



HR Updates

Admin Council 12-14-2020

Sexual Harassment Training

- ▶ Test Email sent by Marco Garay 12/2 → Introduction to the Sexual Harassment Training by Marco on behalf of Joe Grubbs 12/8 → Keenan Safe Colleges online training sent 12/9
- ▶ At this time only non-supervisory employees (Faculty, Adjunct, Permanent/Temporary Classified, Confidential) are required to complete one (1) hour every two (2) years
 - ▶ Non-supervisory employees will need to complete the training as soon as possible (preferably before the winter closure)
- ▶ Professional Experts and Student Employees have not yet received the link for the training.
- ▶ Supervisors DO NOT need to complete the one-hour training sent. Supervisory employees (Management) are required to complete two (2) hours every two (2) years
 - ▶ Supervisors will receive notification sometime in January
- ▶ Contact Marco.garay@kccd.edu or Joseph.grubbs@kccd.edu

Keenan Safe Colleges Online Training Login

Keenan SafeColleges Online Training



Kern Community College District <administrator+775BD764-366E-11EB-81F9-3F6A1C6BA297@safecolleges.com>

To: Amalia Calderon

Reply Reply All Forward

Wed 12/9/2020 7:13 P

Hi Amalia Calderon,

Kern Community College District is using Keenan [SafeColleges.com](https://safecolleges.com) to offer training courses online for your convenience. Follow these easy steps to complete your Kern Community College District safety training requirements:

Using your web browser, go to the Keenan SafeColleges website for Kern Community College District: <https://kernccd-keenansafecolleges.com/>

Enter your Username: [REDACTED]

Below is your complete Keenan SafeColleges training plan along with your coursework status:

Mandatory Training

Course	Days Till Due	Due Date	Time Required	Course Status
Sexual Harassment Prevention for Non-Managers (SB 1343) (Full Course (California))	9	Fri Dec 18th, 2020	1 hour	Not Started

Payroll Deadlines

- ▶ Payday 12/15/20 for Adjuncts, Temps, and Professional Expert
 - ▶ Next Payday 1/15/21
- ▶ Payday 12/18/20 for Classified, Management and Faculty
 - ▶ Next Payday 1/29/21
- ▶ Web Time Entry due the day we return 1/4/2021! Submit before the closure!
- ▶ Classified Overtime hours due 1/5/2021 for December
 - ▶ Reminder- Please ask your employees not to submit straight to District Payroll
 - ▶ Projected hours of overtime cannot be paid out ahead of time
 - ▶ Overtime hours are usually paid out the month after completed

Payroll Deadlines

12/1/2020	Web Time Entry Employee - Submit Electronic Timesheet by 6:00 PM	12/15/2020
12/2/2020	Web Time Entry Approver - Approve Electronic Timesheet by 11:59 PM	12/15/2020
12/1/2020	Classified Overtime – Paid-Time Forms	12/18/2020
12/2/2020	Classified - Absence Tracking Forms	12/18/2020
12/8/2020	Adjunct Schedule Changes/Special Compensation Agreements/Pay memos	1/15/2021
12/8/2020	Temporary Hourly, Professional Experts, Student Workers - Authorizations and New Hire Paperwork	1/15/2021
12/17/2020	Flexible Limited Benefit (Classified) - Paper Timesheets to Campus HR	1/15/2021
<u>Deadline Date</u>	<u>Jan-21</u>	<u>Pay Date</u>
1/4/2021	Web Time Entry Employee - Submit Electronic Timesheet by 6:00 PM	1/15/2021
1/5/2021	Web Time Entry Approver - Approve Electronic Timesheet by 12:00 PM	1/15/2021
1/5/2021	Full-Time Faculty Schedule Changes/Special Compensation Agreements/Pay Memos	1/29/2021
1/5/2021	Classified Overtime – Paid-Time Forms	1/29/2021
1/13/2021	Classified - Absence Tracking Forms	1/29/2021
1/19/2021	Adjunct Schedule Changes/Special Compensation Agreements/Pay memos	2/15/2021
1/19/2021	Temporary Hourly, Professional Experts, Student Workers - Authorizations and New Hire Paperwork	2/15/2021