

Welcome to Human Resources



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Human Resources Consultant 2

The Role of HR in Serving Students at a Green River College

While Human Resources may not interact directly with students, the work HR does is critical to creating an environment where students can thrive. HR is responsible for recruiting, developing, and supporting the faculty and staff who deliver instruction, provide support services, and lead the institution. By ensuring the college hires highly qualified, diverse, and student-focused employees—and that they are supported with fair policies, meaningful development opportunities, and a culture of inclusion—HR directly impacts the quality of the student experience.

HR also plays a central role in maintaining a safe, respectful, and equitable campus community. Through compliance with labor laws, employee relations management, and workforce planning aligned with strategic goals, HR helps the college remain operationally sound and focused on its mission: student learning and success.

In short, HR serves students by supporting the people and systems that serve students.

GRC Employee 2024-2025 Calendar

[See all](#)

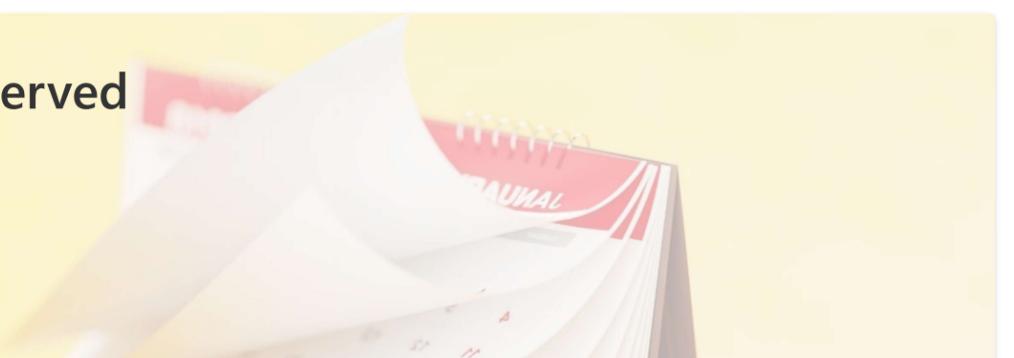
+ Add event

<p>FEB 3</p>	<p>FEB 4</p>	<p>FEB 4</p>	<p>FEB 4</p>
<p>Accessibility Accessibility Drop-ins</p> <p>Tue, Feb 3, 4:00 PM</p>	<p>EAP Webinars & Podcasts: Benefits & Wellness EAP Webinar: Belonging at Work and Beyond</p> <p>Wed, Feb 4, 12:00 PM</p>	<p>Q&A Q&A: Labor Relations & Investigations</p> <p>Wed, Feb 4, 1:00 PM</p>	<p>EAP Webinars & Pod EAP Webinar: Bel Beyond</p> <p>Wed, Feb 4, 4:00 PM</p>



SBCTC: 2026 State Holidays Observed

[Click Here for the Full Holiday Schedule](#)





🌟 Explore our vibrant community together! 🌟

Discover what's happening in our GRC family and nearby local events right here on the homepage! From exciting campus gatherings to engaging local happenings, it's all at your fingertips. Plus, with just a simple click, you can effortlessly add any event to your Outlook calendar. Don't miss out on the fun – check out the calendar events above and join in on the excitement! 📅 ✨

W2 Notice From Payroll

The final payroll for the 2025 tax year has been completed. Now we need you to be sure you take the steps to ensure you get your W-2 Wage statement at the end of January.

Please read the entire email and take steps to ensure your records in CtcLink-HCM Employee Self-Service is correct!

Green River College is required by the Internal Revenue Service (IRS) to furnish all employees a Form W-2 Wage and Tax Statement each calendar year to be used in completing the employee's annual tax returns.

The Form W-2 Tax Statement details the employee's reportable wages, tax withholding and other important payroll information for the calendar year.

Employee Address – highly important:

Please note that the system will use **Mailing Address** type for W-2 Forms and if that is not available, it will use **Home Address**.

Those are the **ONLY** two address type you should have in CtcLink! . Any other address type (primary/permanent, etc) will cause errors and W-2 Form will not be produced.

All employees have access to check and update their address via self-service: HCM Employee Self Service > Personal Details Tile > Addresses

You must verify your address and make sure you have address type listed of at least Home Address in USA.

