

COLLIN COLLEGE

Student Assistant/Work-Study Employee Employment Packet

Employee Name: _____ Start Date: _____

Position: _____ Organization Code #: _____

IMPORTANT: To ensure proper federal wage credits and benefits, Collin College is required to verify employee names and Social Security numbers with the Social Security Administration (SSA). College employment and payroll records must exactly match those of the SSA. College payroll will not be processed without this confirmation. If the name on your Social Security card does not match your current name, you must apply with the SSA to have it corrected and provide the SSA receipt letter to the Human Resources Office at the Collin Higher Education Center in McKinney. The local SSA Office is located at 3250 Craig Drive, McKinney 75070. If you have any questions, please contact Human Resources at 972-548-6659.

As a condition of employment, the following items must be completed and returned to the Human Resources Office at the Collin Higher Education Center in McKinney.

- On-Line Application Signature Page** – All employees must complete an on-line Collin County Community College District Application for Employment at <http://jobs.collin.edu>. The application form may be completed using any computer with an Internet connection. If you do not have access to the Internet, a computer is available in the Collin College Career Services Office locations at each campus.
- On-Campus Work Assignment Form** – All student assistant and federal work-study employees must complete an On-Campus Work Assignment Form. This form must be completed by the employee and at the beginning of each semester.
- W-4 Form** – Employees must file a W-4 form stating the current federal tax withholding status. Changes received in the office after the payroll cut-off deadline will be processed in the following month's payroll. **A copy of the employee's Social Security card must be submitted.**
- I-9 Form** (See form for identification requirements) – Federal law requires that new employees show employers proof of work authorization. Therefore, *original* documentation of identity and work authorization must be personally presented to a Human Resources staff member or other authorized college employee within three business days of hire for completion of the I-9 form. Photocopies of the required documents are not acceptable.
- PERC (Program for Extra Retirement Compensation) Election form** – Effective September 1, 2011, all part-time employees who are not participating in or receiving retirement benefits from either the TRS or ORP State retirement program are required to enroll in the Collin College's tax sheltered retirement plan for part-time employees Program for Extra Retirement Compensation, (PERC) which is an approved alternative to the Social Security (FICA) deduction. PERC requires a contribution of 7.5 percent on a tax-deferred basis and the contributions deposited in PERC are not taxable until withdrawn. Employees in PERC must continue to contribute to Medicare at the 1.45 percent rate. See the PERC form for more information and for answers to commonly asked questions. For associate faculty members who have additional employment on a full-time (or benefits-eligible part-time) basis with a Texas public school (ISD), college or university, Collin College must (in lieu of PERC) deduct, on a pre-tax basis, the appropriate percentage for the Teacher Retirement System of Texas (TRS) for TRS participants, but not for Texas Optional Retirement Program (ORP) participants. Part-time employees in ORP elsewhere must elect the PERC plan during their part-time employment at Collin College.

- New Employee Information/Open Records form** – This form collects employee biographic and demographic information required to prepare various institutional, state and federal reports. It also offers the employee the option to deny public access to certain personal information.
- Authorization for Direct Deposit Form** – Collin College employees **must** have their monthly payroll checks electronically transferred each month to a checking or savings account in lieu of physically picking up payroll checks in the appropriate dean’s office at their primary campus. The first paycheck after enrollment might not be direct deposited; it is processed as a pre-note first for confirmation with your bank. If your election is received after the pre-note process your first check will be mailed to your home address of record and subsequent checks will be direct deposited. The direct deposit enrollment stays in effect, even when a break in employment occurs from one semester to the next or if a semester is skipped. It is the employee’s responsibility to notify the Human Resources Office of any changes affecting direct deposit enrollment.
- Online Training** – State-required training on the topics of preventing employment discrimination and harassment are accessible via a training link from our vendor partner, Workplace Answers. Your unique training link will be sent to you via email from Workplace Answers and must be completed by the deadline listed in the email, approximately 30 days after your employment start date. Click on the training link in the email to access the required courses: [Unlawful Harassment Prevention](#) and [EEO Laws and Preventing Discrimination](#). In addition, employees who may have access to student records will be required to complete [FERPA for Higher Education](#). An electronic record of your training completion will automatically be sent to Human Resources for your employee records.
- Family Educational Rights and Privacy Act (FERPA)** – This document details important guidelines to assist employees in adhering to FERPA. College policies related to FERPA can be accessed through the college website at <http://www.collin.edu/>.
- Appropriate Use of Technological and Information Resources** – College policy related to the use of college technological and information resources. This policy defines resources and employee responsibilities for these resources.
- Software and Copyright Compliance Statement** – This procedure defines employee responsibilities for complying with copyright and software use laws and college policies and procedures.
- LAN Appropriate Use Acknowledgment Form**– Written acknowledgment that you will comply with the college’s LAN Security Agreement conditions and Appropriate Use of Technological and Information Resources Policy.
- Employee Agreement Form** – Written acknowledgment that you have read Collin College’s “Software and Copyright Compliance Statement” and “Appropriate Use of Technological and Information Resources”.

Collin County Community College District
ON-LINE APPLICATION SIGNATURE PAGE
(Must be completed and submitted with this packet)

Name _____ CWID# _____ Title _____

1. I certify that statements made by me in the on-line application for Collin County Community College District (Collin College) are true, complete and correct to the best of my knowledge and belief. I understand that any false statements, misrepresentations or omissions made by me during the application process shall be grounds for refusal to hire or if hired, termination.
2. I hereby authorize Collin College to investigate, through whatever means deemed appropriate by the college, any information included in the application and facts resulting from the investigation unless otherwise noted. Collin College is also authorized to use any information obtained from its investigations to determine my suitability for employment. I release Collin College from any liability in connection with the investigation.
3. I hereby authorize each former employer to open my personnel file to a representative of Collin College.
4. I hereby authorize any former employers or any other persons given as references (unless otherwise noted) to answer any questions that may be asked.
5. If employed, I agree to abide by the policies, procedures, rules and regulations of Collin College.
6. Unless otherwise specified in writing, I understand that nothing contained in the employment application or in the granting of an interview is intended to create an employment contract between Collin College and myself for either employment or for the providing of any benefit. I understand that if subsequent to the application, I am employed by Collin College that both Collin College and I have read and do understand Collin College's intent that any employment relationship established between Collin College and myself will be on an "at-will" basis.
7. I understand that submission of the application does not obligate Collin College in any way.

SIGNATURE OF APPLICANT

DATE



Student Assistant/Work Study
Work Assignment Form

(To be completed by Student Assistant/Work Study)

CWID: _____

LAST NAME: _____ FIRST NAME: _____

TELEPHONE NUMBER: _____ E-MAIL: _____

PRESENT MAILING ADDRESS: _____
Street City State Zip

Are you a F1 student? : [] No [] Yes Visa expires: _____

Semester Enrolled: _____ Number of hours enrolled: _____ GPA: _____

GENERAL CONDITIONS

- 1. The maximum number of hours students are eligible to work per week is 20 hours. There are no minimum hours.
2. Students must maintain a satisfactory progress of a 2.0 overall GPA or better with Collin College. Some departments require higher GPA.
3. Student Assistants and Work Study must remain enrolled in at least 6 credit hours during the semester in which they are currently working.
4. New hires during the summer semester must be enrolled in 6 credit hours.
5. International Students must be enrolled in 12 hours during Fall/Spring unless it is the student's graduating/last semester and they have permission from the International Student Office.
6. The enrollment status for student workers will be monitored throughout the semester to assure eligibility for employment.
7. Student employees are not guaranteed a position from semester to semester.

Acknowledgement:

I understand that nothing contained in my employment application or in the granting of this assignment is intended to create an employment contract between Collin College and myself for either employment or for the providing of any benefit. I further understand that my employment at Collin College as a student assistant and/or federal work study student is on an "at-will" basis.

