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HUMAN RESOURCES

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Payroll

Paycheck Advices-Direct Deposit

In an effort to go Green, HR/Payroll and IT are happy to inform employees that we will no longer print Direct Deposit Paycheck Advices as of September 1, 2009. You will have access to your paycheck through the **Employee Online Account**. At your own leisure and convenience you can view and print all pay information online (advices/checks stubs).

The link to online services is located at:

<https://onlineserv.austincc.edu/WebAdvisor/WebAdvisor?&TYPE=M&PID=CORE-WBMAIN&TOKENIDX=9402976397>. The Pay Advices online have all the information needed for any business transaction requiring an ACC payment status. The Pay check advices will be processed and distributed to employees on payday (as they have always been distributed).

If you do not have direct deposit, you will receive your paycheck at the usual paycheck location. We hope you will consider direct deposit and assist the college in its efforts to go Green. You can sign up for direct deposit at: <http://www.austincc.edu/hr/payroll/schedulepayments.php>.

If you have any questions, please contact Chista Shirazi at (512) 223-7527, cshirazi@austincc.edu or Christine Okanla at (512) 223-7474, cokanla@austincc.edu

Benefits

Disbursement Eligibility Certificates

Employees requesting hardship withdrawals, loans or in-service transfers from their voluntary 403(b) Tax-Sheltered Annuities (TSA), and 457 deferred compensation retirement plans, or in-service transfers from their Optional Retirement Program (ORP) accounts must now print **Disbursement Eligibility Certificates** from ACC [Retirement Manager](#) before requesting the disbursement from their retirement vendor. Information regarding these **Disbursement Eligibility Certificates** and how to get one can be found [here](#) or at www.austincc.edu/hr/benefits/retirement.php. Please contact Kelly Grant in HR Benefits at 223-7230 or kgrant@austincc.edu if you have any questions.

Optional Retirement Program (ORP), Teacher Retirement System of Texas (TRS) or Austin Community College Money Purchase Plan (ACCMPP) accounts do not allow any loans or hardship withdrawals while an employee is still employed by ACC.

THE HR CONNECTION



Professional Development

Reminder from Professional Development:

The deadline for completion of required professional development activities for the 08-09 academic year is August 31st. You may apply any professional development hours earned at General Assembly to either this past year or the new academic year, 09-10. **Keep in mind that 100% of any hours you complete over your requirement will be rolled into the next academic year. Therefore, you will lose none of the hours you may have accumulated over your required amount.**

If you are a supervisor or administrative assistant and are entering any professional development hours for the academic year 08-09, you will need to complete the entries by September 11th. On that day, the database will close for that year and excess hours will be rolled into 09-10.

Records

Human Resources is pleased to announce that beginning in fall 2009, Austin Community College and other educational institutions nationwide will begin reporting ethnicity and race data for students and employees using the new requirements issued by the U.S. Department of Education.

For those employees that hire new hourly employees or adjunct faculty, you will be required to complete revised forms on new employees that are hired as of September 4, 2009.

Please click on the link below to view a video and to learn more about the new guidelines.

[Click here to view information on our website](#)

And then "Click here to view the NEW VIDEO"