

OCTOBER 29, 2009

VOLUME II

ISSUE VIII

Vice President's Office

Hurry! The last day to donate to the State Employee Charitable Campaign is this Saturday, October 31st!

As ACC enhances College Connection programs, your contribution to the ACC Foundation (#228065) will ensure that ACC students receive worthy scholarships to support their education at ACC. In addition, through SECC, you may contribute to a variety of relief organizations such as the American Red Cross of Texas, the Austin Area Salvation Army, the Arc of the Capital Area, American Cancer Society and the Capital Area Food Bank and other worthwhile organizations.

For more information on the Campaign visit the website at <http://www.austincc.edu/hr/secc/index.php>.

Employment

Hiring Deadlines -2009-2010

Hiring committees who wish to hire Staff employees prior to the New Year must submit their online employment recommendations in e-Hire by Friday, November 13, 2009. This will allow candidates a sufficient amount of time to give two week notices to their employers when accepting positions with ACC. Faculty hiring committees who are hiring for the spring semester must submit their employment recommendations to the Dean by Friday, December 4, 2009.

HR Employment will continue to accept employment recommendations submitted after the previously stated deadlines. Candidates who are unable to begin their employment on the remaining orientation dates of this year will be scheduled for the next available orientation date in 2010.

All employees who are in a paid status by December 7, 2009 will be paid for the Winter Break. Please contact Erica Breedlove at ebreedlo@austincc.edu for more information.

Remaining New Employee Orientation Dates for 2009:

- Monday, November 2, 2009
- Monday, November 9, 2009
- Monday, November 16, 2009
- Monday, December 7, 2009

January 2009 New Employee Orientation Dates:

- Monday, January, 4, 2010
- Monday, January, 11, 2010 (Staff and Faculty)
- Tuesday, January, 19, 2010

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:

State Employee Charitable Campaign

Hiring Deadlines 2009-2010

TexFlex Deadline

Diabetes Support Group

Benefits

TexFlex deadline approaching

Don't forget: Spend your Plan Year '09 TexFlex money by November 15!

If you are a TexFlex participant, you have until November 15, 2009 to spend any remaining dollars in your Plan Year 2009 TexFlex accounts. This grace period gives you an additional 2 ½ months beyond the end of the plan year to have eligible expenses.

What does this mean to you? All grace period expenses (with a date of service between September 1, 2009 and November 15, 2009) will be paid out of your "prior" plan year balance, helping you to "use up" the prior plan year balance first. In other words, member claims with a date of service between September 1, 2009 and November 15, 2009 will be applied to your 2009 balance. Once the Plan Year 2009 balance is exhausted, the remaining claims will be applied toward your 2010 election amount.

Remember, TexFlex also features a 120 day run-out period, which allows you to file claims up until December 31. As always, any balance remaining in a 2009 account after December 31 will be forfeited. It is not recommended that you wait until December 31 to file Plan Year 2009 claims, in case corrections need to be made.

If you have any questions regarding this process, contact PayFlex at (866) FlexTex or (866) 353-9839.

[Diabetes Support Group for ACC Staff and Faculty](#)

Diabetes: Take Action!

This is a group for anyone who has diabetes or is interested in learning more about diabetes. Group Leader is Sandra Gaskin (Sandy) RN, MSN. Sandy has spent most of her nursing career teaching about diabetes and helping others manage their diabetes.

The group will meet the 4th Friday of the month except for November and December, when we will meet the third Friday. Sessions will include "What is Diabetes", "What is all the fuss about food and diabetes", "I have to get up and get moving?!", "What does my medication really do?"

First support group meeting will be held on **October 30, 2009 at HBC from 12:30-1:30 pm, room 301.2.**

Sign up, come and have fun and learn a lot! To register, please email avaldez1@austincc.edu . For questions, call Alisol V. Martinez, HR Specialist II at 512.223.7800.