

# IMPORTANT UPDATES

2016 - 2017 Annual Benefits Enrollment

FAQ's - 4-Day Workweek (2016)

Peak Workload Scheduling

Alamo Colleges Establishes a Living Wage

Applicant Tracking System Implementation

FAQ's - IRS Form 1095, New for 2015 Tax Year

### HR Service Center

Hotline: 210-485-0799

Mon. - Fri. | 8:00 a.m. - 5:00 p.m.

Send an email to dst-hrcenter@alamo.edu for:

- Records requests
- Paycheck questions
- Garnishments
- Employee parking
- ePAFs
- Web-Time Entry (WTE) issues
- Address updates, etc.

#### Send an email to hr-flac@alamo.edu for:

- Faculty contract questions
- FLAC loading issues with snapshots of errors
- Wage documents (after FLAC deadlines)
- Faculty job assignment corrections

## **QUICK LINKS**

#### **Employee Toolbox:**

- Employee Holidays
- Employee Discounts
- Problems with your Paycheck?

#### **Faculty Information Center:**

- Salary Schedules
- FLAC Information
- Pay FAQs

#### Supervising at the Alamo Colleges:

- Supervisor Training
- Recommended Reading

#### Position & Records Management Information

## RESOURCES

Alamo Colleges Organizational Chart

Alamo Ideas Suggestion Program

Appraisal Forms & Information

**Department Chairs** 

Employee Assistance Program

**ePAF** 

PACE Surveys

Personnel Policies

Personal Financial Resources Information