

# Essential Information for Employees



Welcome to Collin College!

This document provides access to vital resources for employees. Click on subjects of interest to access linked content online. *You must be logged in to CougarWeb to access some links. Items marked in red are likely to be useful during onboarding.*

Please email [professionaldevelopment@collin.edu](mailto:professionaldevelopment@collin.edu) with any questions or access issues.

## **Accounts Payable**

Request a T-Card (Credit Card) - Authorized Users Only (contact [Kathleen Bouchez](#))

[T-Card Procedures Manual](#)

[Travel Procedures - including mileage reimbursement, local travel, professional travel](#)

## **College Information**

[ACCESS Disability Services](#)

[Athletics Events](#)

[Board of Trustees](#)

[Bookstore, Spirit Shop](#)

[Communications](#)

[District Calendars](#)

[District Master and Strategic Plans](#)

[Executive Leadership Team](#)

[Fine Arts Events](#)

[How to Report a Concern](#)

[ID Badges](#)

[Institutional Research Office](#)

[Library](#)

[Mission and Values](#)

[Red Room](#)

[Student Career Center](#)

[Student Conduct Office](#)

[Student Counseling Services Office](#)

## **All Campus Locations**

[Celina Campus](#)

[Collin Higher Education Center](#)

[Courtyard Center](#)

[Farmersville Campus](#)

[Frisco Campus](#)

[iCollin Virtual Campus](#)

[McKinney Campus](#)

[Plano Campus](#)

[Public Safety Training Center](#)

[Rockwell Center](#)

[Technical Campus](#)

[Wylie Campus](#)

# Essential Information for Employees



## **Faculty Resources**

[Center for Teaching and Learning](#)

[Council on Excellence \(COE\)](#)

[Curriculum Office](#)

[Faculty Council](#)

[Faculty Handbook](#) (left column)

[Faculty Load Compensation Guidelines Document](#)

[Faculty Starting Line Orientation Course](#)

[Full-Time Faculty Overload Compensation Chart and Payroll Schedule](#)

[Full-Time Faculty Hiring Salary Charts](#)

[Professional Travel](#)

[Syllabus Depot](#)

## **Foundation**

[Lift Up Employee Giving Campaign](#)

## **Human Resources**

[Contact Us](#)

[HR A-Z Resources Page](#)

[HR Forms](#)

[Orientation PowerPoint Slides](#)

[Who is My Campus HR Consultant?](#)

## **Benefits**

[Benefits How to ...](#)

[BenePlace: Employee Discount Purchase Program](#)

[Dental Benefits](#)

[Employee Assistance Program](#)

[Job-Related Accommodations](#)

[Medical Benefits](#)

[Part-Time Employee Benefits](#)

[Retirement Plans - 403B, TexaSaver 457, ORP, TRS, FICA Alternative Plan](#)

[Time Off and Leave Benefits - including vacation, sick, personal time, jury duty, bereavement](#)

[Workers' Compensation](#)

## **Compensation**

[Job Descriptions](#)

[Salary Ranges](#)

[Job Description Change Request](#)

[New Position Request](#)

[Position Reclassification Request](#)

# Essential Information for Employees



## [Compliance Resources/Training and Complaints Process](#)

[Clery Act](#)

[Complaints Process](#)

Compliance Training provided by **Vector Solutions**. *Notifications by email.*

Cybersecurity Training provided by **KnowBe4**. *Notifications by email.*

[District Dean of Students Office](#)

[Federal Educational Rights and Privacy Act \(FERPA\)](#)

[How to Report a Concern](#)

[Modification Requests for Pregnant and Parenting Students](#)

[Reporting Form \(CSA, child abuse/neglect, Senate Bill 212 incidents\)](#)

[Reporting Incidents of Prohibited Conduct](#)

[Texas Abuse Hotline Website](#)

[Title VI](#)

[Title IX](#)

## [Data Management](#)

[Change Work or Personal Contact Details](#)

## [Employment](#)

[Board Policies](#)

[Campus HR Consultant Contacts](#)

[Checking in and out \(Time Entry for Hourly Employees\)](#)

[Coaching and Discipline](#)

[Employment/Income Verification – Information for Employees](#)

[Employment/Income Verification – Instructions for Verifiers](#)

[Instructions for Applying as an Internal Candidate](#)

[Recruitment](#)

[Resignation Process](#)

[Student Employment](#)

[Transcript Guidelines](#)

# Essential Information for Employees



## [Training and Development](#)

[Collin Scholars Program](#)

[Continuing Education Professional Development](#)

[Credential Reimbursement](#)

[Endowed Chairs](#)

[Leading for Excellence Academy](#)

[LinkedIn Learning](#) (Hover over My Workplace, and select Professional Development)

[Performance Appraisals \(General Information\)](#)

- [Overview of Staff Annual Appraisal](#)
- [Overview of Staff 90-day Appraisal](#)
- [Overview of Faculty Annual Appraisal](#)
- [Overview of Faculty 90-day Appraisal](#)
- [Overview of Administrator Annual Appraisal](#)

[Professor Emeritus](#)

[Sabbatical Leave](#)

[Starlink Training Network](#)

[Tuition Reimbursement](#)

[UT Dallas Doctoral Scholarship Program](#)

## [Wellness Program](#)

[Bernalong Wellness Platform](#) (Free for full-time employees; access available at the beginning of the following month after joining Collin College.)

[Fitness Centers](#)

[Fitness Class Schedule](#)

[Newsletters](#)

[How to Record Wellness Time in Workday](#)

[Wellness Website](#)

## [Payroll](#)

[Check your Pay Stub](#)

[Payroll Quick Reference Guide](#)

[Timesheet Cut-Off and Direct Deposit Dates](#)

[Update/Add Direct Deposit](#)

[Update W-4](#)

[Workday Time Entry Directions](#)

## [Purchasing](#)

# Essential Information for Employees



## **Safety and Mandatory Reporting**

[Active Shooter Training Video \(warning: content may be triggering for some viewers\)](#)

[CougarAlert – sign up for this safety warning system](#)

[District Dean of Students Office](#)

[Emergency Management Resources](#)

[Evacuation Locations](#)

[How to Report a Concern](#)

[Police Department](#)

[Reporting Form \(CSA, child abuse/neglect, Senate Bill 212 incidents\)](#)

[Shelter Locations](#)

[Strategies of Behavioral Intervention \(Information\)](#)

[Strategies of Behavioral Intervention \(Reporting Form\)](#)

[Student Conduct Office](#)

[Student Counseling Services Office](#)

[Texas Abuse Hotline Website](#)

## **Technology Support**

[CougarWeb or OneLogin Trouble](#)

[eLearning Center \(Faculty and Staff Resources\)](#)

[Office 365 Resources](#)

## **Workday Resources**

[Workday Resources for Supervisors](#)

[Requesting Time Off](#)

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