Full-Time Employee Benefits Orientation
All new non-faculty employees have a mandatory New Staff Orientation that they must attend. If you haven’t already scheduled this session please call Staff Development at x7654 to do so.
Before We Get Started...

- **How to access the JCCC benefits website**
  - [www.JCCC.edu](http://www.JCCC.edu)
  - Type “Employee Benefits” in the Search box
  - Click on the link for “Full-Time Regular Employees:”
    - All JCCC benefit and leave information is listed by category

- **Benefit Specialist Contact Information**
  - Connie Brickner, Extension 4757, Last names starting A-F
  - Lisa Gates, Extension 3619, Last names starting G-N
  - Lisa Sullivan, Extension 7624, Last names starting O-Z
  - Jerry Zimmerman, Manager, Benefits – Extension 2776
Before We Get Started...

There are three different “Plan” years at JCCC:

1. Benefit Plan Year = June 1\textsuperscript{st} – May 31\textsuperscript{st}

2. Calendar Year = January 1\textsuperscript{st} – December 31\textsuperscript{st}

3. Fiscal Year = July 1\textsuperscript{st} – June 30\textsuperscript{th}
 Agenda

- Dependent Verification
- Medical Plan
- Dental Plan
- Vision Plan
- Flexible Spending Accounts
- Retirement Savings Plans
- Kansas Public Employees Retirement System
- Life Insurance
- Short-Term and Long-Term Disability
- Employee Assistance Program
- Tuition Reimbursement
- Vacation etc.
- Benefit Enrollment
If you choose to cover your dependents under any or all of JCCC’s healthcare plans (medical, dental, vision), you will be required to document their eligibility for coverage. You **must** provide the necessary supporting documentation for your covered dependents no more than sixty (60) days following your benefit eligibility date to your applicable Benefit Specialist. A list of eligible dependents and the necessary documentation requirements can be found on the benefits website.
You may enroll in one of the following JCCC Medical Plan options with Blue Cross and Blue Shield of Kansas City:

1. Preferred-Care Blue EPO
2. Preferred-Care Blue PPO
3. BlueSelect Plus PPO
4. Preferred-Care Blue-BlueSaver – HDHP including a UMB Bank HSA
Medical Options

Traditional Health Plans

- Preferred-Care Blue EPO (Exclusive Provider Organization)
  - In Network Coverage Only (there is no coverage if you see an out-of-network provider)
  - Outside the 32-county Blue KC service area members have out-of-area coverage under the BlueCard PPO/EPO, national network

- Preferred-Care Blue PPO (Preferred Provider Organization)
  - In Network and Out-of-Network Coverage
  - Lower Out-of-Pocket Expenses by using In Network Providers
  - National and International Coverage

- BlueSelect Plus PPO (Preferred Provider Organization)
  - “Limited Network” option which results in lower premiums
    - Nearly 3,000 providers
    - Only 9 KC-area hospitals
  - There is a substantial financial reward for staying “In Network”
  - Outside the 32-county Blue KC service area members have coverage under the BlueCard PPO/EPO, national network

All options include RX coverage with incentives for use of mail-order fulfillment for “maintenance medications”
Medical Options

Consumer Directed Health Plan

- Preferred-Care Blue-BlueSaver – HDHP (High Deductible Health Plan)
  - Similar features to the Preferred-Care Blue PPO:
    - Uses the same PPO Network
    - In-Network and Out-of-Network Coverage
    - National and International Coverage
  - HSA (Health Savings Account)
    - Employee-Owned Personal Savings Account
    - Tax-Favored way to pay for Qualified Medical, Prescription Drug, Vision, Dental Expenses
## BlueSaver - HDHP

| Embedded Annual Deductible | $2,700 Individual  
|                           | $5,400 Family (includes employee +1) |

The portion the covered person must pay each calendar year before this option will provide benefits.