Student's Signature _____ Date _____

With few exceptions, state law gives you the following rights regarding the information collected by Collin College about you: the right to request to be informed about the information: the right to receive and review the information: and the right to correct information about you that is incorrect.

Required WS Section

Financial Aid Use Only:

One must be selected and amount put: Federal WS: \$ _____ Texas WS: \$ _____

Signature: _____ Date: _____

(To be completed by Supervisor & Student Employment Representative upon Hiring)

EFFECTIVE DATE OF ASSIGNMENT: _____ END DATE OF ASSIGNMENT: June 30, 20 _____

SELECT ONE: [] STUDENT ASSISTANT [] WORK STUDY [] VA STUDENT ASSISTANT

ORG CODE # FOR YOUR DEPARTMENT (NOT THE ACCOUNT NUMBER) _____

SUPERVISORS Name: _____ DEPARTMENT: _____

CAMPUS: _____ SUPERVISOR PHONE: _____

Student Employment Representative _____ Date _____ Supervisor's Signature _____ Date _____

Form W-4 (2018)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2018 if **both** of the following apply.

- For 2017 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2018 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

Line F. Credit for other dependents. When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of

----- Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2018	
1 Your first name and middle initial _____ Last name _____		2 Your social security number _____			
Home address (number and street or rural route) _____		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."			
City or town, state, and ZIP code _____		4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/>			
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)		5 _____		6 \$ _____	
6 Additional amount, if any, you want withheld from each paycheck		6 _____		7 _____	
7 I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption.		• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶			
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶			
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)		9 First date of employment		10 Employer identification number (EIN)	

your wages and other income, including income earned by a spouse, during the year.

Line G. Other credits. You might be able to reduce the tax withheld from your paycheck if you expect to claim other tax credits, such as the earned income tax credit and tax credits for education and child care expenses. If you do so, your paycheck will be larger but the amount of any refund that you receive when you file your tax return will be smaller. Follow the instructions for Worksheet 1-6 in Pub. 505 if you want to reduce your withholding to take these credits into account.

Deductions, Adjustments, and Additional Income Worksheet

Complete this worksheet to determine if you're able to reduce the tax withheld from your paycheck to account for your itemized deductions and other adjustments to income such as IRA contributions. If you do so, your refund at the end of the year will be smaller, but your paycheck will be larger. You're not required to complete this worksheet or reduce your withholding if you don't wish to do so.

You can also use this worksheet to figure out how much to increase the tax withheld from your paycheck if you have a large amount of nonwage income, such as interest or dividends.

Another option is to take these items into account and make your withholding more accurate by using the calculator at www.irs.gov/W4App. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Two-Earners/Multiple Jobs Worksheet

Complete this worksheet if you have more

than one job at a time or are married filing jointly and have a working spouse. If you don't complete this worksheet, you might have too little tax withheld. If so, you will owe tax when you file your tax return and might be subject to a penalty.

Figure the total number of allowances you're entitled to claim and any additional amount of tax to withhold on all jobs using worksheets from only one Form W-4. Claim all allowances on the W-4 that you or your spouse file for the highest paying job in your family and claim zero allowances on Forms W-4 filed for all other jobs. For example, if you earn \$60,000 per year and your spouse earns \$20,000, you should complete the worksheets to determine what to enter on lines 5 and 6 of your Form W-4, and your spouse should enter zero ("-0-") on lines 5 and 6 of his or her Form W-4. See Pub. 505 for details.

Another option is to use the calculator at www.irs.gov/W4App to make your withholding more accurate.

Tip: If you have a working spouse and your incomes are similar, you can check the "Married, but withhold at higher Single rate" box instead of using this worksheet. If you choose this option, then each spouse should fill out the Personal Allowances Worksheet and check the "Married, but withhold at higher Single rate" box on Form W-4, but only one spouse should claim any allowances for credits or fill out the Deductions, Adjustments, and Additional Income Worksheet.

Instructions for Employer

Employees, do not complete box 8, 9, or 10. Your employer will complete these boxes if necessary.

New hire reporting. Employers are

required by law to report new employees to a designated State Directory of New Hires. Employers may use Form W-4, boxes 8, 9, and 10 to comply with the new hire reporting requirement for a newly hired employee. A newly hired employee is an employee who hasn't previously been employed by the employer, or who was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. Employers should contact the appropriate State Directory of New Hires to find out how to submit a copy of the completed Form W-4. For information and links to each designated State Directory of New Hires (including for U.S. territories), go to www.acf.hhs.gov/programs/css/employers.

If an employer is sending a copy of Form W-4 to a designated State Directory of New Hires to comply with the new hire reporting requirement for a newly hired employee, complete boxes 8, 9, and 10 as follows.

Box 8. Enter the employer's name and address. If the employer is sending a copy of this form to a State Directory of New Hires, enter the address where child support agencies should send income withholding orders.

Box 9. If the employer is sending a copy of this form to a State Directory of New Hires, enter the employee's first date of employment, which is the date services for payment were first performed by the employee. If the employer rehired the employee after the employee had been separated from the employer's service for at least 60 days, enter the rehire date.

Box 10. Enter the employer's employer identification number (EIN).

Personal Allowances Worksheet (Keep for your records.)

- A** Enter "1" for yourself **A** _____
- B** Enter "1" if you will file as married filing jointly **B** _____
- C** Enter "1" if you will file as head of household **C** _____
- D** Enter "1" if:
 - You're single, or married filing separately, and have only one job; or
 - You're married filing jointly, have only one job, and your spouse doesn't work; or
 - Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.**D** _____
- E Child tax credit.** See Pub. 972, Child Tax Credit, for more information.
 - If your total income will be less than \$69,801 (\$101,401 if married filing jointly), enter "4" for each eligible child.
 - If your total income will be from \$69,801 to \$175,550 (\$101,401 to \$339,000 if married filing jointly), enter "2" for each eligible child.
 - If your total income will be from \$175,551 to \$200,000 (\$339,001 to \$400,000 if married filing jointly), enter "1" for each eligible child.
 - If your total income will be higher than \$200,000 (\$400,000 if married filing jointly), enter "-0-" **E** _____
- F Credit for other dependents.**
 - If your total income will be less than \$69,801 (\$101,401 if married filing jointly), enter "1" for each eligible dependent.
 - If your total income will be from \$69,801 to \$175,550 (\$101,401 to \$339,000 if married filing jointly), enter "1" for every two dependents (for example, "-0-" for one dependent, "1" if you have two or three dependents, and "2" if you have four dependents).
 - If your total income will be higher than \$175,550 (\$339,000 if married filing jointly), enter "-0-" **F** _____
- G Other credits.** If you have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here **G** _____
- H** Add lines A through G and enter the total here **H** _____

For accuracy, complete all worksheets that apply.

- If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, or if you have a large amount of nonwage income and want to increase your withholding, see the **Deductions, Adjustments, and Additional Income Worksheet** below.
- If you **have more than one job at a time** or are **married filing jointly and you and your spouse both work**, and the combined earnings from all jobs exceed \$52,000 (\$24,000 if married filing jointly), see the **Two-Earners/Multiple Jobs Worksheet** on page 4 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 above.

Deductions, Adjustments, and Additional Income Worksheet

Note: Use this worksheet *only* if you plan to itemize deductions, claim certain adjustments to income, or have a large amount of nonwage income.

