

*Courses offered through Employee Learning and Organizational Development (ELOD)*

NOTE: After a brief hiatus, you can now register online for CLP and COPP courses. Bookmark the new links below!

**College Leadership Program Calendar**

CLP classes are open to all supervisors, department chairs and CLP participants. Register for CLP classes online at <http://swc2.hccs.edu/CLP/>

**March 27-28, Survival Skills I (Core)**  
Thu-Fri, 8:30 am – 3:30 pm, 3100 Main, 3A11

**April 3-4, Survival Skills II (Core)**  
Thu-Fri, 8:30 am – 3:30 pm, 3100 Main, 3A11

**April 8, Courage to Coach**  
Tuesday, 1:00 pm – 4:00 pm, SE-Eastside, 3008

**College Office Professionals Program**

COPP courses are open to all full-time and part-time employees. Register for COPP classes online at <http://swc2.hccs.edu/COPP/>

**March 25, Appreciating Differences**  
Tuesday, 9:00 am-11:00 am, Coleman College for Health Sciences, Auditorium

**April 9-10, Advanced Connections**  
Wed-Thu, 8:30 am-12:30 pm, NE-Pinemont, B108

**April 22, Dealing with Difficult Customers**  
Tuesday, 2:00 pm–4:00 pm, SE-Eastside, Lecture Hall 1005

**April 30, Working in Teams**  
Wednesday, 1:00 pm–4:00 pm, CE-Willie Lee Gay Hall, Lecture Hall 150

**General New Employee Orientation**

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

March 3 & 4, 2008	Monday & Tuesday
March 17 & 18, 2008	Monday & Tuesday
April 1 & 2, 2008	Tuesday & Wednesday
April 16 & 17, 2008	Wednesday & Thursday

**PeopleSoft Training Schedule**

3100 Main, Room BD12

Find registration information for PeopleSoft courses online. From the new HCC home page, select *Faculty & Staff*. Under *Human Resources*, click on *Training*.

<b>PeopleSoft 101: Basics of Finance</b>	<b>PeopleSoft 101: Basics of Student Administration</b>
March 25 Tue 1:00 pm-4:30 pm	March 24 Mon 1:00 pm–4:30 pm
April 23 Wed 9:00 am-12:30 pm	April 11 Fri 9:00 am–12:30 pm

**News & Notes...**

**Welcome New Hires**

Yahya Ali	Monique Edmonson	Tyrone Nunn
Prentice Armstead	Karen Edwards	Mary Oliver
Maria Bazan-Myrick	Hector Garza	Candace Pardue
Pamela Beard-Bilton	Arlene Hanson	Madalene Ramirez
Betty Brown	Linda Jones	Alfonso Villalpando
Shamioka Bryant	Komala Krishnaswamy	
Sriram Chandrasekaran	Ramiro Maldonado	
Boni Cole	Veronica Mendiola	
Stephanie Dixon	Beverly Newman	

**Hail & Farewell**

Welcome Karen Edwards, our new Director of Compensation, Benefits, and HRIS. Karen has over 15 years experience in human resources, payroll and information systems in a variety of industries. She is experienced in administering compensation policies and procedures, benefit planning and design, employee wellness and recognition programs, and staff development and training. Karen comes to us from the Pearland Independent School District. She holds a BBA in Management Information Systems and a MS in Human Resource Development, both from the University of Houston.

Please also extend a warm welcome to Alfonso Villalpando, Senior HR Representative in Employment Services.

Farewell to HR Benefits Representative Johnnie Perry. We wish him continued success.

HIGHLIGHTS

NEWSLETTER OF THE HCC HUMAN RESOURCES TEAM

**What's Inside**

- @ Your Service Available Off Campus!
- Pardon Our Dust
- ◆
- You Asked—
- A New Day in FMLA
- ◆
- New Due Dates for Completed Employment Packets for Full-Time Posted Positions
- Changes to Resignation, Termination and Non-Renewal Procedure
- Congratulations to Recent COPP Graduates
- College Leadership Program Deadlines
- ◆
- Bulletin Board**
- College Leadership Program Calendar
- College Office Professionals Program
- General New Employee Orientation
- PeopleSoft Training
- News & Notes**
- Welcome New Hires
- Hail & Farewell

**@ Your Service Available Off Campus!**

PeopleSoft @Your Service is available from any computer with an Internet connection at any location! You are able to safely view personal information, change your mailing address, view your payroll information, and use all the @Your Service features from non-HCC locations. The recent implementation of the Secure Sockets Layer (SSL), a protocol for managing the security of message transmission over the Internet, has made this possible.