Preventive Services received by a network provider – covered at 100% (not subject to deductible)
If you enroll in the HDHP, you have access to Compass Professional Health Services, at no cost. A Compass Health Pro Consultant can offer you guidance and support for a whole range of topics, including:

- Doctor Selection
- Cost Comparisons
- Scheduling Appointments
- Reviewing Bills and Charges
- Answering Simple Insurance Benefit Questions
Introduction to a Health Savings Account (HSA)

• A tax-advantaged personal savings account, paired with a HDHP, to pay for qualified healthcare expenses, now or in the future.

• The HSA offers **triple tax savings** through:
  ➢ Pre-tax or **tax-deductible contributions** to the HSA
  ➢ **Tax-free interest** on investment earnings
  ➢ **Tax-free distributions**, when used for qualified healthcare expenses

• The HSA is owned by you and portable. You keep the HSA if you change your job or become unemployed.

• There is no time limit as to when you can reimburse yourself for your or your family’s healthcare expenses. However, withdrawals can only be made **after** the money is deposited to your account.

• No “use it or lose it” provision like a Flexible Spending Account as unused contributions rollover each year.
HSA Contribution Rules

• The easiest way to contribute is through pre-tax payroll deductions.
• Voluntary, after-tax, contributions can also be made to an HSA (these contributions get “pre-tax” treatment when you file your annual tax return).
• The IRS Maximum HSA Contribution Limits for calendar year 2018 are:
  • Employee Only coverage $3,450 ($143.75/pay period)
  • Family coverage $6,900 ($287.50/pay period)
  • Age 55+ can make an additional $1,000 annual “catch up” contribution ($41.66/pay period) until enrolled in Medicare.
• In the 4th Quarter of the year, HDHP members will have the opportunity to participate in an “Open Enrollment” period to make an HSA election for the upcoming calendar year

  NOTE: IRS guidelines provide that you CANNOT enroll in the HSA if you are covered as a dependent under any medical plan option (PPO, EPO, etc.) other than a HDHP!
HSA Enrollment

How do I sign up for a UMB HSA?

• When you enroll in the BlueSaver (HDHP) medical option you will be given the opportunity to establish and make payroll contributions to an HSA with UMB.

• Watch for 2 envelopes that will be mailed to your home:
  – A welcome letter including your HSA account number
  – Your HSA debit card

• Create a folder for your calendar year receipts and documentation, as You are responsible for keeping eligible healthcare expense records
## 2018/2019 Pre-Tax Medical Premiums, Per Pay Period

<table>
<thead>
<tr>
<th>MEDICAL OPTION &amp; COVERAGE LEVEL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred-Care Blue EPO</td>
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<tr>
<td>- Employee</td>
<td>$50.19</td>
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<tr>
<td>- Employee +1</td>
<td>$92.02</td>
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<tr>
<td>- Family</td>
<td>$126.18</td>
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<tr>
<td>Preferred-Care Blue PPO</td>
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<td>- Employee</td>
<td>$42.28</td>
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<tr>
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<td>$77.51</td>
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<td>- Family</td>
<td>$106.30</td>
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<td>BlueSelect Plus PPO</td>
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<td>$37.20</td>
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<tr>
<td>- Family</td>
<td>$93.55</td>
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<tr>
<td>Preferred-Care Blue-BlueSaver HDHP</td>
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<tr>
<td>- Employee</td>
<td>$0.00</td>
</tr>
<tr>
<td>- Employee +1</td>
<td>$0.00</td>
</tr>
<tr>
<td>- Family</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
You have the option to enroll in one of the following JCCC Dental Plan options:

1. Delta Dental Premier/PPO
2. CIGNA Dental Care Plan
Dental Options

Delta Dental Premier/PPO Plan*

Annual Benefit Plan Year Deductible $50/$150
Annual Maximum $1,500 per individual
Class I – Diagnostic/Preventative 100%
Class II – Basic Restorative 80%
Class III – Major Restorative 50%
Class IV – Orthodontics $1,500 Lifetime Max.
(Limited to children under age 19)

