Human Resources Leadership Team

Janet May - Chief Human Resources Officer

Don Washington - Director, Employment Services

Hina Naik - Executive Director, Compensation, Benefits & HRIS

Kathy Engle - Director, Employee Learning & Organizational Development
Stuart Evans - Director, Payroll Reporting & Compliance

Thomas Anderson - Director, Employee Relations
Compensation, Benefits 
& 
HRIS

Hina Naik, Executive Director
Compensation:
Create job descriptions, evaluate and market price jobs, complete salary offers, recommend equity and reclassification adjustments, maintain pay plans and participate in salary surveys

Benefits:
Administer ERS health and welfare benefits, Retirement benefits, FMLA leave administration, vacation, sick and bereavement leave

HRIS:
Create and update employee information in PeopleSoft, provide queries and reports and run the encumbrance process
Purpose of Compensation Study:
To provide competitive market information to HCC regarding full-time faculty and staff salaries

College Goal:
To utilize results of compensation study to design and implement a competitive pay schedule for all full time employee categories
## Compensation Study Results

HCC salary schedules need to be increased to be considered competitive, defined as in line with the 50\textsuperscript{th} percentile of the market.

- Faculty 13%
- Professional/Technical 7%
- Secretarial/Clerical 9%
- Executive 0%

The total estimated cost to be market competitive in all categories is $11.8M
In spring 2015, Chancellor Maldonado appointed a Compensation Advisory Committee to make recommendations by May 31, 2015.

Committee consisted of members from:

- Faculty
- Professional/Technical
- Secretarial/Clerical
- Executives
Committee Charge Included:

1. Recommend multiple fiscal year plan addressing increases to salary schedules over multiple fiscal years

2. Recommend placement of incoming faculty on salary schedule beyond step 7

3. Recommend additional pay components for faculty and staff who work in high demand areas

4. Recommend recognition of certificates along with work experience for faculty and staff positions where advanced degrees are not available
BENEFITS

Affordable Care Act (ACA) Reporting Requirements
• Calculate hours paid for each calendar month
• Part-time employees may not work more than 130 hours each calendar month to comply with TRS and ACA

HRIS

Processed over 2,000+ entries for spring semester
Currently working on Summer I & II entries
Fiscal year roll and fall entries will begin in August
Payroll Reporting & Compliance

Stuart Evans, Director
Payroll

Responsible for the accurate and timely payment of HCC faculty and staff in compliance with all federal and state regulatory requirements, and the reporting of wages, taxes, retirement contributions, and other statutory deductions associated with employee compensation.
Houston Community College processes payroll in-house using PeopleSoft HCM 9.1 to pay over 6,000 faculty and staff members on a semi-monthly basis. HR Payroll is responsible for the following processes:

- Time & Labor
- Payroll Calculation & Distribution
- Tax Deposits
- Quarterly and Annual Tax Filing
- Pension Contributions (TRS/ORP)
- Automated Clearing House (ACH) Transmittal (Direct Deposit)
- System Testing
- Texas Workforce Commission Reporting
- Garnishments (Levies/Child Support)
- Vendor Payments
- Positive Pay Submittal
- Customer Service
- Data Maintenance (W-4/Direct Deposit)
- Year-End Processing (Form W-2)
Payroll Highlights

• Reduced payroll processing cycle from 3 days to 1.5 days. This process improvement allows additional time for HRIS data entry and time approval.

• Reduced off-cycle payroll processing by developing metric reporting to identify areas for training and process improvement.
Pay Roll Highlights Continued…

Pay Distribution – HCC currently has 98% Direct Deposit (ACH) participation.
Employee Relations

Thomas Anderson, Director
The Employee Relations Office of Human Resources handles policy and procedure interpretations, assisting administration and employees with all HR related questions and issues, employee complaints, terminations, non-renewals, transfers, performance issues, disciplinary actions, coordination of ADA accommodations, and coordination with the Employee Assistance Program (MHN) with the Senior HR Generalist as the initial and primary contact with the colleges.
Role of the Senior HR Generalist (SHRG)

1. Primary contact for human resources issues, Sr. HR Generalists are available to interact with all HCC employees when the need arises.

2. Charged with ensuring all employee actions are taken with a sense of fairness and appropriateness and in accordance with HCC procedures.

<table>
<thead>
<tr>
<th>College</th>
<th>Senior HR Generalist</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>Alix Alvarado</td>
<td><a href="mailto:alix.alvarado@hcc.edu">alix.alvarado@hcc.edu</a></td>
</tr>
<tr>
<td>Coleman and Division of Extended Learning</td>
<td>Karrie Seay</td>
<td><a href="mailto:karrie.seay@hccs.edu">karrie.seay@hccs.edu</a></td>
</tr>
<tr>
<td>District</td>
<td>Satrice Morris</td>
<td><a href="mailto:satrice.morris@hccs.edu">satrice.morris@hccs.edu</a></td>
</tr>
<tr>
<td>Northeast</td>
<td>Cathy Douse-Harris</td>
<td><a href="mailto:cathy.douseharris@hccs.edu">cathy.douseharris@hccs.edu</a></td>
</tr>
<tr>
<td>Northwest</td>
<td>Marlene London</td>
<td><a href="mailto:marlene.london@hccs.edu">marlene.london@hccs.edu</a></td>
</tr>
<tr>
<td>Southeast</td>
<td>Richard Guerra</td>
<td><a href="mailto:richard.guerra@hccs.edu">richard.guerra@hccs.edu</a></td>
</tr>
<tr>
<td>Southwest</td>
<td>Elizabeth Semien</td>
<td><a href="mailto:elizabeth.semien@hccs.edu">elizabeth.semien@hccs.edu</a></td>
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Employee Learning & Organizational Development

