



# New Employment Information

Foothill - De Anza Community College District

# Purpose of the Meeting

- General Information for New Hires
- Human Resources
- Payroll
- Technology
- Contacts



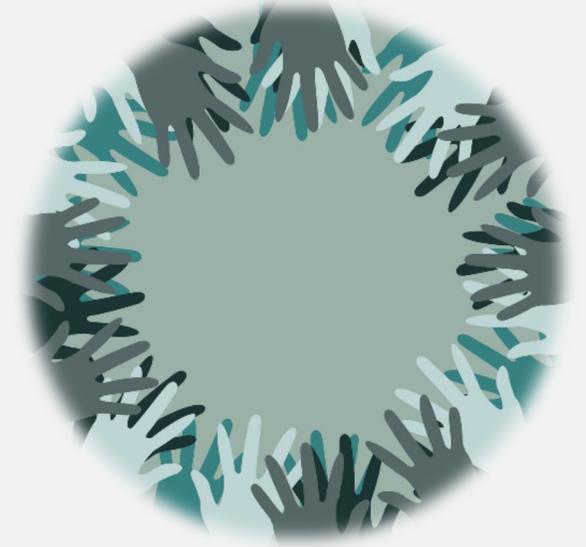


# General Information

- **Staff ID Card:**  
Foothill and Central Services – Smart Shop  
De Anza – Office of College Life
- **Sick Leave Transfer:** Form available on the HR website under forms ([SL Transfer form](#)).
- **TB (Tuberculosis) Test:** Need to provide the TB clearance. Form available on the HR website under New Hires Information ([TB info](#)).
- **Fingerprinting (LiveScan):** Must be completed at the FHDA Police Department.
- **Parking Permit:** More information will follow from the FHDA Police Department.

# Human Resources (HR)

- Website: [hr.fhda.edu](http://hr.fhda.edu)
  - New Hire Information
  - Classified Staff – Union Contract and Salary Schedule
    - Step Increase
    - Promotion
    - Leaves – Sick, vacation, and personal
    - Employment practices
    - Professional Growth Awards (PGA)
    - Educational Assistance
    - And much more
  - Forms/Calendars
  - Contact Us and other useful information



# CalPERS Info

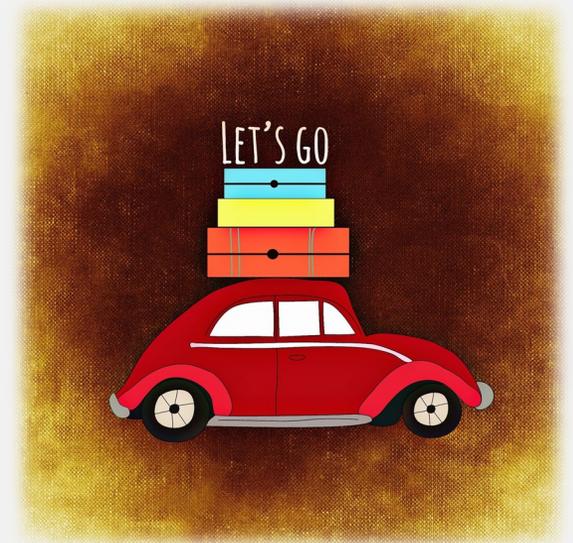


- Pension plans: <https://www.calpers.ca.gov/>
- New Member Information: <https://www.calpers.ca.gov/page/life-events/new-calpers-member>
- Current Monthly Contributions:
  - Classic Member 7%
  - PEPRRA Member 8%
- Retirement information in Bargaining Units
  - ACE – Article 17
  - CSEA – Article 16
  - Confidential – Article 23
  - POA – Article 7
  - Teamster – Article 16



# Vacation and Personal Leave

- Available once 6 months of employment is completed (classified).
- See bargaining units for vacation accrual information.
- Maximum vacation is two years (24 months) accrued.
  - Example:
    - 6.66 hrs. earned each month X 24 = 160 hrs. maximum
    - This is for a new ACE Classified 12 month employee.
    - 11 month employee would be 146 hrs.
- Personal Leave = 40 Hours a year.
  - Available at 6 months.
  - See contract for use.



# Sick Leave

- Sick leave is front loaded through June 30th, new hours accrued every July 1
- Each year, new hours will reflect on the Liquid Office time report for the July 15/Aug 14 reporting period. If you separate prior to June 30th, sick leave hours will be pro-rated for the current fiscal year which may result in repayment of sick leave used.
- New Hire's sick hours are prorated by date of hire.
- Continues to accrue.
- At retirement – reported to CalPERS for service credit.



