

HR PIPELINE

October/November/December 2009

It is the mission of Human Resources to contribute to the achievement of the College's mission by providing quality services for its most valuable resources - the employees and communities we serve.

In this issue... HR Plans for this fiscal year, ADP upgrades, Benefits news, meet our student worker, recent legal concerns in HR and generational differences: what does it all and mean and so much MORE!!!

What's Happening in FY'10?

Rose Ferguson

We hope you will find time to enjoy the resurgence of the HR Pipeline! There is a flood of things happening in HR/Payroll this fiscal year and we're hoping to share a few drips of what is taking place that may be of interest to you!



We're going green (I don't mean sickness from the H1N1 virus) with our HR/Payroll software by upgrading to a web-based product that includes time and attendance, employee self-service, including on-line W2s and check viewing capabilities, as well as a recruitment module and a general ledger interface with BANNER. We are currently researching Criminal Background Check providers that will allow a broader search as well as quicker submission turnaround with hopes of implementing a new provider by Spring 2010. There is work being done to have more of a presence on the HR CougarNet site in order to provide employees with an area to go to for their HR needs as well as keeping employees informed about new or pending employment legislation. Improvements are occurring within our new hire orientation program and with our search committee processes and tools. We are working on bringing back a staff mentoring program and are continuing with training and development opportunities for employees both in the classroom and on-line.

Hopefully you have heard about and are participating in the Walktober program! There will be other health and wellness opportunities this fiscal year. We have met with student workers and will be meeting with first year experience classes to ensure their awareness of the College's Sexual and Other Harassment Policy as well as their rights and responsibilities. If you would like us to speak with any group on this topic, please contact my office. As the HR Team continues to work on improving and defining processes in our area to better meet the College's mission and the HR mission, we appreciate your continued feedback. Please let us know topics you would be interested in hearing more about.

Thanks from the HR Team to each and every one of you for all you do for students and the College!

Your HR Team...

Rose Ferguson ext. 3402

Associate Vice President, HR

Tana Gundry ext. 3426

Human Resources Assistant

Christie Lewis ext. 3609

Coordinator, Staff Development and HRIS

Sandy Johnson ext. 3534

Benefits

Renee Welch ext. 3438

Payroll

Heather Jurs and Kylie Martin

Student Workers (HR and Payroll)

Benefits Corner

Sandy Johnson



New updated Health Care Plan books were recently sent to all employees who participate in our health care plan. Please let me know if you did not receive one!

It's Open Enrollment time for Life and LTD insurance! If you purchase employee optional (EO) life insurance, all your dependents (\leq age 26, military veterans \leq age 30) are automatically covered at 10% of your EO amount! You simply need to complete a form notifying us of who your eligible dependents are. These forms and the \$10,000 Annual Re-enrollment Application have been sent out. Please watch for these forms and return it to me by the end of **October**.

Important Dates

Full Time Employees

OCTOBER 30....

⇒ Deadline to turn in \$10,000 Life Insurance Annual Re-enrollment Forms

JANUARY 1, 2010...

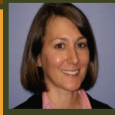
⇒ If you or your spouse have a birthday that puts you in a new rate bracket, your option premium amount(s) for life Insurance and/or long term disability insurance will increase
⇒ Medical and dental coverage deductibles under SISCO start over



So, What's new in Payroll?

Renee Welch and Christie Lewis

Our current HR/Payroll system is going through a dramatic change. We are in the process of upgrading to a web-based system. Initially, employees will see no difference with the new system, however, as the upgrade progresses this fall, you will see enhanced features that include self-service where you will be able to view and change demographic information such as address and phone number, record life change events, request time off and view paid time accrued and taken online. Another feature called iPay allows you to view your paycheck stubs and W-2's online and eliminates the need for a paper paycheck stub if you are on direct deposit. If you aren't on direct deposit yet, consider doing so now or once this new paperless element is introduced.



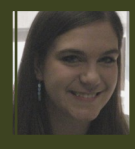
A further component of the upgrade is a time and attendance feature which will allow employees to enter their time online and for supervisors to approve the "time sheet" online. Yes, no more paper time sheets! Obviously, some of these changes will be very big, and we will be providing additional information and training as the upgrade moves along. While most departments will adjust easily to the time and attendance feature, we realize that there may be some exceptions where the use of an online time and attendance feature is not practicable.

The final piece of the upgrade will involve changes to the way we recruit for new positions and how search committees view resumes. As part of the recruitment feature, applicants will be able to go to Highland's web site and through a portal complete an application online. This information will feed into the Recruitment feature of the system and allow search committee members the ability to view applications online.

