

FEBRUARY 19, 2009

VOLUME I
ISSUE 4

**HUMAN RESOURCES
SECTION NEWS**

- Vice President's Office (223-7572)
- Benefits (223-7230)
- Compensation (223-7608)
- Employment (223-7534)
- Payroll (223-7523)
- Professional Development (223-7997)
- Records (223-7227)

**INSIDE
THIS
ISSUE:**

**ACC Online
Retirement
Manager**

**New ACC
Employees For
January and
February**

**Supervisor
Changes in Hire**

Benefits Office

ACC Online Retirement Manager

All Employees are cordially invited to attend the ACC Online Retirement Manager informational workshop and user training (online training):

Wednesday, February 25, 2009
1:00pm – 2:00pm
Highland Business Center
5930 Middle Fiskville Road
Room 201 – Board Room

This new 24-hour a day online tool will allow participants the flexibility to start, stop, and make changes to their 403(b) tax sheltered annuity, Optional Retirement Program (ORP) and 457 deferred compensation retirement accounts. This program does not affect the ACC Money Purchase Plan (adjunct or hourly employees).

For employees with existing accounts, you can view account balances, change your contribution amounts, and transfer funds between vendors. In the future you will also be able to request hardship loans and disbursements. Instead of submitting the ACC Salary Reduction Agreement form to HR Benefits to make changes, you will now make changes online through Retirement Manager, eliminating paperwork and delays.

Even if you don't have an existing 403(b) or 457 accounts, Retirement Manager is for you, too! Not only can you use Retirement Manager to set up a retirement account, the website has several useful financial planning tools, calculators and articles to assist you in your financial planning, whether you establish a retirement account or not.

Enrollment at this workshop is limited to the first 100 enrollees, but other sessions will be scheduled, as needed. You can enroll at <https://www3.austincc.edu/it/workshops/www/login.php>.

For additional questions, please refer to the ACC HR Benefits site: "[Frequently Asked Questions](#)", or contact Susan Corbett (223-7617) or Kelly Grant (223-7230).

THE HR CONNECTION



Employment

We are delighted to welcome these New ACC Employees for January 2009!

January

Name

Department

| | |
|------------------------------|-------------------------------|
| Robin D Wanke | ACC Centers |
| Jane E O'Rourke | ACC Centers |
| Grace A Yates | Admissions & Records |
| Bailey G Henderson | Admissions & Records |
| Ignacio Parra | Adult Education |
| David L Chavez | Automotive Technology |
| Nita J Hazle | Biology |
| Stefanie C Vermillion | Business Assessment Center |
| Dennis R Kirkland | Business Assessment Center |
| Candace C Stogner | Business Services |
| Don L Mayes | Campus Police |
| Jaime M Santos | Campus Police |
| Mason G Morris | Campus Police |
| Shannon C Saldana | Child Lab School |
| Mary Angel | College Operations |
| Cynthia Fisher | Dean Continuing Education Adm |
| Heather C Bonham | Dean Continuing Education Adm |
| Shelley Attix | Dean Continuing Education Adm |
| Daniel Schmidt | Dean Health Sciences |
| Christina A Michura | Human Resources |
| Misty D Morris | Human Services |
| Marisa Seene | Learning Labs |
| Charlotte A Schramm | Mathematics |
| Marilyn Love | Mathematics |
| Fattaneh Hashemi Talkhoncheh | Mathematics |
| John Florkowski | Mathematics |
| Valerie J Wiseman | Mathematics |
| Nancy E Bellows | Mathematics |
| Laura J Dickson | Nursing |
| Mary Ann Bridges | Records Management Services |
| Rosario Potteiger | Student Assistance |
| Lisa M Jones | Student Services |
| Connie Garza | Student Support & Success Sys |
| Catherine V Mas | Student Support & Success Sys |
| Anne M Withrow | Vocational Nursing |
| Jennifer L Brimberry | Vocational Nursing |

THE HR CONNECTION



Employment

We are delighted to welcome these New ACC Employees for February 2009!

February

| <i>Name</i> | <i>Department</i> |
|-----------------------|--------------------------------|
| MaryJane McReynolds | Acad Transfer & Gen/Dev Educ |
| Mark Allen | Building & Grounds Maintenance |
| Otis L Mitchell | Building & Grounds Maintenance |
| Christopher C Calogar | Building & Grounds Maintenance |
| Priscilla M Perez | Business Services |
| Duduwa F Kurugu | Campus Manager |
| Joshua Colquitt | Campus Police |
| Robert Bohannan | Campus Police |
| Johnson, Peter B | Commercial Music Management |
| Brian K. Morrow | General Services |
| Jamie L Melaragno | General Services |
| Daphny L Dominguez | Nursing |
| Sharon X Goh | Student Development |
| Sharon Beth Quarles | Student Services |

Records

Supervisor Changes in Etime

Staffing Table Employees

1. When a supervisor leaves the college, the next level supervisor automatically becomes the supervisor for the employees.
2. When an employee has a change of supervisor, the new supervisor should email the name of the employee to Rosalinda Castillo at rcastill@austincc.edu.

Hourly Employees

1. When a supervisor leaves the college, the next level supervisor should email rcastill@austincc.edu the person who will be approving the timesheets.
2. When an hourly employee has a change of supervisor, the new supervisor should email the name of the employee to rcastill@austincc.edu.