

Minutes

HCM Users Group Fall Quarter Meeting 2025

South Seattle College - Georgetown Campus, 6737 Corson Ave. S., Seattle, WA 98108

Attendees: 30 In-person and 96 virtual [In-person with Zoom option]

Thursday, Oct. 9, 2025

Meeting called to order at 8:30 a.m.

HCM Business Information

- Treasurer Report – current balance \$15,297.70
- Spring Meeting Notes – approved
- New Business - none
- Advisory Representative Reports:
 - DRS Liaison – Lisa Espedal (SBCTC) – New DRS rules for retirees. UCP letters must be sent for values over \$50 in 2026. Enter paycheck reversals now before year end.
 - HCA Liaison – Pam Kelly (SBCTC) – Reminder for CDHP contribution limits, and HCA plan changes. UMP+ is not available in 2026.
 - BAR Liaison – Rachel Russell (Walla Walla) – weekly BAR meetings offer trainings and Q&As. The trainings are recorded and available on Canvas and were recently reorganized making it easier to find trainings by keywords, topics, or dates.
 - HRMC Liaison – Joy Anglesey (Centralia College) – not present.

TED Talk. [tarveen_forrester_let_your_ambition_light_you_up_not_burn_you_out](#) discussed how to maintain realistic expectations and sustainable ambitions.

Open Discussion. Topics included *Process Alignment Group* is standardizing onboarding and offboarding. Best practices for position changes. Auto enrollment for DCP for new hires. Is pre-hire paperwork time paid? Scheduled onboarding appointments vs open hours and sharing the SBCTC calendar so other departments know when HR can enter new hires.

Social Security Administration by Jim Mendoza (Scheduled presenter Kirk Larson, Western WA Public Affairs was on furlough). Public employees have a pension and additional opportunities to save for retirement through payroll deductions.

Open discussion. *Transferring accruals* between PTF and FTF and use of leave for FTF with MLT. *WA Cares audit* to match deductions to amount due.

TIAA by David Garrison – training on the various plans, user access, location sponsors, off-cycle contribution process, lost earnings calculations for retro contributions.

PR100 Canvas Course Review – Linda Mellott & Jerry Lambert (SBCTC) introduced the HCM modules which cover the payroll process, adjusting employee balances, off-cycle paychecks, setting up employee data, and more. The new ctcLink *Learning Opportunities Canvas Course* consolidates content into current year and archive. Register at <https://www.sbctc.edu/colleges-staff/it-support/ctclink/ctclink-training-registration> .

Talent Acquisition Management by Seattle Colleges –Seattle would like to join with other colleges to form a TAM user group to streamline and improve processes. Commitment is 1.5 - 2 hours a month. Email talentmanagement@seattlecolleges.edu to join.

Open Discussion

HCA Reconciliation tips include combine multiple months/years on one spreadsheet, ask HCA for billing reports from prior years, benefit corrections (start/term) can retro 60 days, but there is no time limit for premium corrections. Review all data posted to ctcLink. Open Enrollment tips include email notices early and often including new rates, reminders (renew FSA), and limits. Set up drop-in sessions to assist people. Track changes online to catch mistakes early. WPEA is waiting for ratification and funding by legislature. Tax payment correction, requesting LWO for PTF vs regenerating the adjunct contract, bereavement for faculty, negative vouchers to AP (TIAA, Health Equity, VEBA), the shared leave screen doesn't calculate faculty rates correctly, determining unscheduled, hourly classified holiday pay.

Friday, Oct. 10, 2025

Open Discussion. Handling leave for position changes. Education tracking. Dates for a paycheck reversal and related voucher dates. Payroll Validation tools, processes and tips. Verifying PTF contract amounts. Part-time Exempt timesheet reporting (Use REG for salaried hours, then SOV up to 40 and OVT for over 40) or have a workgroup set up for Exempt hourly with a punch timesheet.

VEBA Best Practices – Brian Riehs (AJG) explained VEBA is group coverage without individual choice. Each group must offer consistent benefits. Code is usually 001 for separations. VEBA website offers many tools and secure messaging.

Health Care Authority. OE Changes and Q&A – Debbie Krumpols (HCA) was unavailable. Petrina walked the group through the slide deck.

Closing. Winter conf dates: Tentatively set for a Friday in Feb (online only). HCM group will vote at next HCM meeting (Nov 10th, 2025). Spring conf dates: May 14 & 15, 2026. Location TBD.