**Safeguard Your Information**

Remember to safeguard your password and do not share it with anyone. Be sure to sign off each time you log into @Your Service. Access @Your Service in a secure environment where others cannot see the monitor, and do not leave the computer unattended while still logged in.

**Computer Requirements**

Computer with Internet connection using Internet Explorer 7 web browser. PeopleSoft does not support Firefox, Netscape, or other browsers. Download Internet Explorer free at: <http://www.google.com/toolbar/ie7/>

For best results, use a PC rather than MAC computer.

**Change @Your Service Favorite**

The current @Your Service URL changed after implementing SSL, so if you have @Your Service in your list of favorites, change the link.

**Printing Your Pay Advice**

If you want to print the pay advice from a non-networked printer, you may need to adjust your printer settings. Detailed tutorials for printing the pay advice are available on the HCC web site. From the Faculty & Staff web page, under Employee Support, click @Your Service, then Using @Your Service.

**Pardon Our Dust**

Since unveiling the new HCC web look last November, Human Resources has been refining the placement of information on our web pages. All human resources related information can be found by selecting the *Faculty & Staff* page. There are now seven major web content locations under the Human Resources yellow heading:

- *Employment Opportunities*
- *Training*
- *Inside HR*
- *Hiring Information for Managers*
- *HR Forms*
- *Benefits*
- *Frontline*

Based upon HR customer feedback, we moved hiring information for managers, which was formerly on the Employment Opportunities page, to a new page called *Hiring Information for Managers*. This separates job applicant information from hiring manager information, improving readability and access.

Under *Inside HR*, the Compensation column contains links to the listing of part-time job descriptions, current salary schedules, and information about the job evaluation process.

Links to *Policies & Procedures*, @Your Service and *Performance Excellence Program* are found under Employee Support on the Faculty & Staff page.

We hope you are getting comfortable with our new pages. We welcome your comments and suggestions as we continue to add and reorganize HR web content for your convenience!



**From the FRONTLINE Staff**

The FRONTLINE is published by the Human Resources/Employee Learning & Organizational Development (ELOD) Office. Director: Connie Stone Co-Editors: Jan Heidke & Evelyn McClain Graphics: Communications Department Distribution: Stephanie Macias. Comments, suggestions can be sent to: HR/ELOD, 3100 Main, #3C12-A, Houston, Texas, Mail Code: 1175, (713) 718-8614, (713) 718-8621 fax, e-mail address: [ELOD@hccs.edu](mailto:ELOD@hccs.edu).

HCC does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. The information in FRONTLINE will be made available in large print, taped or computer-based format upon request.

## You Asked

**Q:** *Is a Justification Memorandum still required when hiring or rehiring a Temporary Full-Time Employee?*

**A:** Yes. After obtaining approval from the Finance Department that funding is available for the position, submit the Justification Memo, signed by the hiring authority and containing signature lines for the Associate Vice Chancellor of HR and the COO/Deputy Chancellor, with other required paperwork to HR Employment Services. When the position filled is Temporary Full-Time faculty, the Justification Memorandum must also include a signature line for the Vice Chancellor of Instruction.

**Q:** *How will I know when a Full-Time or Temporary Full-Time Personnel Action Form (PAF) has been processed?*

**A:** You should allow seven business days for a PAF to be processed from the time it is received by HR Employment Services. You may contact Employment Services at 713-718-8565 to verify that all required paperwork has been received. Once a job offer is made, the Employment Services Department sends a new hire notice to the hiring authority.

**Q:** *Can I now work on Performance Excellence Program documents from home?*

**A:** Yes, you have the capability to do so. However, Fair Labor Standards Act overtime rules apply to non-exempt employees (eligible for overtime pay) who work in excess of 40 hours per week. Non-exempt employees should not work on performance documents from home.

**Q:** *I've been viewing my pay advices online already. However, only the current advice shows the "Year to Date" figures. Why is that?*

**A:** This is a limitation of the PeopleSoft software.

**Q:** *If I need a copy of a prior pay advice showing the year to date totals, can I get one?*

**A:** Yes. Contact the Payroll Department at 713-718-6564. However, we strongly recommend that you print a hard copy each payday for your files if you anticipate needing this information.

**Q:** *I don't have a computer at home. How do I view my pay advice or use other @Your Service employee self-service features?*

**A:** Computers are available in campus libraries, college Curriculum Innovation Centers, student computer labs, and the Human Resources Department reception area on the 3rd floor at 3100 Main. Contact your HR Generalist for assistance if none of these options works for you.