Kathy Engle, Director
HR/ELOD implemented an online learning portal for HCC employees. Some of the features include:

**Learning Management System (LMS):**
- Search the online catalog – over 5,000 courses & products
- Create your own learning plan
- Manager assign training
- Track your training
- Can start & stop online training – allows you to return & finish a class

**Business courses – focus on professional competencies**
- Personal effectiveness
- Management & leadership
- Sales & customer facing skills
- Project effectiveness
- Finance, HR, Administration
- Business strategy & operations
Employee Online Learning Continued…

Desktop courseware – focus on productivity
- Business & reporting
- Mentoring
- Internet skills
- Email & groupware
- Microsoft Office

Legal Compliance – focus on compliance training needs
- Ethics
- Harassment
- Employment issues
- Diversity
Employee Online Learning Continued…

- Job Aids – fingertip job aids
- Assessments – pre-/post-tests as part of the courseware
- Test Prep Exams – for certification exams
- Skill Briefs – summarize topics/like Cliffs Notes

**Stakeholder Involvement in Employee Online:**
- Workforce Instruction & COPA Leadership: Employee online configuration advisement, key decisions, & input
- COPA: Validate and test the system before go live
<table>
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<tr>
<th>Title</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Hoshin Kanri Strategic Planning</strong></td>
<td>This course, based upon the <em>Hoshin Kanri Memory Jogger</em>, prepares the learner for the successful creation, deployment, and monitoring of an organization’s strategic plan.</td>
</tr>
<tr>
<td>7-hour course</td>
<td></td>
</tr>
<tr>
<td>1 Memory Jogger</td>
<td></td>
</tr>
<tr>
<td><strong>Continuous Improvement</strong></td>
<td>This highly interactive skills-based course establishes the framework for and implementation of continuous improvement and lean practices and tools in the workplace.</td>
</tr>
<tr>
<td>3, 4-hour courses</td>
<td></td>
</tr>
<tr>
<td>Total: 12 hour certificate course</td>
<td></td>
</tr>
<tr>
<td>2 Memory Joggers</td>
<td></td>
</tr>
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## New Course Offerings Continued…

<table>
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<th>Description</th>
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<tr>
<td><strong>Project Collection</strong></td>
<td>The Project Collection course is an advanced application course featuring core skills required for successful project management.</td>
</tr>
<tr>
<td>6, 4-hour blocks</td>
<td></td>
</tr>
<tr>
<td>1 Memory Jogger</td>
<td></td>
</tr>
<tr>
<td><strong>Project Management</strong></td>
<td>The Project Management course is a hands-on, practical application course that will provide the new project manager with tools to use throughout the project cycle.</td>
</tr>
<tr>
<td>2, 4-hour blocks</td>
<td></td>
</tr>
<tr>
<td>1 Memory Jogger</td>
<td></td>
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ELOD and Center for Teaching and Learning Excellence recently collaborated to created the Welcome Center as a guide for new employees and supervisors of new employees:
Employment Services

Don Washington, Director
Employment Services Update

During the late spring and early summer, partnered with Instructional Services and Student Services to fill 19 Dean and Director positions along with the lateral transfer of 60 clerical support staff.
During the spring and summer 2015, the Human Resources worked with various groups throughout HCC and an outside consultant to update the current hiring processes. Several changes occurred this spring and more are anticipated for the upcoming 2015-2016 fiscal year.
Part-Time Hiring Process

Statistics from Fall 2014

Number of New Hire Packets Received/Processed in Employee Records: 608

60% of packets received an average of eight (8) days prior to start date

40% of packets were received an average of eleven (11) days after the start date

15% of the packets were returned because of a discrepancy

Average number of days the I-9 was collected after candidate was notified by ER: 7 days

Average number of days the fingerprint was completed after notified by ER: 6 days

Average Time for Approval of a Packet from Submitter to Employee Records (Without Discrepancies):

Paper Process: 12 days  

ePAMS: 1-5 days

Average Time for Approval of a Packet from Submitter to Employee Records With Discrepancies:

Paper Process: 19 days  

ePAMS: add 6-12 days
Improvements to Date:

1. Collection of I-9, HR 175 and Confidentiality form takes place after hiring supervisor make job offer, offer accepted and fingerprinting completed
   - Time saved: 1-5 days

2. Candidates have 3 days to complete fingerprinting requirement
   - Time saved: 3-5 days

3. Primary Language Form converted to electronic fillable form
   - Time saved: 1-2 days

4. Reference Check Form converted to electronic fillable form
   - Time saved: 2-3 days
Full-Time Hiring Process

Improvements to Date:

1. Time to post position after APP approval reduced to 4 days
   • Time saved: 3 days

2. Time to make offer after receipt of hiring packet from Hiring Manager reduced to 10 days
   • Time saved: 12 days

3. Enhanced advertisement efforts through use of social media
Thank you!

Contact Information for Chief Human Resources Officer:

Janet May
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Email: janet.may2@hccs.edu