- 1** Enter an estimate of your 2018 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income. See Pub. 505 for details **1** \$ _____
- 2** Enter:
 - \$24,000 if you're married filing jointly or qualifying widow(er)
 - \$18,000 if you're head of household
 - \$12,000 if you're single or married filing separately**2** \$ _____
- 3 Subtract** line 2 from line 1. If zero or less, enter "-0-" **3** \$ _____
- 4** Enter an estimate of your 2018 adjustments to income and any additional standard deduction for age or blindness (see Pub. 505 for information about these items) **4** \$ _____
- 5 Add** lines 3 and 4 and enter the total **5** \$ _____
- 6** Enter an estimate of your 2018 nonwage income (such as dividends or interest) **6** \$ _____
- 7 Subtract** line 6 from line 5. If zero, enter "-0-". If less than zero, enter the amount in parentheses **7** \$ _____
- 8 Divide** the amount on line 7 by \$4,150 and enter the result here. If a negative amount, enter in parentheses. Drop any fraction **8** _____
- 9** Enter the number from the **Personal Allowances Worksheet**, line H above **9** _____
- 10 Add** lines 8 and 9 and enter the total here. If zero or less, enter "-0-". If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1, page 4. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 **10** _____

Two-Earners/Multiple Jobs Worksheet

Note: Use this worksheet *only* if the instructions under line H from the **Personal Allowances Worksheet** direct you here.

- 1 Enter the number from the **Personal Allowances Worksheet**, line H, page 3 (or, if you used the **Deductions, Adjustments, and Additional Income Worksheet** on page 3, the number from line 10 of that worksheet) 1 _____
 - 2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you're married filing jointly and wages from the highest paying job are \$75,000 or less and the combined wages for you and your spouse are \$107,000 or less, don't enter more than "3" 2 _____
 - 3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet. 3 _____
- Note:** If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.
- 4 Enter the number from line 2 of this worksheet 4 _____
 - 5 Enter the number from line 1 of this worksheet 5 _____
 - 6 **Subtract** line 5 from line 4 6 _____
 - 7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here 7 \$ _____
 - 8 **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed 8 \$ _____
 - 9 **Divide** line 8 by the number of pay periods remaining in 2018. For example, divide by 18 if you're paid every 2 weeks and you complete this form on a date in late April when there are 18 pay periods remaining in 2018. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck 9 \$ _____

Table 1				Table 2			
Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$5,000	0	\$0 - \$7,000	0	\$0 - \$24,375	\$420	\$0 - \$7,000	\$420
5,001 - 9,500	1	7,001 - 12,500	1	24,376 - 82,725	500	7,001 - 36,175	500
9,501 - 19,000	2	12,501 - 24,500	2	82,726 - 170,325	910	36,176 - 79,975	910
19,001 - 26,500	3	24,501 - 31,500	3	170,326 - 320,325	1,000	79,976 - 154,975	1,000
26,501 - 37,000	4	31,501 - 39,000	4	320,326 - 405,325	1,330	154,976 - 197,475	1,330
37,001 - 43,500	5	39,001 - 55,000	5	405,326 - 605,325	1,450	197,476 - 497,475	1,450
43,501 - 55,000	6	55,001 - 70,000	6	605,326 and over	1,540	497,476 and over	1,540
55,001 - 60,000	7	70,001 - 85,000	7				
60,001 - 70,000	8	85,001 - 90,000	8				
70,001 - 75,000	9	90,001 - 100,000	9				
75,001 - 85,000	10	100,001 - 105,000	10				
85,001 - 95,000	11	105,001 - 115,000	11				
95,001 - 130,000	12	115,001 - 120,000	12				
130,001 - 150,000	13	120,001 - 130,000	13				
150,001 - 160,000	14	130,001 - 145,000	14				
160,001 - 170,000	15	145,001 - 155,000	15				
170,001 - 180,000	16	155,001 - 185,000	16				
180,001 - 190,000	17	185,001 and over	17				
190,001 - 200,000	18						
200,001 and over	19						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and

U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You aren't required to provide the information requested on a form that's subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be

retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Collin County Community College District (Collin College)
NEW EMPLOYEE INFORMATION FORM

Name: _____
Last First Middle

Preferred Name: _____ CWID: _____

Emergency Contact Information

Emergency Contact Name _____

Contact's Phone _____

Relationship of Contact _____

Demographic Information

Date of Birth ____/____/____ Male Female

____ I **am** Hispanic or Latino - A person whose family origin is: Cuban, Mexican, Puerto Rican, South or Central American, or of other Spanish culture regardless of race

____ I **am not** Hispanic or Latino

Check the category that is applicable to you:

- American Indian or Alaskan Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian** - A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White:** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Employee Signature: _____

Date: _____

Collin College
Part-Time & Temporary Employees' Retirement Program
Eligibility vs. Exemptions from Participation

The Omnibus Budget Reconciliation Act of 1990 (OBRA '90) mandates Social Security (FICA) coverage for most part-time employees unless they participate in a qualified retirement system through Collin County Community College District ("the College") or the State of Texas. International employees working in the United States based on F1, J1, M1, or Q1 visas are exempt from participation in both FICA Alternative Plans and Medicare contributions.

The College established an alternative retirement plan, the Program for Extra Retirement Compensation (PERC), for part-time and temporary employees in lieu of Social Security (FICA) participation. Some return-to-work retirees who are part-time and not yet drawing TRS or ORP must participate in the PERC plan. The PERC plan features:

- Tax deferred contributions and interest accumulation
- 100% vesting immediately
- Portability or transfer to an individual IRA at termination of employment
- Financial strength of Metropolitan Life
- No annual service fee for active accounts
- Employee contribution of 7.5%

The PERC plan offers an opportunity for tax-advantaged asset accumulation. Participation is required and may not be withdrawn until employment with the College terminates. If you have any questions concerning the PERC plan, please contact the Human Resources Office at the Collin Higher Education Center in McKinney, TX at 972-985-3783.

FICA Alternative Plan (PERC)
Questions and Answers

Q: What is the FICA Alternative Plan?

A: As a result of legislation passed as part of OBRA '90, certain employees are required to participate in either FICA (Social Security tax) or an alternative plan set up within guidelines established by the U.S. Treasury Department. In the Program for Extra Retirement Compensation, or PERC plan, deductions are to an individual account with MetLife. MetLife holds these funds in a tax-sheltered annuity until they are withdrawn by the former employee.

Q: How are deducted contributions to the FICA Alternative Plan made?

A: The funds placed in this account are taken out of the paycheck on a before-tax basis, reducing the individual's tax liability. Funds remain tax-sheltered until the time they are withdrawn by the individual participant. Also, funds are available to the participant when a separation of employment occurs.

Q: Will it affect any of my other tax-sheltered investments?

A: As with most tax-deferred plans, a maximum contribution allowance applies. Depending on your filing status and income, an existing IRA deduction could be reduced or eliminated. You may wish to consult your financial or tax advisor.

Q: Does the account earn interest?

A: Yes. Interest is credited daily based on MetLife's standard "retail" interest rates for funds deposited during the same month that your deposit occurred. Interest accumulates on a tax-deferred basis.

Q: How do I find out how much money is in my account?

A: Annual statements are sent to the home address of each participant on file with MetLife within sixty (60) days following the end of the year. If you need to know your balance prior to the end of a year, you may call MetLife at 800-560-5001 and request information. MetLife has online access for which each participant can register.

Q: How do I withdraw or rollover my money?

A: Once you have ceased employment from the College, you may request a withdrawal/rollover request form by calling MetLife at 800-560-5001. Mail your completed form with a Collin Human Resources representative signature or with a Collin issued termination letter attached to a MetLife withdrawal form. A check from MetLife will be forwarded to the address indicated on the form in 4-6 weeks. An amount equal to 20% will be withheld from the check for Federal Income Tax. If you are under 59½, you will also be subject to a 10% IRS penalty for early withdrawal, which is assessed the following tax year.

Q: What else can I do with my money--Can I leave it in there?

A: The money can be left in the account, and will continue to accrue interest. The funds can also be rolled over to an IRA or another eligible plan. With a rollover to another *tax-deferred* account, there are **no taxes and no IRS penalty**.

