joseph Little	Javier Salas	

New Faces in HR

Welcome Regina Guerrero, HR Employee Records Representative, Jaquia Sloan, HR Compensation Representative, and Sarah Togle, Senior HR Compensation Representative.



**From the
FRONTLINE Staff**

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