



HR@HFC. We are here to serve you!



### OPEN ENROLLMENT BEGINS SOON!

PLEASE JOIN US FOR OUR EMPLOYEE BENEFITS MEETINGS IN THE BERRY AUDITORIUM

Thursday November 15, 2018

9:00 am - 10:00 am	Exempt Employees
10:00 am - 11:00 am	SSA Employees
11:00 am - Noon	Local 1650
1:00 pm - 2:00 pm	Local 71

Friday, November 16, 2018

1:00 pm - 2:00 pm	Local 71
2:00 pm - 3:00 pm	Local 1650
3:00 pm - 4:00 pm	SSA

**OPEN ENROLLMENT: NOV. 26 TO DEC. 7**

### Learn and Grow at HFC with our new Cornerstone Learning!

Thank you to our SSA members for attending training for our new Professional Development Incentive! It was a well-attended success and we will offer more training with our new "Open Labs" Next Open Lab: Friday, October 26th, 2:30 pm - 4:30 pm in the Welcome Center Testing Lab. We hope to see you there!



**IMPORTANT  
INFORMATION**



#### EFFECTIVE IMMEDIATELY!

Liberty Mutual is now called Lincoln Financial. The new website is MyLincolnPortal.com and the telephone number remains the same: 888-408-7300

#### LOCAL 1650 COMMUNITY SERVICE

Local 1650 Community Service reports are due to Human Resources by October 31, 2018 (Service dates are 9/1/17 - 8/31/18)

## Congratulations!

### PROMOTIONS and CHANGES

**Lori Gonko** - from Coordinator of Program Improvement and Effectiveness to Vice President, Institutional Research, Planning and Accreditation

**Sheri Flaniken** - from Facilities Associate to Facilities Leader, Facilities Services

**Jerry Kondraciuk** - from Systems Administrator to Senior Systems Administrator, Web Applications Services

**Sulian Larmond** - from Enrollment Associate II to Enrollment Associate III, Enrollment Services

**Sharon McAlpine** - from Enrollment Associate IV to Assistant Manager, Student Accounts

**Sarah Sullivan** - from Records Associate III, Registration and Records to Department Secretary, Campus Safety.

### NEW HIRES: WELCOME TO THE HFC FAMILY

**Milla Arnold-Stoudmire**, Enrollment Associate II (Replacing Cynthia Brown)

**Ellen Brake**, Cashier, Skylight Cafe (Replacing Angela Griffen)

**James Davies** - Campus Safety Shift Supervisor - New Position

**Jerea Jackson** - Special Assistant to VP Cynthia Glass, HR and Campus Safety replacing Mary Flick (Special Assistant to VP Michael Nealon, Academic Affairs)

**Munira Kassim** - Student Affairs Compliance Assistant Manager - New position

**James Michalek**, Electrician, Facilities Services (Replacing Randy Connop)

**Les Thompson**, Scanning Clerk, Financial Aid (Replacing Anna Kiluk)

**Reco Spencer**, Student Success Coach, Student Affairs Detroit Promise (Grant funded)

### RETIREMENTS

**Denise Schulte**, Academic Affairs Assistant, School of STEM

Thank you for your years of service at HFC!!



### RESIGNATIONS

**Britnee Costigan**, Web Software Developer, ITS

**Sirena Perkins**, Senior Teller, Student Accounts

Best of luck! Thank you for your service!



## Did you know...

### HR ON THE EMPLOYEE PORTAL

The Human Resources Employee page in the Talent Management Center offers information, forms, holiday hours, the HFC Organizational Chart and much more. Check out our Manager and Employee Toolbox where you will find tuition waiver forms, tax forms, direct deposit forms as well as templates like the PAF and Job Description template.



The screenshot shows the HFC Employee Portal interface. At the top, it says "HFC Employee Portal" and "HENRY FORD COLLEGE FUTUREDRIVEN". Below that are navigation tabs: "GROUPWISE", "HFC ONLINE", "SELF-SERVICE", and "WEBADVISOR". The main content area is titled "Human Resources" and includes a "View" dropdown menu. Below the menu, there is a welcome message: "Welcome to your one-stop shop for employee resources including Payroll, HR templates and forms, Manager and Employee Toolkits, job opportunities, Performance Evaluations (BSA, FI, Exempt), training and development courses and more!" At the bottom, there are links for "PAYROLL AND LEAVE BANKS" and "TALENT MANAGEMENT CENTER".

The screenshot shows the "Employee Toolkit" section. It lists several links: "I 9 Form", "W4 Federal", "W4 Michigan State", "Opt Out Emergency Communication Form", "HFC Tuition Waiver Form", and "HFC Direct Deposit Form". At the bottom of the section is the "Cornerstone" logo.

The screenshot shows the "HR Information" section. It contains the text: "The following links have been moved from the HR website: Welcome to your one-stop HR shop!". Below this text is a list of links: "Employee Groups: Contracts, Benefits, etc.", "Payroll Dates", "Board Policies", "Faculty and Staff Directory", "Organization Chart", and "Holiday Schedule".