Q: What if I leave and come back at a later date?

A: If you choose to refund the funds, the account will close. You will need to complete documentation to open a new account upon re-employment. If you leave the funds in your current account and return to a covered position (e.g. is part time) you will once again participate in MetLife.



Collin County Community College District
PERC FORM / RETIREMENT PLAN ELIGIBILITY FORM

Name: _____ CWID/SSN #: _____

Check the answers that pertain to you.

Is your employment with Collin College to be (select one)

- Part time (up to 19.5 hours per week)
Student Assistant/Federal Work Study (up to 20 hrs/wk) Semester hrs enrolled _____

Please provide us with the following information regarding your ORP participation:

NOTE: If you are a TRS or ORP retiree, you are exempt from MetLife PERC, please sign and date the form at the bottom.

Are you a TRS or ORP retiree?

- Yes, TRS Retiree Yes, ORP Retiree No

If yes, date of retirement (month/year): _____

ORP Retirees:

Please provide the following information regarding your ORP Participation.

ORP eligibility date:

Vesting date: _____

Are you an international employee with one of the following work visas?

- Yes No

Indicate Visa type: F1 J1 M1 Q1

NOTE: If you have one of the visas listed, you are exempt from MetLife PERC, please sign and date the form at the bottom.

Are you an active member of TRS elsewhere? Yes No

If yes, where are you a member? _____

Employment Dates: _____

NOTE: If yes, you are exempt from MetLife PERC and will participate in TRS here. Please sign and date the form at the bottom.

IF YOUR STATUS OR ELIGIBILITY FOR PERC OR TRS CHANGES (for example if you end current participation in TRS through other employment or begin other employment with TRS participation), YOU MUST INFORM HUMAN RESOURCES BY COMPLETING A NEW UPDATED PERC FORM.

Employee Signature

Date

Collin College
SALARY REDUCTION AGREEMENT

If you are part time and do not carry one of the listed visas and are not an active TRS member elsewhere, you must participate in the PERC plan.

I acknowledge participation in the MetLife Tax Sheltered Annuity, also referred to as **PERC** (Program for Extra Retirement Compensation).

In consideration of my employer's obligations under Program for Extra Retirement Compensation (the "Plan"), I elect to defer 7.5% of my total compensation (as defined in the Plan) for services rendered after the date of this Agreement. I authorize my employer to effect such deferrals by payroll deduction each pay period. Deferrals will be made on a before-tax basis which means I agree to have my compensation reduced by the stated percentage and, in turn, my employer will contribute my compensation on the annuity contract obtained for me pursuant to the Plan. I understand that my employer has a right to reduce my elected percentage as may be legally required to comply with Section 403(b) and other sections of the Internal Revenue Code.

I understand that I may not withdraw my account until my covered employment ends.

Employee Signature

Date

CWID

**COLLIN
COLLEGE**

**Human
Resources**

Collin County Community College
Program for Extra Retirement Compensation
Participant Set Up

Skeletal Account Update

NAME: _____ SSN #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE OF BIRTH: _____ CITIZENSHIP: Yes _____ NO _____

If no, Country of Citizenship _____

If no, complete Non-US citizen Form and ID needed

PHONE: _____ CELL: _____

SEX: _____ EMAIL: _____

PRIMARY BENEFICIARY: For additional beneficiaries please list on separate sheet

NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ SOCIAL SECURITY #: _____

RELATIONSHIP: _____ PERCENTAGE: _____

CONTINGENT BENEFICIARY: For additional beneficiaries please list on separate sheet

NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ SOCIAL SECURITY #: _____

RELATIONSHIP: _____ PERCENTAGE: _____

PARTICIPANT SIGNATURE

DATE

Chuck Mulkey 57J4402
REPRESENTATIVE'S NAME & DAI #

REPRESENTATIVE'S SIGNATURE

DATE



**Collin County Community College District
Public Access Option Form
Texas Government Code Section 552.024**

The Public Information Act allows employees, public officials and former employees and officials to elect whether to keep certain information about them confidential. Unless you elect to keep it confidential, the following personal information may be subject to public release if requested under the Texas Public Information Act:

- Home Address
- Home Telephone Number
- Social Security Number
- Emergency Contact Information
- Information that reveals whether you have family members

To have this information withheld from Public Information responses you must submit a signed request to Human Resources

Note: This form should be completed and signed by the employee no later than the 14th day after the date the employee begins employment, the public official is elected or appointed, or a former employee or official ends employment or service.

REQUIRED INFORMATION:

Printed Full Name

CWID

_____ I elect to deny public access to covered personal information. This election replaces any previous election and affects both personnel and student records.

Signature

Date



Collin County Community College District AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS

I (we) _____, CWID _____ hereby authorize Collin County Community College District (Collin College) to initiate deposits, and if necessary, any adjustments for any entries in error to my (our) bank account in the name(s) listed below and the depository (bank name) listed below.

This authorization shall remain in effect until receipt of written notification from me or termination of employment.

Name (Names if joint account) **(Please print)** Date

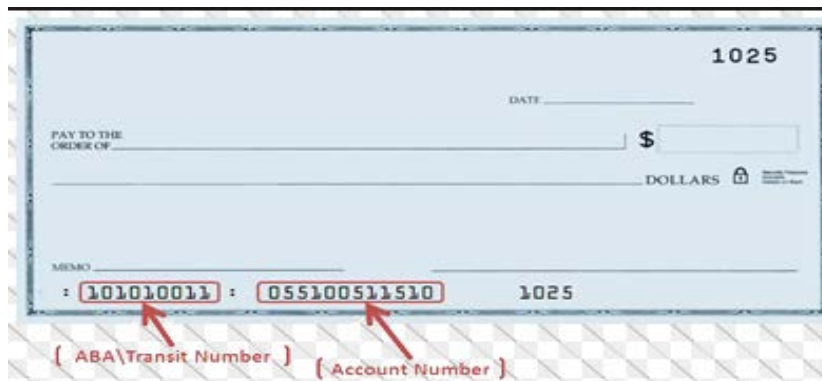
Signed X _____ Signed X _____

- **New employees' first pay check will be a Direct Deposit if Payroll receives the form by the 15th of the month, if not it will be a paper check that will be mailed to your home address in the system.**
- **Current employees, if you are adding an account, the account will need to prenote, so the change will be effective in the next month's pay cycle after paperwork is received in payroll.**
- **You may designate amounts to be applied to the additional accounts (up to 2 additional accounts). The balance of employee's paycheck will be deposited to the primary account.**

Bank Name - Primary Account (REQUIRED)	ABA Routing No.	Account No.	Checking √	Savings √

Bank Name Additional Accounts (OPTIONAL)	ABA Routing No.	Account No.	Checking √	Savings √	\$ Amount
					\$
					\$

Documentation needed: Please attach your bank verification page of the Transit/ABA number and the Account number or attach a voided blank check for checking or deposit slip for savings.



Return this completed form to the Payroll office at the CHEC building in McKinney. Please notify Payroll immediately of any changes to your account information that may impact your direct deposit.

Collin County Community College District (Collin College)
FLSA WORK HOURS AND LEAVE GUIDELINES

The Fair Labor Standards Act (FLSA) is a federal law that governs an employee's work hours and reporting requirements. Each position at Collin College is classified as "exempt" OR "non-exempt" from FLSA guidelines.