* - See any dentist you want, however, all Out-of-Network services are subject to reasonable & customary allowance
Dental Options

CIGNA Dental Care Plan*

- Annual Deductible: None
- Annual Maximum: No Maximum
- Class I – Diagnostic/Preventative: 100%
- Class II – Basic Restorative: Refer to Patient Charge Schedule
- Class III – Major Restorative: Refer to Patient Charge Schedule
- Class IV – Orthodontics: Refer to Patient Charge Schedule

(Coverage available to adults & children)

* - Members **must** select and use a licensed dentist participating in CIGNA Dental Care
### Delta Dental Premier/PPO

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<th>Category</th>
<th>Premium</th>
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<td>$6.37</td>
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</table>

### CIGNA Dental Care

<table>
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</thead>
<tbody>
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<td>Ee +1</td>
<td>$2.81</td>
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<tr>
<td>Family</td>
<td>$4.33</td>
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</table>
Through a national provider of vision care, Eye Med, JCCC offers vision plan coverage

- Eye Med’s quoted benefits include vision examinations with a $10 copay, lenses and/or frames with a $10 copay. Contact lenses are also a covered benefit.
- Eye Med’s agreement with member doctors, retail outlets and laboratories results in substantial savings
- You pick your own Eye Med vision provider
- Enrollment in this plan is voluntary and deductions are taken on a pre-tax basis
2018/2019
Pre-Tax Vision Premiums, Per Pay Period

Eye Med
Employee $5.24
Ee +1 $9.95
Family $14.62
Flexible Spending Accounts

Health Care Flexible Spending Account (HCFSA) –
• An account from which you can request reimbursement for out-of-pocket healthcare expenses for you and your eligible dependents
• You make an annual pre-tax contribution election for the benefit plan year June 1st to the following May 31st
• Maximum Benefit Plan/Calendar Year Contribution, per employee = $2,650 ($110.41/pay period)
• You have a 2½ month grace period, until August 15th after the end of the benefit plan year to incur the eligible HCFSA expenses, any unused contributions after that date will be forfeited *(Use it or Lose it!)*

You *cannot* enroll in the HCFSA if you elect the PCB BlueSaver HDHP Medical Option
Dependent Care Flexible Spending Account (DCFSA) –
• An account from which you can request reimbursement for dependent care expenses for eligible dependents who need care while you and your spouse, if applicable, are working or are a full-time student
• You make an annual pre-tax contribution election for the benefit plan year June 1st to the following May 31st
• Maximum Benefit Plan/Calendar Year Contribution, *per family*, = $5,000 ($208.33/pay period)
• You have a 2½ month grace period, until August 15th after the end of the benefit plan year to incur the eligible DCFSA expenses, any unused contributions after that date will be forfeited * (Use it or Lose it!)*
Flexible Spending Accounts

About the Grace Period

You have a 2½ month grace period, until August 15\textsuperscript{th} after the end of the benefit plan year to incur eligible HCFSA and/or DCFSA expenses.

However, you \textbf{MUST} submit them for reimbursement \textbf{NO LATER THAN SEPTEMBER 30\textsuperscript{th}}, or you will forfeit any unused contributions.

NO exceptions!
Flexible Spending Accounts

- ASIFlex is the third-party administrator responsible for HCFSA & DCFSA claims processing, documentation and reimbursement
- If you enroll in either the HCFSA or DCFSA, ASIFlex will automatically send you two ASIFlex debit cards, in the name of the employee, for your use when paying for eligible expenses
- You can also set-up your personal login id to access the ASIFlex website to be able to submit claims and track your flexible spending account expenses and reimbursements
JCCC offers two defined-contribution retirement savings plans:

1. The JCCC 403(b) Plan, and
2. The JCCC 457(b) Plan

JCCC currently contributes 8% of your base salary to your 403(b) Plan account each pay period