# Payroll Department and Information

- Website: <https://business.fhda.edu/payroll/index.html>
  - Direct contact information located on their website.
- Direct Email: [payroll@fhda.edu](mailto:payroll@fhda.edu) (type payroll into your FHDA outlook and their email will automatically populate)
- Tax Shelter Annuities – 403(B) and The Deferred Compensation Plans – 457(B) – [Tax Shelter info](#)
- Pay Schedules and Hot Topics



# Payroll App

- It is the Payroll App
- You will be able to access the following in your App
  - Liquid Office Time Sheet
  - Direct Deposit
  - Opt-in to receiving your W2 electronically
  - Employee Dashboard
  - View Pay Documents



# Liquid Office Time Sheets



- Liquid Office initial access: Username: CWID and Password: MMDDYY (date of birth)
- Any questions completing the Liquid Office Time Report, please contact Payroll Services.

# Direct Deposit

- Request for [Direct Deposit](#) – Instructions to complete the request is on the District's Payroll Departments website.
- The direct deposit process can take up to 2 pay cycles to go live (be active). You may provide a voided check to Payroll to expedite the process.
- You will receive your paychecks by mail until the Direct Deposit goes through.



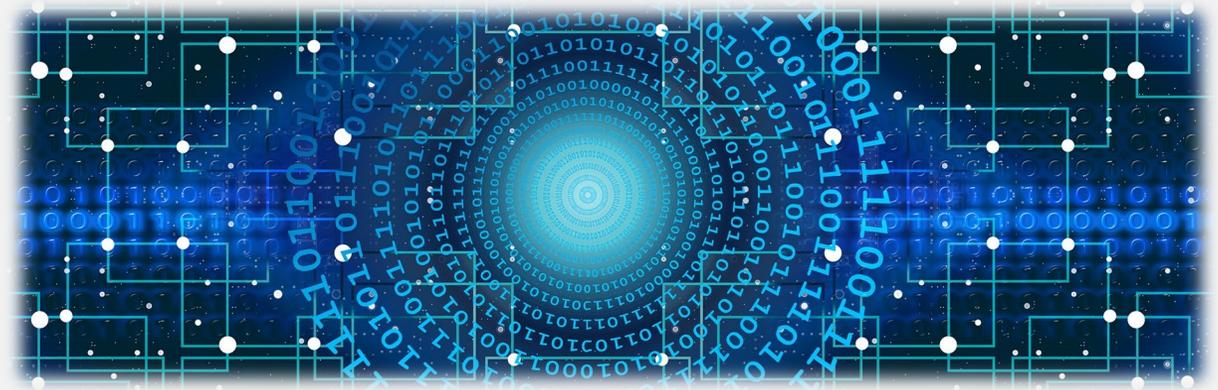
# Pay Information

- Pay Date is the last working day of the month (paid once a month) – see [Pay Schedules](#) on the Payroll website for dates.
- Monthly pay includes pay from the first of the month (or your date of hire) through the end of the month.
- **Exception(s) Time Reporting Period:** 15th through 14th of each month (this is not how you are paid, see above). This only effects leaves used and/or OT earned during this period. Exceptions such as: sick, vacation, personal, jury duty, bereavement, etc... Questions, please contact Payroll Services.



# Technology – ETS (Educational Technology Services)

- Website: [ets.fhda.edu](https://ets.fhda.edu)
- Getting Help
  - Request for Help
  - Help Desk: (408)864-8324
- Initial MyPortal Access: Username: CWID and Password: MMDDYYYY (date of birth)
- To learn more about the MyPortal, once you are signed in, please select Getting Started.



# Union Agreements

## [Human Resources Classified Staff](#)

Association of Classified Employees (ACE)

California School Employees Association, Skilled Trade & Crafts (CSEA)

Confidentials

FHDA-Police Officers Association (FHDA-POA)

Teamsters



# Direct HR Contacts:

- Karen Hunter, HR Technician, 408-864-8229, Email: [hunterkaren@fhdu.edu](mailto:hunterkaren@fhdu.edu)
- Araceli Kaliangara, HR Technician, Email: [kaliangaraaraceli@fhda.edu](mailto:kaliangaraaraceli@fhda.edu)  
(medical leave only)
- Amy Norris, HR Specialist, Email: [norrisamy@fhda.edu](mailto:norrisamy@fhda.edu)
- Marietta Harris, Acting Associate Vice Chancellor, 650.949.7053, Email: [harrismarietta@fhda.edu](mailto:harrismarietta@fhda.edu)