NON-EXEMPT (employees AND supervisors of non-exempt employees must know):

- All employees in FLSA non-exempt positions must complete a Collin College Time Sheet daily and record all hours worked on each day. The time sheet is a legal document and by signing it, the employee and supervisor certify that it is a true and accurate record of actual times and hours worked.
- No Collin College employee has the authority to require or suggest that an employee falsify a time sheet.
- The supervisor of an FLSA non-exempt employee is required to closely monitor work hours and leave of an FLSA non-exempt employee and ensure that they are accurately reported.
- Neither the college nor the FLSA require a lunch break. However, in order for a meal break to be considered unpaid, it must be at least 30 minutes where the employee may leave the area. No work may be performed, i.e. answering the telephone, answering work-related questions, etc.
- Hours worked over 40 in a workweek (defined as 12:01 a.m. Sunday through 12:00 a.m. midnight Saturday) by an FLSA non-exempt employee must be reported and compensated at 1.5 times the hours worked. Compensation is normally in the form of compensatory or "comp" time but can be in the form of paid wages instead in exception cases.
- Overtime must be approved in advance of being worked by the appropriate supervisor to ensure that unauthorized overtime, if applicable, is included on the time sheet accurately and documented as unauthorized. Changes to assigned work hours also require the advance approval of the supervisor, even if the change does not result in overtime. A supervisor should handle a repeat instance of unauthorized schedule changes or unauthorized overtime worked as disciplinary action.
- FLSA non-exempt employees may not volunteer to work at Collin College in a position similar to their current position, whether of their own volition or if requested by another employee. Requests for an FLSA non-exempt employee to perform volunteer work must be approved in advance in writing. Forward requests for approval to Human Resources at the Collin Higher Education Center (CHEC), 3rd floor, Room 339.
- Employees and supervisors are responsible for ensuring that daily, weekly, and monthly totals are accurate, and that Leave Forms are attached when appropriate.
- Time sheets are due to the Payroll Office at CHEC in accordance with the published schedule, which is available on the Business Office website.

EXEMPT POSITIONS:

- FLSA exempt employees are held accountable for accomplishing the responsibilities of their positions and salary is not based on the number of hours worked.
- Specific hours worked by FLSA exempt employees do not need to be documented on a time sheet; however, absences of a half-day or more must be documented on a Leave Form in four or eight hour increments.
- FLSA exempt employees are not paid wages or compensatory time for hours worked over 40 each workweek.
- Each supervisor or an FLSA exempt employee is responsible for evaluating performance. If work hours are being abused and/or the employee is not completing job accountabilities, disciplinary action may be initiated through Collin College policy.
- FLSA exempt teaching faculty who are absent for a half day or more and who arrange for a substitute must complete an Application for Leave Form to document the absence, EVEN WHEN A CLASS IS COVERED BY SOMEONE ELSE. The absence may fall within the guidelines for Family Medical Leave and must therefore be accurately documented.

Collin County Community College District (Collin College)

TIME SHEET INSTRUCTIONS

(FLSA Non-Exempt Only)

Time sheets must be completed daily by all employees who are eligible for overtime under the Fair Labor Standards Act (FLSA) or who work on an hourly basis but don't fall under the FLSA requirements. Time sheets are the responsibility of the employee and the employee's supervisor. If time sheets are incorrect or late, it is most likely that the employee will NOT be paid. Below are guidelines for completing time sheets.

- Completed time sheets must be submitted to the Payroll Department in the Business Office by the due date. Time sheets received after the due date are processed on the following month's payroll.
- When working in more than one department, a separate time sheet should be completed for each department.
- Time sheets must be completed in blue or black ink. If mistakes are made, cross through the incorrect entry, correct, and initial the correction. Do NOT use white-out to make corrections.
- Calculate daily, weekly and monthly hours to the nearest quarter hour. Do NOT use military time.

<u>Minutes</u>	<u>Daily/Weekly/Monthly Quarter Hours</u>
0 - 7	0
8 - 22	.25
23 - 37	.50
38 - 52	.75
53 - 59	Next hour

- Any hours worked over 40 hours per week should be recorded as overtime to be paid at 1.5 times the normal rate of pay or as "comp" time at 1.5 in lieu of overtime. Paid leaves (**other than comp time**) are counted as hours worked in determining overtime hours.
- If you use leave time, write the type of leave used in the daily time box (Example: vacation hours, write VAC; sick leave, write SICK, etc.) All leave for non-exempt employees will be entered into the system directly from the time sheets.
- Non-exempt employees need to fill out an Application for Leave for any hours that need to be approved by Human Resources. Attach pink copy of Application for Leave to the back of the time sheet and send original to Human Resources.
- Employees that do not complete time sheets will need to complete an Application for Leave form which can be obtained from the Human Resources Department.
- Comp time and overtime are earned on a weekly basis. You must work a full 40-hour week before you can claim any comp time or overtime. Collin College defines our work week as beginning at 12:01 a.m. Sunday and ending at midnight Saturday.
- Comp time can be counted toward 40 hours but cannot be earned in the same week it is being used. **Comp time is used only to bring your total time for the week to 40 hours.**
- Comp time earned during the fiscal year should be taken by July timesheet cut off. Any comp time earned and not taken by July cut off, will be paid in the August payroll.
- The time sheet must be signed by both the employee and supervisor. Supervisors will retain a copy of the timesheet.
- The Payroll Department can only accept original time sheets with original/legible signatures. Faxes and copies will not be processed.
- For a week which is split between two time sheets, please note the previous time sheet's hours in the far left column under "Saturday".
- Blank time sheets are available on CougarWeb. Click My Work Place. Click Forms, then Employment Packets.

Other questions regarding compensation are addressed on CougarWeb, My Workplace, Human Resources links and Employment Details.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The purpose of the Family Educational Rights and Privacy Act of 1974 (**FERPA**) is to afford certain rights to students concerning their educational records. The primary rights afforded are the right to inspect and review the educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records.

If asked where one can read Collin College's policies on **FERPA**, the release of directory information, or how to restrict one's directory information, direct them to the following references: Student Records section of the Collin catalog, Student Rights and Responsibilities in the Student Handbook, and on the website at <http://www.collin.edu/>.

"School Officials" at Collin County Community College are defined as those members of the institution who act in the student's educational interest within the limitations of their "need to know." This may include faculty, administrators, campus security, support staff, student employees and/or part time employees who manage student education record information.

Collin College has designated the following items as directory information. (This is information that can be given out by appropriate authorized departments such as Registrar, Admissions, and Human Resources.

- Student name(s)
- Student address
- Student telephone
- Dates of attendance
- Degrees awarded
- Major field of study
- Date of graduation
- Most recent previous school attended
- Photo/visual likeness
- Participation in sports or activities
- Weight and height of athletic team members
- Honors

Special "Don'ts" for Faculty:

To avoid violations of **FERPA** rules, **Do Not:**

- At any time post students' grades.
- Link the name of a student with that student's student identification number in any public manner.
- Leave graded tests in a stack for students to pick up by sorting through the papers of other students.
- Circulate a printed class list with student names and student identification number or grades as an attendance roster.

- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student or clearance from the Admissions and Records Office.
- Provide anyone with lists of students enrolled in your classes for any commercial purpose.
- Provide anyone with student schedules or assist anyone in finding a student on campus.

As an Employee of Collin College, you have a responsibility to protect all educational records in your possession. These include any documents in the departmental office, computer printouts in your office, class lists on paper or on a computer desktop, computer display screens and notes taken during any kind of advising session with a student. Do not allow any students to view, read, or record another student's student identification number while in your workspace.

Employees at Collin College who are parents, spouses, partners, friends or relatives of any kind, of a Collin student are not to give out or discuss information on these students beyond directory information. If you are being pressured to comply with a request for information beyond that which can be released, refer the requester to the Admissions and Records Office.

And the Most Important Thing to Remember about FERPA Is:

When in doubt, don't give it out! Call the Admissions and Records Office or email smeinhardt@collin.edu to review with her the specifics of your individual question or situation.

TECHNOLOGY RESOURCES

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DEFINITION

Technological and information resources are defined to include electronic data and records; software; networking tools; remote access devices; electronically recorded voice, video, and multimedia communications; and other electronic devices used primarily for the transmission, storage, or utilization of electronically communicated information.

