

HUMAN RESOURCES

OCTOBER 2010 NEWSLETTER

PERSONNEL TRANSACTION FORM AND SUPPLEMENTAL COMPENSATION FORM TRAINING

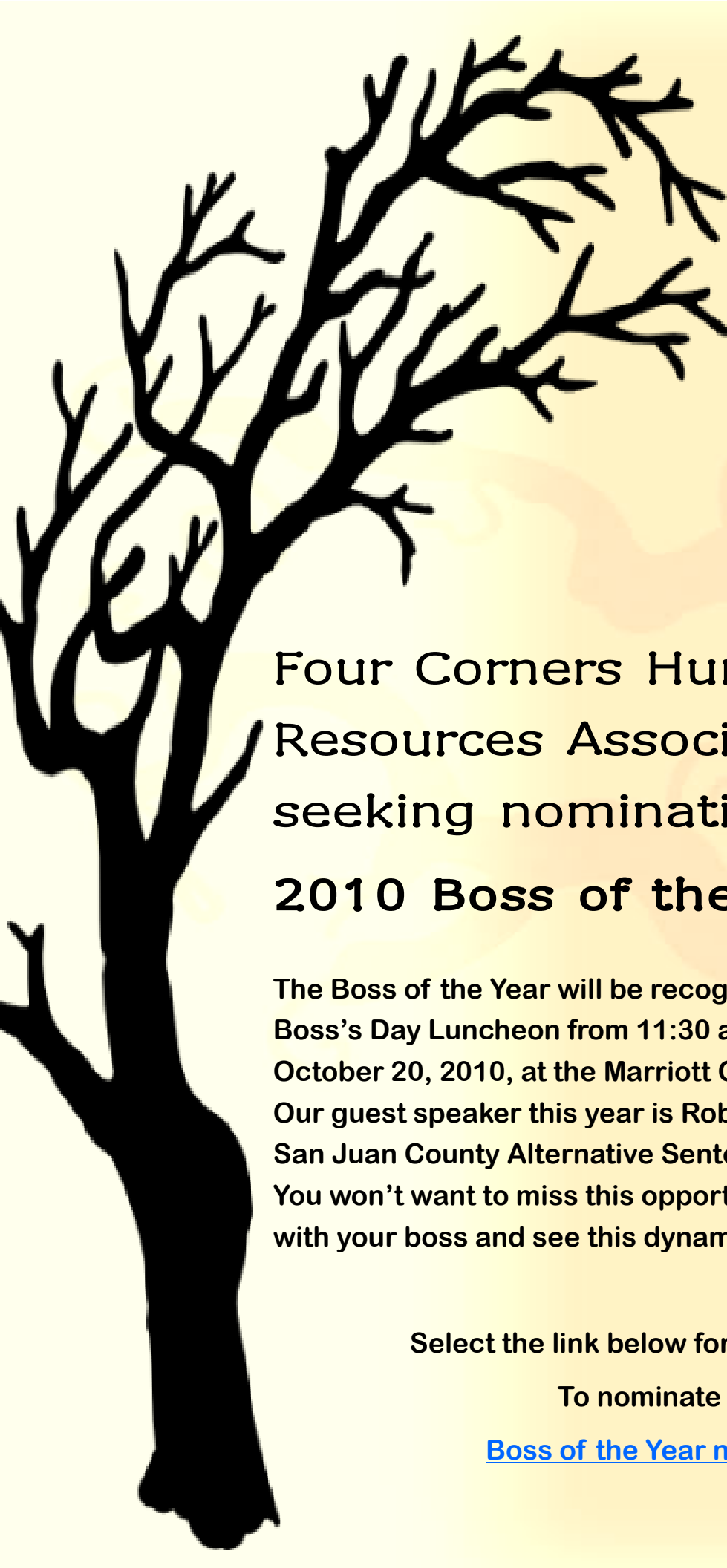
Date	Time slot #1	Time slot #2	Room
October 12	9:00am-10:30am	1:00pm-2:30pm	Conference room Z1A
October 13	9:00am-10:30am	3:00pm-4:30pm	Room 1614
October 15	9:00am-10:30am	1:00pm-2:30pm	Room 9006

Please email HRtraining@sanjuancollege.edu to reserve your spot for this training.

Anyone who is responsible for preparing or approving these forms will need to attend.

If you have any questions please email HRtraining@sanjuancollege.edu





**Four Corners Human
Resources Association is
seeking nominations for the
2010 Boss of the Year Award**

The Boss of the Year will be recognized at a special
Boss's Day Luncheon from 11:30 am–1:00pm,
October 20, 2010, at the Marriott Courtyard.

Our guest speaker this year is Rob Mitchell, Administrator,
San Juan County Alternative Sentencing Division.

You won't want to miss this opportunity to have lunch
with your boss and see this dynamic speaker.

Select the link below for the nomination form

To nominate your boss

[Boss of the Year nomination form](#)



WEBADVISOR LEAVE MANAGEMENT TIP



- 👤 Employees requesting to accrue comp time hours should do so using the Comp Time Request Workflow in WebAdvisor.
- 👤 To take comp time hours off employees should do so using the Leave Request Workflow in WebAdvisor

TRICK OR TREAT



EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

The following links may display confidential information.

