

Staffing Table Employee List Services (LISTSERV), Email, and Voice Mail Accounts

Goal: Assignment of all email, voice mail and list serves to employees prior to start date of employment. Wednesday, September 05, 2001

Issues:

1. All staffing table employees are assigned positions at the time of employment. Fulltime staffing table employees include all executive, administrator, prof/tech, adult education instructors, classified, fulltime faculty, head librarian, librarian and counselor positions.
2. List serves need to be updated on a regular basis.
3. Emails are terminated upon separation from the college for all full-time.
4. All full-time faculty, prof/tech and administrative employees are assigned positions at the time of employment.
5. All new positions must go through verification on the web in order to get the email address.
6. Staff responsible for updating information in the Datatel system must be trained and have access to the XOFF screen.

Procedure: Staffing Table Employees

| New Employees | | | |
|---|---|-----------------------|-----------------------|
| Tasks | Description | Datatel Screen | Responsibility |
| Application Process | New staffing table employee applies through HR department at HBC or on the web. | | HR |
| Position Assignment Process | New staffing table employee assigned position by HR. Note: College wide and classification list services are updated as part of the assignment process in HR. | | HR |
| Current Employees | | | |
| Task | Description | Datatel Screen | Responsibility |
| Email and list services (LISTSERV) update | HR verifies that an email and <u>college wide and classification list services (LISTSERV) information</u> is accurate by checking the Datatel system. 1. If email information does not exist, HR updates the email information. The information is obtained from the following resources: ?? Email ?? Accessing the system at http://accweb.austin.cc.tx.us/inetsvcs/fac_s_etup to determined the email address. ?? List Services (LISTSERV) ?? College wide and classification list services are updated when the position is assigned to the employee by HR. 2. HR notifies Administraive office of the new employee's email. | XOFF | HR |
| Campus, building, room and voice mail number update | Administrative offices will verify and update the campus, building, room, and phone information for all faculty and staffing table positions that report to them. Note: New phone connection ?? Accessing the system at | XOFF | Administrative Office |

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|-------------------|--|--|----|
| | http://accweb.austin.cc.tx.us/inetsvcs/fac_setup to determined the voice mail number. | | |
| Directory Updated | IT updates all directory information every Wednesday night | | IT |

Note:

- ?? New employee with adjunct assignments will appear on both list serves.
- ?? Administrative offices will verify the campus, building, room, email, voice mail number and department list service (LISTSERV) information on the XOFF screen.
- ?? College wide and classification list services are updated as part of the assignment process in HR.