USE OF COLLEGE
DISTRICT
TECHNOLOGICAL AND
INFORMATION
RESOURCES

College District technological and information resources are provided to allow faculty, staff, and students to pursue the central educational mission of the College District and are to be used to the extent that they promote that mission either directly in teaching and research or indirectly in supporting the offices that maintain College District operations. Incidental personal use that does not otherwise violate this policy or have an adverse effect on College District resources shall be permitted. Technological and information resources shall be accessed and used in an ethical manner consistent with the institution's Core Values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity. All users of technological and information resources are to adhere to legal and professional standards, to support the mission, and to act in the best interests of the College District.

All users of technological and information resources are responsible for the protection of College District assets to which they are assigned and for not compromising the accuracy, integrity, and confidentiality of the information to which they have access. Resources are not to be abused or employed in such a way as to interfere with, or cause harm or damage to, another person, institution, or company within or outside the College District. While the College District encourages the exploration of educational and scholarly interests through the use of its technological resources, respect for the rights and privacy of others shall be observed. Those who are authorized to access confidential files shall respect the privacy rights of others and use data only for legitimate academic or administrative purposes.

All users of College District technology resources shall comply with the following policies, procedures, and security controls.

ACCESS

Many of the technological and information resources of the College District may be accessed by all employees and students of the College District and by the public as well. However, access to some resources is restricted. The appropriate administrators shall determine and authorize the appropriate degree of access.

Users shall implement best practices in taking precautions to prevent the unauthorized use of their access codes. In choosing access codes, users shall avoid the use of common words, proper

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names, readily associated nicknames or initials, and any other letter or number sequences that might easily be guessed. Users shall be held accountable for their own actions performed under their access codes and shall be subject to appropriate disciplinary action if violations occur from the actions of other individuals as a result of user negligence in protecting the codes. Users are responsible for changing access codes on a regular basis. If an access code becomes compromised, users shall change it immediately upon becoming aware that said code has been compromised.

Users shall not attempt to access, search, or copy technological and information resources without the proper authorization. No one shall use another individual's account without permission, and active sessions shall not be left unattended. Providing or using false or misleading information in order to gain access to technological and information resources shall be prohibited. Users shall not test or attempt to compromise internal controls, even for purposes of systems improvement. Such actions require the advance, written approval of the authorized administrator or must be included among the security evaluation responsibilities of one's position. Violations shall be reported to the chief information systems officer in the office of information technology.

PROTECTING
CONFIDENTIALITY

Unless disclosure is a normal requirement of a user's position and has been so authorized, no user shall disclose:

1. Confidential information that is protected by the Family Educational Rights and Privacy Act (FERPA);
2. Personnel records; or
3. Other materials commonly recognized or considered as sensitive or confidential.

All users with access to confidential data shall safeguard the accuracy, integrity, and confidentiality of that data by taking precautions and performing office procedures necessary to ensure that no unauthorized disclosure of confidential data occurs. Such precautions and procedures include, but are not limited to, securing storage of data backups, protecting sensitive data with access codes, and only storing sensitive materials on the College District's network, including College District-approved or College District-contracted external sites such as publisher websites for a course being offered by the College District.

Information regarding the confidentiality of student educational records may be found in the student handbook or by contacting the registrar.

PRIVACY

For purposes of this policy, privacy is defined as the right of an individual or an organization to create, maintain, send, and receive electronic data, software, and communications files that are safe from examination and disclosure by unauthorized parties. The College District recognizes that individuals have a substantial interest in and reasonable expectation of privacy. Accordingly, the College District respects the privacy rights of all users of the College District's technology resources.

The College District shall not monitor users' private electronic data, software, and communications files as a routine matter. Users should note that some electronic files are copied to backups and stored for indefinite periods in centralized locations. In such instances, user deletion of an electronic file, such as an e-mail message, may not delete a previously archived copy of that file.

It is a violation of College District policy for any member of the College District community to access College District databases to engage in electronic "snooping," or to use College District technological resources for the purpose of satisfying idle curiosity about the affairs of others, with no substantial business purpose for obtaining access to such files.

The College District reserves the right to access and to disclose the contents of an individual's electronic data, software, and communications files; however, the College District will do so after obtaining the proper approvals only when a legitimate need exists and the urgency of the need is sufficiently strong to offset the College District's commitment to honor the individual's privacy. Such grounds include, but are not limited to:

1. Maintaining system integrity, for example, tracking viruses;
2. Protecting system security;
3. Investigating indications of impropriety;
4. Protecting the College District's property rights; and
5. Meeting legal obligations, for example, subpoenas and open records requests.

COPYRIGHT ISSUES

Copyright is a form of protection the law provides to the authors of "original works of authorship" for their intellectual works that are "fixed in any tangible medium of expression," both published and unpublished (Title 17, United States Code). It is illegal to violate any of the rights provided by the law to the owner of a copyright. The College District respects the ownership of intellectual material governed by copyright laws. All users of the College District technology resources shall not knowingly fail to comply with the copy-

right laws and the provisions of the licensing agreements that apply to software; printed and electronic materials, including documentation, graphics, photographs, multimedia, including musical works, video productions, sound recordings, and dramatic works; and all other technological resources licensed or purchased by the College District or accessible over network resources provided by the College District. The user shall be responsible for reviewing individual author, publisher, patent holder, and manufacturer agreements for software, programs, and applications loaded by the user onto College District hardware, equipment, and web resources.

In compliance with the requirements of the Digital Millennium Copyright Act of 1998 (DMCA), any user of the College District's technology resources who violates the digital copyright laws for the first time shall be reminded of the laws, and the software or licensing violations shall be removed. A second violation shall result in removing the software or licensing violations, retraining of the user in copyright procedures, and taking appropriate disciplinary action. A third violation shall require the College District to remove the user's network and Internet access and take further disciplinary action, which may include termination from College District employment or student status. In addition, any violation of digital copyright laws by a student or by a College District employee that results in demonstrable harm to the College District's network or disruption of classroom activities shall be addressed as a formal disciplinary matter.

All technological resources developed by the College District employees, students, and contractors for use by the College District or as part of their normal employment activities are considered "works for hire." As such, the College District is considered the "author" and owner of these resources. Information regarding intellectual property rights may be found in the faculty and staff handbook.

[See CT]

DMCA DESIGNATED
AGENT

Title II of the DMCA enables Internet service providers (ISPs), such as the College District, to limit liability for monetary damages related to copyright infringing activities of their users. Provisions within the legislation further protect educational institutions and limit liability for monetary damages caused by copyright infringing activities of their users. In order to comply with Title II of the DMCA, the College District designates the following individual as the DMCA designated agent to receive notices and claims from copyright owners about infringements:

Name: David Hoyt

Position: Chief Information Systems Officer

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Address: 3452 Spur 339, McKinney, TX 75069

Telephone: (972) 599-3133

E-mail: dhoyt@collin.edu

Additionally, the College District shall maintain a prominent link on the information technology page of the College District website that provides access to this policy and a link to report DMCA notices or claims to the DMCA-designated agent.

VIRUSES

It is the responsibility of the user, to the best of his or her knowledge and ability, to ensure that any imported or exported executable code or data are free of any destructive code, such as a virus. To this end, best practices regarding safety precautions shall be taken by the user. The office of information technology shall be consulted for questions related to such precautions or information and protective software.

BACKUPS

It is the responsibility of the appropriate administrator or network administrator to ensure that appropriate procedures and resources are in place to backup data on a regular basis. Backups are to be stored in a location that is physically secure to protect the confidentiality of the data. It is the responsibility of the individual user to perform any actions necessary to comply with these procedures.

