

HUMAN RESOURCES GUIDE

Your Guide to Getting Started at CCCC

Human Resources (HR) Website

Start with the CCCC website at: www.ccccd.edu, then under "Quick Links", click on "Human Resources". In this website, you will find links to [faculty/staff policies, procedures, and guidelines](#), online [forms](#), [HR staff](#) phone #s.

*******Required Training for New Employees*******

Employees are required to complete an online training course regarding the prevention of employment discrimination and sexual harassment. *To begin the training, open up the main CCCC website at: www.ccccd.edu, under Quick Links, click on "Human Resources", click on "[Employment Discrimination/Sexual Harassment](#)". Print out and forward the certificate to Human Resources-CPC (Central Park Campus), Attn. Annette Caffery by your 30th day of employment.*

How to Log in to Your Computer

HR at CYC provides a set up sheet for each new employee. You should receive this sheet at your New Employee Orientation. For computer assistance, contact the Help Desk at 6655.

How to Log in to Your E-Mail System, GroupWise

See your supervisor for help. For detailed GroupWise questions, consult the user guide at http://www.novell.com/documentation/lq/gw6/pdfdoc/gw6_userguide/gw6_userguide.pdf.

How to Obtain Your Faculty/Staff ID

Visit a [Student Life Office](#) at SCC, CPC, or PRC. Present your driver license or other valid picture ID. If you are set up on payroll, which usually occurs at least 10 days before your first paycheck, you will be able to obtain the ID card. Otherwise, wait until after you receive your first paycheck.

Leave Benefits

• Full-time Staff Vacation Accruals

Years 0-3	Years 4-5	Years 6-10	Years 11+
12 days/year at 8 hours/month	15 days/year at 10 hours/month	20 days/year at 13.3 hours/month	21 days/year at 14 hours/month

• Administrative Staff (Administrators) Vacation Accruals

Years 0-10	Years 11+
20 days/year at 13.3 hours/month	21 days/year at 14 hours/month

- Staff: Vacation leave accrues (is earned) on the 15th of each month. Vacation for the entire fiscal year is credited on September 1st. It is actually earned on a monthly basis, on the 15th of each month.
- Staff & Faculty: All full-time employees accrue one Sick Leave day (8 hours) per month on the 15th of each month.
- Staff & Faculty: All full-time employees accrue one Personal Leave day (8 hours) per fiscal year as of each September 1st.

Human Resources Phone Numbers

HR at CYC (Plano): 972-985-3780

HR at CPC (McKinney): 972-548-6660

ALL Phone Numbers are updated at: <http://intranet.ccccd.edu/>, Telephone Directory