2018 IRS Limits for voluntary contributions:

- $18,500 per calendar year *per plan!,* pre-tax or Roth after-tax, combined
- An additional $6,000 per calendar year *per plan!,* “Catch-Up” contribution if you are 50 or older during the calendar year
- Voluntary contribution limits are *not* impacted by the JCCC 8% contribution
- If you have made contributions to any defined contribution plan at a previous employer, this calendar year, you must take them into account when considering your maximum contribution at JCCC
Retirement Savings Plans

Voluntary Employee Contributions:

1. You can make a voluntary pre-tax or Roth after-tax contribution, in an amount not to exceed the annual IRS limits, to the 403(b) Plan and/or the 457(b) Plan.

2. You can make changes to your contribution amount at any time by contacting your applicable Benefit Specialist.

3. You can rollover any prior 403(b)/401(k) balances you have with a previous employer into the JCCC 403(b) Plan.
Retirement Savings Plans

➢ The JCCC 8% contribution will automatically be made to your 403(b) Plan account each pay period

➢ Your voluntary pre-tax or Roth after-tax contributions to the 403(b) Plan and/or 457(b) Plan will be made to your account each pay period

➢ You will **need** to enroll with the Plans’ recordkeeper (TIAA), to create your account, designate your beneficiary and make your investment election. Go to TIAA.org/jccc and create your account. If you need assistance with enrolling online, you can call TIAA at 800-842-2888, Monday through Friday, from 7 a.m. to 9 p.m., and Saturday from 8 a.m. to 5 p.m. (CT)

✓ If you do not select an investment option, your voluntary and employer contributions will be invested in the Plans’ default investment option – the Target Date investment fund whose year most closely approximates the year of your 65th birthday
Kansas Public Employee Retirement System (KPERS)

- KPERS is a state-wide defined benefit retirement plan in which eligible JCCC employees must participate.
- Newly hired JCCC employees are KPERS 3 members and contribute 6% of their KPERS Gross Salary (for income tax purposes, the contributions are pre-tax for federal & after-tax for Kansas).
- After five years of service you become “vested” and are guaranteed a retirement benefit, when you become eligible, even if you leave covered employment.
KPERS Gross Salary, per pay period, is currently calculated as follows:

- Salary divided by 24 pay periods, plus
- The amount of JCCC’s per pay period 8% contribution to your 403(b) Plan account

Consider the following example:

Salary = $60,000

KPERS Gross Salary = $2,500.00 \( \frac{\$60,000}{24} \)

\[ + 200.00 \ (\$2,500 \times 8\%) \]

\[ = 2,700.00 \]

Contribution Per Pay Period = $162.00 \( \frac{\$2,700 \times 6\%}{100} \)
When you retire, KPERS will pay you a monthly benefit for the rest of your life and provide a $4,000 death benefit to your beneficiary.

KPERS 3 participants can receive,

- Unreduced benefits:
  - At age 60 with 30 years of service credit, or
  - At age 65 with 5 years of service credit

- Reduced benefits: At age 55 with 10 years of service credit
Employee Life Insurance

- The college will provide you $50,000 of Basic coverage at no cost.
- You may purchase up to $500,000 of Additional coverage, in $25,000 increments, at a current pre-tax cost of $.26 per $1000 of coverage.
- New members may purchase up to $300,000 in Additional coverage without having to submit an Evidence of Insurability (EOI) application to The Standard Insurance Company. Optional coverage in excess of $300,000 requires an EOI submission.
- Increases in Additional coverage (amounts in excess of $300,000) do not take effect unless The Standard approves your EOI.
- You coverage includes Accidental Death & Dismemberment (AD&D) insurance equal to the amount of your Basic plus Additional coverage.
- Basic and Additional coverage automatically reduce by 50% when you attain age 75.
KPERS Life Insurance