PHYSICAL SECURITY

Each user shall be responsible for the physical security of the technological and information resources to which he or she has been assigned (e.g., desktop computer, laptop computer, pager, cell phone, bar code, scanner, and the like). Administrators shall help to ensure physical security by instituting procedures for the use of locked doors and/or for the use of security devices made available by the College District for the protection of equipment. To avoid loss by fire or theft, backups of important data shall not be stored in the same location as the originals. Certain electronic information shall only be stored on the College District's network, including College District-approved and College District-contracted external sites such as publisher websites for a course offered by the College District. This electronic information includes:

1. Confidential information that is protected by FERPA;
2. Personnel records; and
3. Other materials commonly recognized or considered as sensitive or confidential.

Adequate power regulators and surge suppressors shall be used.

COLLEGE DISTRICT
PROPERTY

Technology and information resources that are the property of the College District shall not be copied, altered, manipulated, trans-

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ferred, retained, or removed from campus without written authorization from the appropriate administrator. The location of each physical resource shall be entered in the College District's capital equipment inventory system and updated as necessary.

PERSONAL USE OF
COLLEGE DISTRICT
TECHNOLOGICAL
RESOURCES

Authorization for the personal use of College District technological resources by employees shall be determined on an individual basis by, and at the discretion of, the appropriate administrator. The use of the College District's technological resources, including the network, for a revenue-generating activity that benefits an individual employee shall be strictly prohibited. Personal telephones and data connections in student housing are considered to be part of the private residence. Student use of these and other College District technological resources that intrudes on general College District use or that uses significant resources is prohibited.

MISUSE OF
TECHNOLOGICAL AND
INFORMATION
RESOURCES

The use of College District technological and information resources and the resources themselves shall not be abused in any way. Users shall not attempt to alter the restrictions associated with their accounts or to attempt to breach internal or external security systems. Moreover, users shall not impersonate other individuals or misrepresent themselves in any way when using College District technological resources.

Users of network resources are prohibited from engaging in any activity that is proscribed by federal and/or state law. In addition, the network shall not be used for criminal purposes such as posting another individual's credit card numbers or personal access codes. External networks, for example, NEXUS, the Internet, and bulletin boards shall also be used in an ethical, responsible, and courteous manner, and all users shall adhere to the policies of these services.

College District technological and information resources shall not be used in a manner that is invasive or that diminishes their efficiency. One example of such use involves the broadcast function. Although current technology enables users to broadcast messages to all members of the College District community simultaneously, the use of this technology is restricted to official College District activities. Any nonwork-related broadcasts of general interest to the College District community, such as birth and wedding announcements, shall be posted to the College District's general information e-mail folder. Notices involving monetary transactions or those that are inappropriate or illegal shall not be posted using College District technological or information resources as defined in this policy.

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(LOCAL)

INAPPROPRIATE
MATERIAL

Users are to comply with the College District's Core Values and exercise caution and good judgment in accessing material using College District network resources. Material that includes language and actions that would constitute a hate crime (such as language that is racist or anti-Semitic, and the like), fighting language, or visual material that creates a hostile working environment shall be accessed only for legitimate academic and administrative purposes. This material shall not be accessed in an environment and in a manner that will negatively affect third parties (including printing such information on public printers or forwarding it to others without their consent).

Communications from users of College District technology resources shall reflect civility and the College District's Core Values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity. Therefore, the use of College District technological resources for creating or sending nuisance, harassing, or pornographic materials or messages is prohibited. For the purpose of applying the College District's disciplinary policy, the determination of what is pornographic or what constitutes a hate crime, fighting words, or visual material that creates a hostile working environment is within the sole discretion of the College District.

REPORTING
VIOLATIONS

Violations of this policy, including any violations of the DMCA, shall be reported to the appropriate supervisor, director, dean, DMCA-designated agent, or other responsible person. DMCA notices or claims of infringements shall be immediately sent to the DMCA-designated agent listed in this policy.

Depending on the nature of the violation, the appropriate administrator may include the responsible vice president, chief information systems officer, human resources officer, or internal auditor.

Alleged violations shall be investigated and, if substantiated, addressed in accordance with appropriate College District disciplinary processes for students and employees.

The College District shall consider the intent, effect, and seriousness of the incident in levying sanctions for violations of this policy. Any person who engages in any kind of computer or systems misuse as described in this policy may be subject to disciplinary action, including the loss of computer privileges, suspension, and/or termination from the College District, and appropriate criminal prosecution, if warranted, under the applicable state and/or federal laws. Whenever the College District deems it appropriate, restitution may be sought for any financial losses sustained by the College District or by others as a direct result of the misuse.

TECHNOLOGY RESOURCES

CR
(LOCAL)

HEOA / DIGITAL
COPYRIGHT
COMPLIANCE

The Higher Education Opportunity Act of 2008 (HEOA) addresses, in part, unauthorized file-sharing, including, but not limited to, music, streaming, video, images, and other electronic data, using College District networks. To deter unauthorized file sharing on the its networks, the College District shall:

1. Disclose annually to all users information that explains unauthorized distribution, including file-sharing, of copyrighted materials may subject the individual to civil and criminal liabilities; an explanation of federal copyright law, including a summary of penalties for related violations; and the College District's policies and procedures regarding unauthorized file-sharing, including disciplinary actions that may be taken against students who engage in unauthorized distribution or illegal downloading using the College District's information technology systems.
2. Follow a plan to effectively combat unauthorized distribution using a variety of technology-based deterrents.
3. Offer and provide access to alternatives to illegal file-sharing and downloading.

COPYRIGHT
COMPLIANCE ANNUAL
DISCLOSURE

The College District shall require each user of its technology resources to annually read the copyright disclosure [see CR(EXHIBIT)] and submit an online affirmation that he or she has reviewed the disclosure and is aware of and familiar with the College District's policies and procedures regarding illegal distribution of copyrighted materials.

Additionally, during orientation activities, the College District shall provide all students a copy of the copyright disclosure [see CR(EXHIBIT)] and information regarding the legalities associated with peer-to-peer file sharing.

PLAN TO COMBAT
UNAUTHORIZED
DISTRIBUTION

The College District shall use a variety of capabilities and products from commercial vendors in order to:

1. Perform bandwidth shaping;
2. Conduct traffic monitoring to identify the largest bandwidth users; and
3. Reduce or block illegal file-sharing.

The College District shall investigate and respond to all submitted complaints of violations of the DMCA according to the reporting procedures noted above.

TECHNOLOGY RESOURCES

CR
(LOCAL)

ALTERNATIVES TO
ILLEGAL FILE-
SHARING AND
DOWNLOADING

The College District encourages all users of its technology resources to utilize free or commercial services that provide the user with a legal way to copy and use various types of digital content and ensures the use of electronic media is in compliance with federal copyright law.

EDUCAUSE, an information technology consortium in higher education, maintains a website of links to legal sources of online content at the following web address:

<http://www.educause.edu/legalcontent>.



Academic Computing Services LAN Security Agreement

I, _____ agree to conform to the following restrictions in
(Please print full name)

the use of the Administrative LAN:

- No unauthorized accessing, copying, installing, or uninstalling of district-owned or licensed software.
- Usernames, passwords, and other security-related information are not to be shared with others.
- District's computer resources will be utilized only for duties required by employment.
- Attempts to gain access to the district's computer resources except through assigned, authorized means are strictly forbidden.
- Copyrights, terms, and conditions of district-owned or licensed software will be respected.
- No software or hardware will be introduced or removed from the LAN without permission.
- E-mail communication is not private and may be subject to scrutiny.

I agree to comply with Collin College's LAN Security Agreement conditions and Appropriate Use of Technological and Information Resources Policy. The full [Appropriate Use of Technological and Information Resources Policy - CR\(LOCAL\)](#) can be viewed through Collin College's online policy repository.

