# Agenda

## HCM Users Group Winter Quarter Virtual Meeting 2025

## Thursday, February 6, 2025

8:15 – 8:25 Gather and Land Acknowledgement

8:25 – 8:30 Welcome – Allen Sutton, Director for Connection & Belonging (Walla Walla CC)

8:30 – 8:45 HCM Business Information

* Treasurer Report
* Fall Meeting Notes
* New Business
	+ Advisory Representative Reports
		- DRS Liaison – Lisa Espedal (SBCTC)
		- HCA Liaison – Pam Kelly (SBCTC)
		- BAR Liaison – Vacant ()
		- HRMC Liaison – Joy Anglesey (Centralia College)

8:45 – 8:55 Patricia’s Pop Quiz – Patricia Pama (South Puget Sound CC)

8:55 – 9:15 E-188 Processing and Information – Agnieszka Pederson (SBCTC)

9:15 – 9:45 Open Discussion

* Removing balances for termed employees (they don’t always work): What are the tips/tricks for correctly removing balances the first time?
* Non-perm CLA hourly—can students be in these positions? We have historically placed students in 1050 temp hourly, but there has been recent chatter that we may be wrong. Also, how are other colleges managing the length of the contract period? Are they staying within a 12-month FY appointment or up to a maximum of 18 months? Is there a mandatory break in service? If so, how long? Do you auto-cash out the VAC/HOL credits or allow them the option to roll over?
* Temp 1050 hourly:
	+ One in a lifetime appointment. Can they have reappointments yearly if the 1050 max is not exceeded?
		- If yes, do they need a break in service?

9:30 – 9:45 Break

9:45 – 10:30 Records MGMT, Retention, & Compliance Reminders – Hannah Shea (Seattle Colleges)

10:30 – 12:00 Continued open discussion

* Guidance regarding the processes of DRS (Deferred Retirement Option Program) reconciliation, data entry, and enrolling employees at your college. Is this typically handled by the payroll department or is it an HR function? Is there anyone using multiple combo codes for PTF who are on a yearly schedule?

12:00 – 1:00 Lunch

1:00 – 1:15 Update on enhancement requests – Annie Vo (Seattle Colleges)

1:15 – 2:30 SBCTC Updates and continued open discussion

2:30 – 2:45 Break

2:45 – 3:45 Open Discussion suggested topics

* Flex schedules not properly calculating OVT [Enhancement request pending]
* Capability to select all PDF paystubs on View Self-Service Paycheck for VOEs [quick printing capability would be a great enhancement]
* PFML not eligible for FML recording time best practices
* For employees that request more paid leave than is in their balance, should we ask them to report the unpaid hours to LWO?

3:45 – 4:00 Close for the day

## Zoom information

Topic: HCM Users Group [Winter 2025 Virtual]

Time: Feb 6, 2025 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

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• 159.124.47.249 (Germany)

• 159.124.104.213 (Australia Sydney)

• 159.124.74.212 (Australia Melbourne)

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• 64.211.144.160 (Brazil)

• 159.124.132.243 (Mexico)

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