

TOP PART-TIME RECOMMENDATION “HOLD UPS”

1. Missing or unauthorized signatures on the recommendation, the application, or the attachments.
2. Copy of transcript when original is required.
3. Budget number is wrong.
4. Appropriate budget sub account does not exist. (E.g. – attempting to pay an employee, when no money has been budgeted in this category.)
5. Missing or inaccurate attachments on new hires.
6. Missing form HR-175, “HCC Retirement Questionnaire for Non-Benefits Eligible Employees.” This form is required for all new part-time employees.
7. Lecture/Lab hours blanks are not filled in.
8. Instructor is not certified to teach the course assigned. (Certification is done by the Vice-Chancellor-Instruction Office) The certification process may be held up if the employee’s application is incomplete and does not reflect the work experience and/or educational credentials needed to support certification to teach the courses listed.
9. Degree on the part-time recommendation does not match the degree on the transcript(s) in the employee’s official personnel file.

HR’S Top Ten for Smooth Sailing with Part-Time Hires

1. Fill in Part-time recommendation completely and accurately. Use the Checklist! Call your HR Generalist if you have questions.
Be sure:
 - all required signatures are on the form
 - correct budget number
 - correct employee status is checked at the top of the form
 - all required blanks are completed
2. All required attachments accompany part-time recommendation for a new hire.
3. Transcripts are required for all faculty hires at time of hire. Have prospective employees either hand-carry transcripts to HR or mark them “Attention HR”.
Alert Records or Employment if the transcript will be in a maiden name.
4. Advise any new adjunct faculty to fill out the **online** application completely and thoroughly, listing all the education, work experience and certifications needed for them to be certified on

the Certification for Standards of Employment. Advise former and current employees to update their applications whenever information changes; yearly is suggested.

5. No more than 19.5 hours or 9 semester hours for part-time hires without benefits. If both semester hour courses and hourly assignments are combined, then an equivalent conversion of hours must be made. NOTE: the 19.5 hours is for all HCC work-not just at your college.
6. Ask all prospective hires if they are working anywhere else, and if they have worked anywhere else recently (within the college system). Be sure that the prior assignment has been terminated, or HR will still have it active. Terminate, via "Personnel Action Form", all part-time hires that will no longer work for you.
7. Reflect the true hours the employee will work on the part-time recommendation. Do not put the maximum or the employee may go over 19.5 hours he/she works anywhere else.
8. Don't wait until the last minute to process applications/recommendations. You can always establish a cadre of prospective instructors throughout the semester so the background paperwork can be done.
9. HR uses the start date on the part-time recommendation to compute new-hire date, which is a TRS deadline for starting benefits. Therefore, be sure it is accurate and not just the beginning of the month or semester.
10. For faculty, include on the Certification for Standards of Employment all courses for which they are qualified to teach (not just the ones to be taught this semester). This will eliminate a second certification process the next time they are recommended to teach a different course.