Why did we decide to change? There were many reasons factored into our decision to upgrade to this new system. Some of the key reasons include expanding the services provided to employees, making the current processes more efficient, and in keeping with HCC's commitment to being more Green, reducing the amount of paper involved in the payroll and employment processes. Another consideration in our decision is that ADP is no longer providing any development into the current system and eventually will no longer support the system.

Who are we???

Each issue we'll interview an HR/Payroll team member or two to find out a little more about them!



Meet Heather Jurs. Heather started with HR as our student worker in June of 2008. She helps us out with not only day to day work but also many important projects! She is a 2nd year HCC student and plays on our softball team! We recently sat down to ask her a few burning questions...

What are you studying now? I am taking 6 classes including Anthropology, Ecology, Economics, British Literature, Intro to Film and Educational Observation.

What field are you going into? Social Sciences teaching certificate with a Geography major.

What 4-year College will you attend? NIU because it's close and family went there.

Favorite Hobby: Facebooking, hanging out with friends and watching movies.

What do you really do in HR? Lots of stuff related to the many searches we conduct, filing, keeping Rose and Tana organized!

What is your favorite part about working in HR? Rose and Tana of course!!!

What are some of your favorite movies?
A Knight's Tale, The Notebook

What is on your iPod? Fall out Boy and lots of other bands!

Heather is a graduate of Freeport High School and loves cats! She has a cat named Mags—named after a famous White Sox player. She and her family also rescued kittens last year and have given some of them a home! **She is an invaluable member of our team and we are lucky to have her!!**

You Outta Know...HR Legal Updates

This area will highlight any recent legal updates that affect Human Resources, HCC and you!

Illinois Human Rights Act

8/18/09 Gov. Pat Quinn signed into law a requirement for all institutions of higher education covered by the Illinois Human Rights Act to inform their student bodies of the illegality of sexual harassment. According to this new law, **Public Act 96-574**, every institution is required to post in a prominent and accessible location a poster and information outlining sexual harassment laws and policies. **Rose Ferguson is Highland's Affirmative Action Officer, her campus extension is 3402.**

HUMAN RESOURCES CAN BE FUN! (Believe it or not!)

N O I T A R G I M E T V E J N
 R E S O U R C E S V P Y M V D
 U I N C R E A S E X P Q K S U
 Y L N O I T A R G I M M I U A
 T N E M Y O L P M E R E D N U
 E U P A L E T A R H T R I B B
 C P O P U L A T I O N U R A N
 R P V E I I C L A R U T A N P
 O D A Y Q U D E A T H R A T E
 F E N V H G O J C B P Y O V G
 R N L P X Z E D L V M E Y S Y
 O S M J S W Q M E W C J N P R
 B I J J I V Y T I L A T R O M
 A T L N O I T A R G I M S J E
 L Y K T N E M Y O L P M E X P

BIRTHRATE
 NATURAL
 DEATHRATE
 INCREASE
 MIGRATION
 MORTALITY
 EMIGRATION
 EMPLOYMENT
 IMMIGRATION
 UNDEREMPLOYMENT
 POPULATION
 LABORFORCE
 RESOURCES
 DENSITY

Source: http://www.wordsearchfun.com/sysplay/91915_Human_Resources.html

Match the HR Term with the correct definition!!



Also...Please welcome...



Please welcome a new face to the HR/Payroll team...**Kylie Martin** began this semester working as the new Payroll student worker! She has jumped right in and can be found most days in Renee's office in Payroll. Please welcome her if you stop by the Payroll office!

- ADA
- FMLA
- COBRA
- CUPA-HR
- DOL
- EEOC
- FLSA

A. Known as the "Wage/Hour" law and is enforced by the Wage & Hour Division of the DOL. The 4 main components include minimum age requirements, hours worked, overtime requirements and child labor regulations.

B. Administers a variety of Federal labor laws guaranteeing worker's right to safe and healthful working conditions, a minimum hourly wage and overtime pay, freedom from employment discrimination, unemployment insurance and worker's compensation.

C. Profession association for HR professionals in a higher ed setting and a resource for human resource information.

D. Enforces various employment laws, including Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, Titles I and V of the Americans with Disabilities Act, and the Equal Pay Act.