Account Information

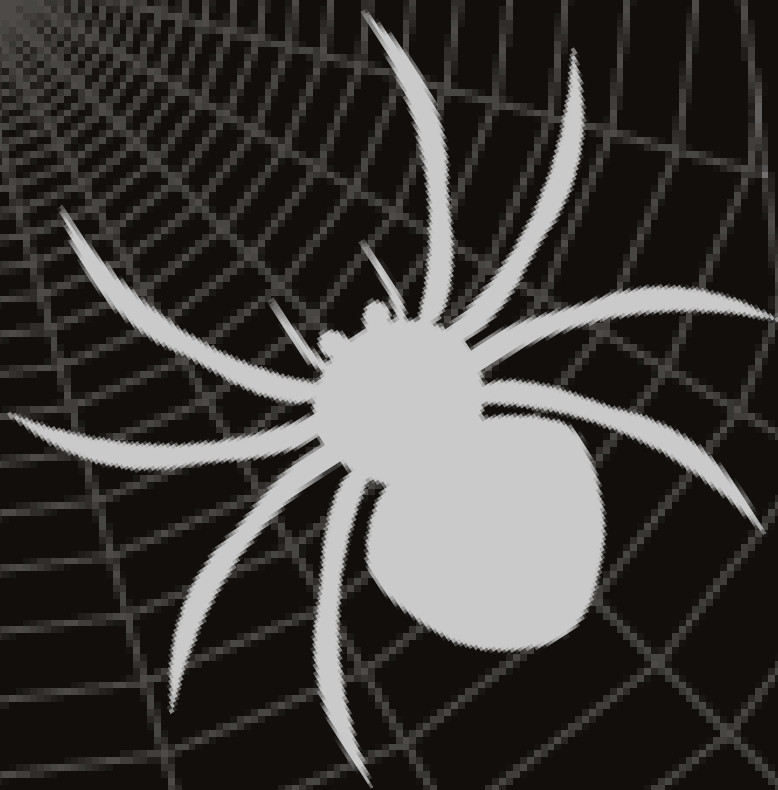
[Address Change](#)

Employee Profile

- [Position Summary](#)
- [Leave Plan Summary](#)
- [My Stipends](#)
- [View my employment action history](#)
- [Total Compensation](#)
- [Pay Advices](#)
- [Available W-2 Statements](#)
- [Available T4 Slips](#)
- [My To Do List](#)
- [Leave Request WorkFlow](#)
- [Leave Cancel WorkFlow](#)
- [Comp Time Request WorkFlow](#)

Take Comp leave here

Accrue Comp leave here



**PASSPORT TO
WELLNESS FAIR**

SAVE THE DATE!

NOVEMBER 9TH

FREE MAMMOGRAM

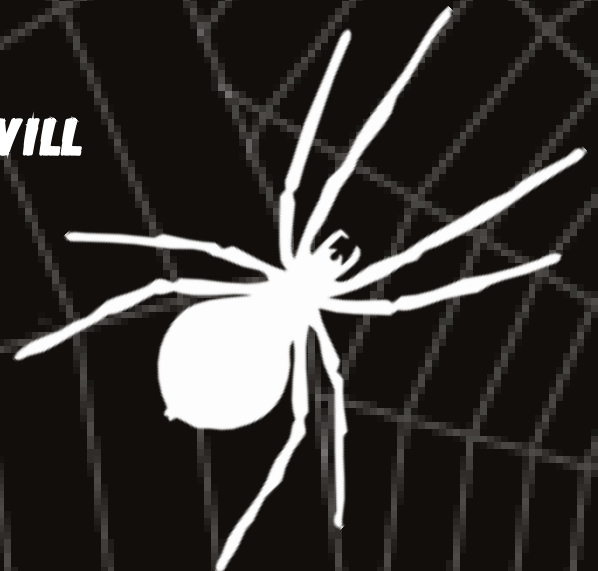
FREE FLU SHOTS

FREE BLOOD SCREENING

Sherry Flynn with ING will be here
October 7th from 1-4pm

She will be able to speak with you
about 403(b) and 457 plans.

**CHRISTOPHER DAY WITH TIAA CREF WILL
BE HERE OCTOBER 8TH FROM 10-4PM
HE WILL BE ABLE TO SPEAK WITH YOU
ABOUT 403(B) AND ALTERNATIVE
RETIREMENT PLANS**



NEW EMPLOYEES

SUPPORT

LOUIS RHINEHART ✂ GROUNDKEEPER I

JOYCE VAUGHN ✂ ADMINISTRATIVE ASSISTANT IV FOR NURSING

DELILA DANNISON ✂ GROUNDKEEPER I

PROFESSIONAL

CHRISTINE WOOD ✂ TALENT SEARCH ADVISOR

MICHELLE HENRY ✂ RESEARCH ANALYST FOR INSTITUTIONAL
RESEARCH AND PLANNING

TRICK ✂ OR ✂ TREATING SAFETY TIPS

- ✂ Carry a flashlight with fresh batteries after dark.
- ✂ Take along money for a phone call
- ✂ Wear identification that's easy to read
- ✂ Plan your route ahead of time
- ✂ Walk with your head up and be aware of your surroundings
- ✂ Only visit well lit houses. Don't stop at dark houses
- ✂ Don't cut across yards and stay out of back yards
- ✂ Never accept rides from strangers
- ✂ Respect other people and their property
- ✂ Watch out for open flames in Jack-o-Lanterns