- KPERS automatically provides you a basic group life insurance benefit equal to 150% of your KPERS Gross Salary.
- You may purchase optional group life insurance in coverage amounts that range from $5,000 to $400,000, in $5,000 increments. New members, applying within 31 days of their hire date, are eligible for $250,000 of guaranteed coverage without completing an EOI. Optional coverage in excess of $250,000 requires an EOI submission.
- You need to register with KPERS (kpers.org) and complete the KPERS online beneficiary designation at your earliest convenience.
Dependent Life Insurance

- You can enroll for life insurance coverage of $25,000 on your spouse and $5,000 on each of your children.
- The after-tax cost is $3.41 per pay period regardless of the number of dependents covered.
- Children are eligible for coverage until the end of the calendar year of their 26th birthday.
- For new members, spouse coverage does not require the submission of an EOI application and child coverage is always automatic.
You may purchase KPERS life insurance coverage on your spouse in coverage amounts that range from $5,000 to $100,000, in $5,000 increments.

You do not have to elect KPERS optional life insurance to obtain this coverage.

Within 31 days of your hire date you may purchase up to $25,000 of spousal life insurance coverage without completing an EOI.

Spousal coverage in excess of $25,000 will not take affect unless the EOI is approved by KPERS.

You cannot cover your spouse if he/she is an active member of KPERS.
KPERS Child Life Insurance

- KPERS offers the following life insurance coverage amounts for your children:
  - $10,000, or
  - $20,000
- The applicable monthly premium does not vary regardless of how many children you cover
- No evidence of insurability is required
- Children are eligible until their 26th birthday
- If both parents are KPERS members only one parent may elect child coverage
JCCC Life Insurance

Business Travel Accident (BTA) Coverage

- All students, faculty and staff are covered by BTA when traveling on business for JCCC
- JCCC pays the full cost of this benefit
- Principal Sum of coverage = $100,000
The “True” Cost of Life Insurance

According to federal tax law:

- The first $50,000 of employer-provided life insurance is available to you tax-free.
- The face amount of employer-provided life insurance (life insurance you purchase on a pre-tax basis) in excess of $50,000 is taxable to you.
- The value of the coverage over $50,000 is commonly called imputed income and is added to your taxable pay.
# The “True” Cost of Life Insurance

Assume a 40 year old employee making $65,000/year has a total $500,000 of JCCC life insurance coverage

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Monthly Cost</th>
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</thead>
<tbody>
<tr>
<td>JCCC Basic Life Insurance $50K</td>
<td>$0.00</td>
</tr>
<tr>
<td>JCCC Supplemental Life $450K</td>
<td>$117.00</td>
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<tr>
<td>Imputed Income on $450K</td>
<td>$45.00</td>
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<tr>
<td>Imputed Income on KPERS</td>
<td>$10.53</td>
</tr>
<tr>
<td><strong>Total Monthly Cost</strong></td>
<td><strong>$172.53</strong></td>
</tr>
</tbody>
</table>

Additional Annual Taxable Income = $666.36  ($55.53*12)

Age 50=$1532.63  
Age 60=$4397.98  
Age 70=$13,720.02
Short-Term (STD) Disability & Long-Term (LTD) Disability

STD
- A fully insured benefit with The Standard Life Insurance Company provided by JCCC at no cost to you.
- You are eligible for coverage after you have three months of continuous full-time employment.
- The weekly STD benefit ($2,000 maximum) is equal to 65% of your basic weekly earnings, paid for up to 26 weeks after you become disabled and satisfy the elimination period.
- Weekly benefits begin after you have satisfied a 14-calendar-day elimination period. Benefits begin on the 15th day.

LTD
- A disability benefit provided to qualifying participants covered by KPERS
- The benefit is based upon 60% of your KPERS Gross Salary
- You must be disabled for 180 days and no longer receiving pay from JCCC
You are automatically enrolled in EAP coverage with New Directions Behavioral Health. The EAP provides support, resources and information for personal and work-life issues. It’s confidential and provided at no charge to you and your dependents.