## A New Day in FMLA

Have you ever wondered how you would take care of a child or parent, a spouse or yourself during a serious health crisis? There's no need to panic. If you have been employed at HCC for 12 months and have worked at least 1,250 hours, you are eligible to request Family Medical Leave.

Houston Community College has a policy in place that allows up to 12 weeks of unpaid, job-protected leave to eligible employees for certain medical conditions. The revised policy went into effect February 1, 2008.

When requesting Family Medical Leave, please pay close attention to the deadlines to submit information. Each required document is tracked for timely submission. Deadlines are set by law and must be adhered to or your request will be denied.

Family Medical Leave is here for your use and for your job protection. Please allow it to work for you in your time of need. Information can be found online. From the HCC home page, select Faculty & Staff, then Policies & Procedures. Choose C:5 Compensation, Benefits & Leave Policies, then C:5.4 Family & Medical Leave.

Additional information can be found by navigating from Faculty & Staff to Benefits (under Human Resources) then selecting the FMLA Employee Information Packet.



## New Due Dates for Completed Employment Packets for Full-Time Posted Positions

All new full-time employees are hired effective with the beginning of a HCC payroll cycle (1st or 16th of the month) and must attend General New Employee Orientation on their hire date. 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 now 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. See table for 2008 due dates. If the due date for employment packets falls on a weekend, it will be moved to the next business day.

The Employment Department will make the official job offer and send an email notice to the hiring authority once a candidate has accepted a job offer. Start date and orientation dates are included in this memorandum.

**Example:**

A completed PAF is due March 25, 2008, in order for a job offer to be made to a candidate with an expected start date of April 16, 2008. This allows time for paperwork processing and a two-week notice to be provided to the current employer, should that be necessary.

For Start Date of...	Complete Employment Packet due by...	For Start Date of...	Complete Employment Packet due by...
April 16	March 25	September 2	August 8
May 1	April 8	September 16	August 25
May 16	April 25	October 1	September 8
June 2	May 8	October 16	September 25
June 16	May 26	November 3	October 8
July 1	June 9	November 17	October 27
July 16	June 25	*	*
August 1	July 8	January 2009	December 8
August 18	July 25		

*\*Generally, new hires do not start in December. GNEO is usually conducted on the first day after the Winter Break.*

## Changes to Resignation, Termination and Non-Renewal Procedure

Effective February 1, 2008, new procedures to HCC Human Resources Policy C:10.2, Resignation, Termination and Non-renewals, went into effect. The new procedures outline the steps required for each action and clarify the roles of the employee, manager and institution. Emphasis has been placed on delineating faculty grievance rights in contesting a recommendation for termination or non-renewal of contract. The Human Resources Department will provide college-wide briefings on these and other procedural revisions. Watch *HCCS News* for scheduled briefings.

## Congratulations to Recent COPP Graduates

The College Office Professionals Program (COPP) is delighted to announce its latest program graduates: **Susan Araujo, Patricia Campos, Jo Clewis-Dunn, Sherri Dotson, Monique Edmonson, and Sydney Granger.**

Congratulations on successfully completing the classroom and on-the-job components of COPP! Special thanks to our graduates' supervisors for supporting their professional development and granting time away from their jobs to attend classes. We also recognize COPP mentors for sharing their expertise and providing support and encouragement.

## COLLEGE LEADERSHIP PROGRAM DEADLINES...

### College Leadership Program (CLP) Enrollment Form due Wednesday, March 19

March 19 is the deadline for submitting the Enrollment Form for the CLP class beginning March 26. The CLP, designed to enhance the effectiveness of managers, supervisors, administrators and department chairs, is required for new supervisors and is encouraged for supervisors and managers who have direct reports or who are responsible for a program with a budget. Supervisors and managers should complete an Enrollment Form and submit it to the ELOD office at MC 1175 or by FAX to 713-718-8621. To access the CLP Enrollment Form from the HCC Home Page, click Faculty & Staff, then under Human Resources click Training, then College Leadership Program; under To Apply/Enroll, click enrollment form. Enroll today!

### College Leadership Program (CLP) Graduation Applications due Friday, April 11

CLP Participants must complete course requirements for graduation and submit the CLP Participant Course Completion Form by Friday, April 11 in order to be eligible to participate in CLP Graduation festivities on April 25. The CLP Participant Course Completion Form is available in the CLP Orientation booklet or by email from Evelyn.McClain@hccs.edu.