Employee Signature

Date



Software & Copyright Compliance Statement, Appropriate Use of Technological & Information Resources, and LAN Security Agreement

*****EMPLOYEE AGREEMENT FORM *****

I have read Collin County Community College District's "Software and Copyright Compliance Statement", "Appropriate Use of Technological and Information Resources", and "LAN Security Agreement" and understand that my compliance with these policies and guidelines is a condition of my continued employment by Collin County Community College District. I also understand and agree that intentional violation of any of these requirements will result in disciplinary action, which may include termination of my employment with Collin County Community College District. My signature below also confirms that I have conducted a self-audit of all computers assigned to me and that I have corrected any known software and copyright discrepancies.

REQUIRED INFORMATION:

Employee Name: _____ CWID: _____
(PLEASE **PRINT** YOUR NAME)

Please check the applicable box:

I am assigned a Collin College computer(s) with the following college Inventory Tag

Tag Number(s): _____
(The tag number can be found on most computers/laptops and is usually a five- or six-digit number located within the barcode)

Example of computer tag:

Collin C.C.C.D.



PO #304958
Dell Service Tag #78PW489

I am not explicitly assigned a Collin College computer.

X _____
Employee *Signature*

Date

Part-time Staff and Student Employees

CougarWeb is a web-based portal system connecting students and employees with vital college information in a single, safe environment. It works a little like My Yahoo! in that CougarWeb recognizes viewers based on their roles as students, faculty, employees or guests, and it delivers personalized content. It also reduces the need for multiple passwords for registration, financial aid, human resources, finance and more.

A Novell network account is required in order to be able to access CougarWeb and to receive time sheet forms. Novell and GroupWise email accounts will be created upon receipt of the LAN Security Agreement form which is included in the new employee forms packets on-line. Notify HR if this is a rehired employee so the former account can be updated and reactivated. When the LAN Agreement form is received and the account is created an email will be sent to the instructor's personal email account with the username, password, and log in instructions.

Employees will be able to access the general, and MyWorkPlace tabs when the notice of account set up is received and processed by Human Resources.



TO LOG ON: Go to <http://cougarweb.collin.edu>, enter your Novell Network username and password (the same as your Novell/GroupWise sign on).

All Users: students, faculty, employees, guests

- Sign on with one user name and password. No more forgotten passwords or multiple sign-ons!
- View information organized by "tabs." Users can customize selected information by moving, adding or deleting as permitted. Features of CougarWeb include:
- 24/7 access

- Accessibility from anywhere
- Personalization
- Tabs for employees, faculty, finance users and more

Tutorial tab

- Provides overviews of tabs and functions, tutorials, and How-to Guides

Finance tab

- Approval Alerts notifies cost center managers when a requisition is pending approval in Banner
- View requisition and purchase order status
- Receive alerts when financial approval is needed
- Shows expenditures and budget status

Employees: MyWorkPlace Tab

- View check stub information, W2 forms, leave balances, and benefits information.
- Check and update personal information
- Access **CougarHR** online employment system, policies, procedures, college calendars, and forms

Faculty tab

- Access class rosters
- Submit grades
- Email students, using automatic lists
- Access "Course Studio," a collection of collaboration tools assembled into an easy to manage course homepage. Professors teaching on-site classes will be able to select whether to use Course Studio or WebCT if necessary. Distance education classes will use WebCT exclusively.

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

888-897-7781

www.dhs.gov/E-Verify

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



E-VERIFY IS A SERVICE OF DHS AND SSA

The E-Verify logo and mark are registered trademarks of Department of Homeland Security. Commercial sale of this poster is strictly prohibited.

Veterans Self-Identification Form

Collin College is an Equal Opportunity Employer and is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite applicants and employees to voluntarily self-identify their Veteran status. Submission of this information is voluntary. Refusal to provide it will not subject you to any adverse treatment. This information will be kept in a confidential file separate from the Application for Employment and will only be used in accordance with the Vietnam Era Veterans' Readjustment Assistance Act of 1973, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), Executive Order 11246 and Gov. Code 657 Veteran's Employment Preferences. When reported, data will not identify any specific individual.

Collin College is a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), Gov. Code Veterans Employment Preferences, which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined below **(please make a selection to any of the below descriptions that would apply to your current status):**

- A disabled veteran is one of the following: a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.
- A recently separated veteran is any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
- An active duty wartime or campaign badge veteran is a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An Armed Forces service medal veteran is a veteran, who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Individuals entitled to Veteran's Employment Preference are those individuals defined in one of the categories as described below **(please make a selection if any of the following descriptions apply to your current status):**

- A veteran who served in the military for not less than 90 consecutive days during a national emergency declared in accordance with federal law or was discharged from military service for an established service-connected disability; was honorably discharged from military service; and is competent.
- A veteran's surviving spouse who has not remarried or an orphan of a veteran qualifies for a veteran's employment preference if: the veteran was killed while on active duty; the veteran served in the military for not less than 90 consecutive days during a national emergency declared in accordance with federal law; and the spouse or orphan is competent.
- None of the above apply (Not a Veteran)

Protected veterans may have additional rights under USERRA – the Uniformed Services Employment and Reemployment Rights Act. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free at 1-866-4-USA-DOL.

As a government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Employee Signature _____ **Date:** _____

M E M O R A N D U M

DATE: 7/24/2017
 TO: Collin College Employees
 FROM: Payroll Department

Time Sheet Cutoff and Direct Deposit Dates for FY2017-2018

TIMESHEET Begin Date	TIMESHEET End Date	TCP Approval Requried By 12:00 PM	STAFF/ADMIN Direct Deposit Dates	FACULTY Direct Deposit Dates	ASSOC. FACULTY Direct Deposit Dates
Sunday, Aug 13	Saturday, Sept 9	Tuesday, Sept 12	Thursday, Sept 28	Thursday, Sept 28	Thursday, Sept 28
Sunday, Sep 10	Saturday, Oct 7	Tuesday, Oct 10	Monday, Oct 30	Monday, Oct 30	Monday, Oct 30
Sunday, Oct 8	Saturday, Nov 4	Tuesday, Nov 7	Wednesday, Nov 29	Wednesday, Nov 29	Wednesday, Nov 29
Sunday, Nov 5	Saturday Dec 2	Tuesday, Dec 5	Thursday, Dec 21	Thursday, Dec 21	Thursday, Dec 21
Year 2018					
Sunday, Dec 3	Saturday, Jan 6	Tuesday, Jan 9	Tuesday, Jan 30	Tuesday, Jan 30	
Sunday, Jan 7	Saturday, Feb 10	Tuesday, Feb 13	Tuesday, Feb 27	Tuesday, Feb 27	Tuesday, Feb 27
Sunday, Feb 11	Saturday, Mar 10	Tuesday, Mar 13	Thursday, Mar 29	Thursday, Mar 29	Thursday, Mar 29
Sunday, Mar 11	Saturday, April 7	Tuesday, April 10	Friday, Apr 27	Friday, Apr 27	Friday, Apr 27
	Faculty ONLY			Friday, May 18	Friday, May 18
Sunday, April 8	Saturday, May 12	Tuesday, May 15	Wednesday, May 30	Wednesday, May 30	Wednesday, May 30
MAYMESTER This will be paid along with the June pay on June 28th				Thursday, Jun 28	Thursday, Jun 28
Sunday, May 13	Saturday, Jun 9	Tuesday, Jun 12	Thursday, Jun 28	Thursday, Jun 28	Thursday, Jun 28
Sunday, Jun 10	Saturday, Jul 7	Tuesday, Jul 10	Monday, Jul 30	Monday, Jul 30	Monday, Jul 30
Sunday, Jul 8	Saturday, Aug 11	Tuesday, Aug 14	Thursday, Aug 30	Thursday, Aug 30	Thursday, Aug 30