E. Provides for limited continuation of health insurance.

F. Covered employers must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for specific reasons.

G. Prohibits adverse action/discrimination against individuals with a serious disability.

A. FLSA B. DOL C. CUPA-HR D. EEOC E. COBRA F. FMLA G. ADA



Dates and Events to Remember

October, November, December

H C C	October 12	Columbus Day Holiday
	November 26 & 27	Thanksgiving Holiday
	December 24, 45	Holidays
	December 24—31	Campus Shutdown

OTHER HOLIDAYS

October 9 (Moldy Cheese Day)• October 17 (Sweetest Day)• October 24 (United Nations Day)• October 31 (Halloween)• November 1 (Daylight Savings Time Ends)• November 4 (King Tut Day)• November 11 (Veteran's Day/HCC Open)• December 8 (National Brownie Day)•December 17 (Wright Brothers Day)•December 21 (First day of Winter)

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WALKTOBER National Walking Month



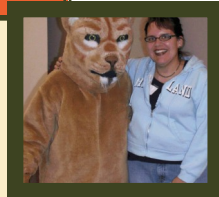
Fall is the ideal time to step outside - you'll enjoy the cool weather and spectacular colors. We hope you are participating in the **Walktober** program and recording your progress! This program is the perfect way to stay motivated as you start or reinforce the walking habit you'll continue right through winter. Get to know a coworker better by inviting them to take a walk with you before work, during lunch, or walk with family or friends after work.

Friday, October 30, 2009, Highland hosts the Northern Illinois Networking (NIN) Staff Exchange for support staff. This is a great opportunity for support staff to network with peers from other institutions, share ideas, and problem solve. This event has been going on for 20 years and feedback from participants has been extremely positive. The positions that will be included in the Exchange this year include Payroll Specialist, Financial Aid Assistant, Testing Specialist, Administrative Assistant to Athletics, Executive Assistant (focus on benefits), and Coordinator, Staff Development.

Generations: What are they? Why does it matter?

Tana Gundry

The theory of generations really gained ground in 1991 when William Strauss and Neil Howe published *Generations: The History of America's Future, 1584 to 2069*. The generations are generally defined as follows: Traditionalists/Veterans (born before 1946), Baby Boomers (b. 1946-1964), Gen X (b. 1965-1981) and Gen Y/Millennials (b. after 1982). Some people choose to ignore the generational theory, with the thought all people deal with and respond to situations similarly. However, generational theory really takes a look at some of the socio-economic facts and events that occurred during a person's life during a certain period of time in their development and how that in large part can shape who they are and how their values are constructed. The Veterans lived through the Great Depression, WWII and the Korean War. The Baby Boomers experienced the Vietnam War, the assassination of JFK and Civil Rights movement at pivotal points in their lives. Generation X witnessed the fall of the Berlin Wall, experienced the Gulf War and saw the rise of the AIDS epidemic. The youngest generation, Gen Y or the Millennials, have seen school shootings, witnessed the Oklahoma City bombings, watched the Clinton/Lewinsky affair unfold and are currently users and developers of Web 2.0 (Facebook, Myspace, Blogs, etc.) It is reasonable to assume that the varied generations with distinct cultural reference points at key development times in their lives and being raised in a different "world" than the generation before them could have a dissimilar approach to interacting with others and learning as well. Highland is at the forefront, as a college, working to discuss and find new ways to deliver education to an increasingly technologically savvy student body while also remaining true to the community college spirit by providing the same content to returning adult students. In the workplace, we are at a crossroads. According to the US Labor Department, from 2000 to 2010 the workforce, compared to Baby Boom years will shrink. It is not uncommon to find that today's worker from Generation X or the Millennial Generation may want things that were not important to previous generations; flexibility in hours, telecommuting, moving from job to job to gain experience rather than working their way up in one specific company. Whether generational theory is something you believe has merit or perhaps you think it is a waste of time, the reality is that all people, regardless of generation want to be understood, respected and valued. If you are interested in learning more, a great video on today's student can be accessed at: <http://www.youtube.com/watch?v=dGCJ46vyR9o>.



Look for information on the H1N1 vaccine coming to campus! The Stephenson County Health Department will release a date soon that they will be on campus to provide immunizations.

Thanks to everyone that participated in the National Payroll Week festivities—completing the quiz and joining us for cake on September 11, 2009!

The winners of the Payroll day prizes were: **Steve Gellings, Teresa Fyock, Ellen Rice and Keith Weiner!!!**

We received lots of *interesting* answers to Question#2: Name four song titles with the word "money" in them. I think our favorite was "If My Nose was Running Money Honey, I'd Blow it All on You"!

Look for Issue 2 in January 2010!!!

