

**SJC Manager/
Supervisor Training
Winter 2026**

Topics To Be Covered

- **Policies**
 - Confidentiality
 - Holiday Time Schedule
- **Recruitment**
 - Recruitment Training for Hiring Managers
- **Finance and Payroll**
 - Department Numbers in ADP
- **Employee Appreciation/Engagement and Wellness**
 - Manager Expectations
 - Professional Development
- **Miscellaneous**
 - Updates to ICE Script Search Card
 - AI Survey
 - Manager Listening Sessions
 - Prize Opportunity
 - Feedback Request

Policies

The image features a clean, modern aesthetic. The top-left portion is a light beige color, while the bottom-right portion is a solid dark red. A white diagonal line separates the two colors, running from the bottom-left towards the top-right. The word "Policies" is written in a bold, dark blue, serif font in the upper left area.

Confidentiality and Holiday Time Schedule Policies

- Please review with your direct reports the
 - Confidentiality Policy [110](#) (page 30)
and the
 - Holiday Time Schedule Policy [300](#) (page 76)

Recruitment



Recruitment Training for Hiring Managers

If you did not attend the Recruitment Training for Hiring Managers on October 29, 2025 please review the [Faculty/Staff](#) and [Student Recruitment Guides](#) for important updates, best practices, & compliance requirements and complete this [form](#).

The Guides review and form will need to be completed prior to submitting requisitions for approval.

Finance and Payroll



Department Numbers in ADP

- Department numbers in ADP can only be 6 digits
- A majority of the department numbers will follow this format:
 - First 3 digits = department cost center
 - Last 3 digits = GL code
- Exceptions include Grants, Club, and Restricted Department or fund accounts in which the first 4 digits are the cost center and the last 2 digits are the GL code

3-Digit GL Codes

The most commonly used 3-Digit GL Codes in ADP are:

000	Faculty Full Time Salaries
050	Faculty Adjunct Faculty Pay
051	Faculty FT Overloads
052	Faculty Stipends
100	Staff Full Time Salaries
101	Staff Full Time Hourly
150	Staff Part Time Hourly
152	Staff Stipends

155	Part Time Salary
200	Student Pay
202	Student Summer Pay
206	Student - Dishwasher Pay
300	Federal Work Study
306	FWS - Dishwasher Pay

**Example of ADP Department number with 3-digit
Department and 3-digit GL Code:
Admissions Federal Work-Study = 300300**

2-Digit GL Codes

The most common exception 2-Digit GL Codes used in ADP are:

02	Summer Student
20	Student
52	Stipend
55	Part Time Salary

**Example of ADP Department number with
4-digit Department and 2-digit GL Code:
Scarborough Marsh Research Grant
Student Employee = 413720**

Department Numbers on Student Timecards

- **Students who have multiple jobs on campus will need to clock their time in the corresponding department using the ADP Transfer and Punch function.**
- **Instructions for this process with the appropriate ADP department number are provided when the student position is confirmed.**
- **Managers are responsible for ensuring that hours are clocked under the correct department number. Corrections should be made on the student timecard each payroll period with a supporting note entry for auditing.**
- **The most common GL codes for students are 300 (Federal Work-Study) and 200 (Payroll Student)**

Employee Appreciation/ Engagement and Wellness



Manager Expectations for Employee Appreciation/Engagement and Wellness Initiatives

*Support and promotion for these initiatives are integral to their success.
Please:*

- **Meet with your direct reports on a scheduled regular basis**
 - *Review the [SJC Wellness Resources](#) (including the EAP information) and [Employee Engagement](#) webpages*
- **Promote and encourage attendance and participation in College sponsored events, i.e. Employee Engagement and Wellness Programs**
 - *NOTE: For these events non exempt staff will be paid, they should not be clocking out*
- **Utilize employee appreciation resources (Recognition from managers has the largest impact on trust, retention, and belonging)**
 - [Employee Recognition Ideas](#)
 - [10 Ways to Make Recognition More Meaningful](#)
 - *Mission Recognition Awards (quarterly)*

Professional Development

All *full time staff* were awarded 17 hours of professional development at the start of the year. Please:

- Review the [Professional Development Guidelines](#) with your full time staff
- Encourage them to use their Professional Development hours
- Block time on their schedule

Miscellaneous

Updates to ICE Search Script Card

As workplace immigration enforcement continues to evolve, Human Resources has updated the [ICE Search Script Card](#). *Please print this document & this [notice](#); post it in your office space; and review this document with your direct reports (including student employees).*

**Please reach out to Human Resources
(humanresources@sjcme.edu or 207-893-7757)
with any questions.**

AI Survey

The AI Policy Taskforce is continuing its important work on developing a comprehensive Artificial Intelligence (AI) policy for the college community.

In a recent meeting, there was a discussion that brought forth a diverse set of perspectives, insights, and growing experiences with respect to AI. To build on this, we need to assess the current use of AI within the college community and identify associated opportunities and risks.

As part of this assessment, Human Resources agreed to reach out to Staff for their input via a [survey](#). Please encourage all staff to share their experiences and insights.

Manager Listening Sessions

As part of our commitment to a supportive and productive workplace, Human Resources will be initiating a series of manager listening sessions. These forums are designed to provide an open channel for you to share feedback, provide insights, and offer ideas to support you in your daily work.

We look forward to your participation; a formal announcement with dates will follow this month.

Prize Opportunity Question

Please read the following question and respond with your answer to Human Resources (humanresources@sjcme.edu):

What are some examples of how to protect confidential information?

Participants will be entered in a raffle to win a prize.
Entries must be received by February 17, 2026.

Feedback Request

HR is continually looking for ideas to support SJC Managers and Supervisors. If you have topics you would like to see included in the quarterly *Manager/Supervisor Training* and/or *Manager/Supervisor Toolkit*, please submit this [suggestion form](#) for consideration.

Thank you!