- Confidential Counseling- Up to 5, confidential, face-to-face online counseling sessions (per member, per problem) provided by licensed professionals, each benefit plan year
- Legal Support & Resources – You may talk to a lawyer for a free 30-minute consultation and 25% reduction in fees thereafter
- Financial Information & Work-Life Solutions- Qualified referrals and customized resources provided by work-life specialists, CPA’s and Certified Financial Planners
Tuition Assistance

Full-time regular employees and their eligible dependents can receive free tuition (equivalent to the amount of tuition and fees for credit courses taken at JCCC), provided the employee is employed on the first day of class.

An eligible dependent for purposes of this benefit is defined as:
1) a spouse, or
2) a dependent child as provided under Section 132(h) of the Internal Revenue Code (generally, a child who receives over half their support for the calendar year from the employee and is under the age of 25)
# VACATION/LEAVE ACCRUAL INFORMATION

<table>
<thead>
<tr>
<th>JCCC POSITION</th>
<th>SICK LEAVE*</th>
<th>PERSONAL DAYS</th>
<th>FLOATING HOLIDAYS</th>
<th>FIXED HOLIDAYS</th>
<th>VACATION</th>
<th>ANNUAL VACATION CARRYOVER ALLOWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-Month Faculty</td>
<td>8.0 hours</td>
<td>16.0 hours</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>NA</td>
</tr>
<tr>
<td>10-Month Faculty</td>
<td>8.0 hours</td>
<td>16.0 hours</td>
<td>None</td>
<td>None</td>
<td>5 Days</td>
<td>None</td>
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<tr>
<td>12-Month Faculty</td>
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<td>16.0 hours</td>
<td>8.0 hours</td>
<td>14 Days</td>
<td>12.0 hrs (0-9 yrs)</td>
<td>18 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13.34 hrs (10-14 yrs)</td>
<td>20 days</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14.67 hrs (15-19 year)</td>
<td>22 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16.0 hrs (20+ yrs)</td>
<td>24 days</td>
</tr>
<tr>
<td>12-Month Exec./Prof.</td>
<td>8.0 hours</td>
<td>16.0 hours</td>
<td>8.0 hours</td>
<td>14 Days</td>
<td>12.0 hrs (0-9 yrs)</td>
<td>18 days</td>
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<td></td>
<td></td>
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<td>13.34 hrs (10-14 yrs)</td>
<td>20 days</td>
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<td>16.0 hrs (20+ yrs)</td>
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<td>12-Month Hourly</td>
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<td></td>
<td></td>
<td>16.0 hrs (20+ yrs)</td>
<td>24 days</td>
</tr>
</tbody>
</table>

* Sick leave accumulates and carries over from year to year
To enroll in JCCC benefit plans:

1. Log into “MY JCCC”
2. Make sure you are in the “Employee” tab
3. Click on “Go to My Benefits” (blue box).
4. Print out a copy of your elections for your file
5. You can return to this link at anytime to review your benefit elections
How To Enroll

Faculty Compensation Administration
Preferences
You must be an administrator to access this channel.

Time Approval
Preferences
1,6302, Human Resources
Update Approval Proxies

Staff Development
Preferences
Click the green button to enroll in a Staff Development class or drop a Staff Development class you've enrolled in.
MyJCCC uses pop-up windows, so please disable any popup blockers before continuing.
Add / Drop Classes

My Benefits (Benefit Eligible Employees)
Preferences
Click on the blue button to be taken directly to the benefits site.
Go to My Benefits

Time Reporting
Hourly employees choose Time Sheet (Hourly) and salaried employees choose Leave Report (Salaried).

JCCC Links
- Desire2Learn (D2L)
- Open a Banner Session
- JCCC Alert (RAVE)
- EASI
- JCCC Applications
- MyID Card

Direct Deposit
Preferences
Please disable any popup blockers before continuing.
Direct Deposit