

THE HR CONNECTION



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VOLUME I

ISSUE I

HAPPY NEW YEAR



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VICE PRESIDENT'S OFFICE

Welcome Back!

Professional Development

SPRING DEVELOPMENT DAY-January 16, 2009

We want to remind you that ACC's Spring Development Day is next Friday, January 16th at the Crowne Plaza Hotel located at 6221 IH-35. Breakfast will begin at 8am and Dr. Kinslow's address at 9:30 am. Afternoon professional development workshops and activities will be held at HBC beginning at 1:30 pm. To learn more about the event and register for workshops, please go to <http://www.austincc.edu/hr/profdev/events/springdevday/jan09/>.

Questions? Call Terry Stewart Mouchayleh, Director, Professional Development & Evaluation Programs, at 223-7748 or email tstewart@austincc.edu.

Payroll

2008 W-2 update

It is time once again for W-2's. The 2008 W-2 Forms will be mailed to employees' home addresses on or before January 30th. You still have time to change your address in the Datatel system prior to the mailing. Please review the address that prints on your check stub or direct deposit advice form. If it is incorrect, please change your information at <https://onlineserv.austincc.edu/WebAdvisor/WebAdvisor?&TYPE=M&PID=CORE-WBMAIN&TOKENIDX=9750209365>.

If you are unable to make the changes on-line for any reason, contact the HR Records office no later than January 12th. You may reach that office at the following address: bburns@austincc.edu, or at 223-7571 or 223-7227.

If you have questions after you receive your W-2 Form, please contact the HR Payroll office at one of the following addresses: cokanla@austincc.edu, or cshirazi@austincc.edu or at 223-7527 or 223-7474.

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Employment

Hiring Deadlines and New Employee Orientation Dates

Hiring Committees for non-faculty positions who are attempting to hire prior to Spring Break are asked to submit their employment recommendations to HR Employment by Monday, February 9, 2009. This will allow time for candidates to provide notice (typically 2 weeks) to their current employers.

Recommendations for candidates who do not need to give advance notice (and are able to immediately start their employment with ACC) must submit recommendations to HR Employment by Wednesday, February 18, 2009.

To be paid for Spring Break, ACC employees must be in a paid status for at least ten (10) working days prior to Spring Break and in a paid status five (5) days following Spring Break, AR.6.10.006. Employees may contact Erica Breedlove, Employment and Outreach Services Manager at ebreedlo@austincc.edu for questions and/or comments. Below you will find the 2009 New Employee Orientation schedule.

2009 New Employee Orientation Schedule

January 2009

Monday, January, 12, 2009
Tuesday, January 20, 2009

February 2009

Monday, February, 2, 2009
Monday, February, 9, 2009
Monday, February, 16, 2009

March 2009

Monday, March, 2, 2009

April 2009

Monday, April 6, 2009
Monday, April 13, 2009
Monday, April 20, 2009

May 2009

Monday, May 4, 2009
Monday, May 11, 2009
Monday, May 18, 2009

June 2009

Monday, June 1, 2009
Monday, June, 8, 2009
Monday, June 15, 2009
*Monday June 22, 2009

July 2009

Monday, July 6, 2009
Monday, July 13, 2009
Monday, July 20, 2009

August 2009

Monday, August 3, 2009
Monday, August 10, 2009
*Monday, August 17, 2009 (Faculty)
*Tuesday, August 18, 2009 (Staff)

* = Dates subject to change

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BENEFITS

Caremark letter regarding maintenance medications sent in error

Caremark, the company that administers the prescription drug program for HealthSelect participants, recently sent a letter to a number of HealthSelect participants regarding maintenance medications. **This letter was sent in error.** The letter indicated that starting January 1, 2009, you would need to fill prescriptions for maintenance medications through CVS/Caremark Mail Service Pharmacy. If you receive this letter, it was sent in error, and you may disregard the information. This letter does not apply to HealthSelect participants.

You can continue to fill your prescriptions for maintenance medications at any participating retail pharmacy. You may also choose to fill prescriptions through mail service; however, using mail service is not required for any medication. You may choose where to have your prescriptions filled based on your preference.

We apologize for any inconvenience this may have caused you. Your trust and satisfaction are important to Caremark.

If you have questions regarding the letter sent in error or your prescription coverage, please contact a Caremark Customer Care representative toll-free at (888) 886-8490 or for callers using a telecommunications device for the deaf (TDD) toll-free (800) 231-4403.

Online Retirement Manager Coming Soon

Employees soon will have the ability to manage and disperse their tax-deferred contributions to more than one vendor. Employees will have online access to start, stop and make changes to their Optional Retirement Program (ORP), Tax-Sheltered Annuity (TSA) and or 457 Deferred Compensation plan. Here is our list of approved ORP, TSA and 457 vendors:

ORP/TSA

AIG Retirement
Ameriprise Financial
Fidelity
ING
Lincoln Financial
Security Benefit Group
TIAA/CREF
USAA

457

AIG Retirement
ING
TIAA/CREF

More information and training will be coming soon.