Electronic vrs Paper W-2:

If you "consent" you will not receive a paper W-2 (see example below). If you don't consent or do nothing, employees will receive their Form W-2 electronically and paper via USPS.

Action Item to eliminate a paper W-2 from being mailed:

Employees must log into Self Service (Employee Self Service > Payroll > W-2/W-2c > W-2/W-2c Consent) and consent to not receive a paper copy of their W-2 form by December 31st. The steps can be found in the following Quick Reference Guide: [9.2 ESS W-2/W-2c Electronic Consent \(Fluid\)](#). **Note: Once consent is given, it remains in force. No annual renewal is required.**

If an employee elects to receive paper W-2 (default), it is their responsibility to ensure the mailing address on file is correct. Paper Form W-2 will be postmarked no later than January 31st.

Once the Form W-2 has been placed in the mail, it is out of our control as to where and when it gets delivered.

Note: The system will use Mailing Address type for W-2 Forms and if that is not available, it will use Home Address. Any other address type will cause errors and W-2 Form will not be produced.

All employees have access to check and update their address via self-service: HCM Employee Self Service > Personal Details Tile > Addresses

Benefits of the electronic Form W-2:

Earlier access to the Form W-2 than paper copies.

No possibility Form W-2 might be lost, stolen, delayed or misplaced by the USPS.

The Form W-2 is accessed via Self Service using the employee's Empl ID and Password.

The employee has the option to print multiple copies at their convenience.

Employee Form W-2 will be available in Self Service for the last 3 years.

Once consent is given, it remains in force. No annual renewal is required.

Cost savings for the College by eliminating printing and mailing costs.

Green check mark on W-2 indicates consent to **NOT** receive paper W-2 in mail:
will receive both electric and mailed W-2:

Exclamation mark indicates you

***Our Green River College primary
TIAA consultant, David Johnston, will
be hosting in-person consultation
appointments with TIAA members
on:***

When?	Time?	Where?
Feb. 12	9am-4pm	AD 15
March 27	9am-4pm	AD15

These sessions offer a personalized opportunity to discuss your retirement planning and investment strategies.

Scheduling of these upcoming in-person appointments is on a first come, first served basis.

The HR staff at Green River College is not involved in the scheduling process for any of these upcoming appointments; please contact TIAA directly with any questions or concerns at 1-800-842-2252 weekdays between 5:00 am – 7:00 pm Scan the QR code or Click here to: [Schedule Now](#)

This weeks special

The Fish Station is open!

Catch of the day? Crispy battered cod! Grab a basket with Old Bay spiral fries, coleslaw, and spicy tartar sauce—or go handheld with the cod sandwich stacked with tartar and lettuce. Either way, it's a "reel" good time! 🐟

What's for Lunch Gator?!?

This weeks Gator Grill Menu

Specials

Monday	Broccoli-Beef with rice (hot grab and go)
Tuesday	Sweet and Sour Chicken over rice (hot grab and go)
Wednesday	Mongolian Beef over rice (hot grab and go)
Thursday	Teriyaki Chicken over rice (hot grab and go)
Friday	No specials

Soups on!

Monday	Creamy Tomato-Basil Soup
Tuesday	Hearty Beef Stew
Wednesday	Coconut/Chickpea Curry
Thursday	Cheddar/Broccoli Soup
Friday	Clam Chowder

Resources to support you

GatorNet Pages Dedicated to your specific Employee Type

**GRC Employee Newsposts from Health & Safety, Gator
Connect and Benefits & Wellness**

Title IX

Title IX Training Resources:

Exclusively curated for our Title IX Coordinator, these materials underline our steadfast commitment to legal compliance, diversity, equity, and inclusion. While all employees received comprehensive Title IX training during their onboarding process, these in-depth materials are designed specifically for our Coordinator. This showcase highlights the extensive knowledge and expertise our Coordinator possesses to further support our entire workforce in addressing sex discrimination, harassment, and retaliation effectively. Explore these training materials below, emphasizing the robust support system in place for our organization.

Title IX Coordinator Training Documents:

Essential resources aimed at ensuring compliance with legal standards and promoting a workplace culture rooted in diversity, equity, and inclusion. These materials are designed to empower our employees with knowledge, fostering an environment where mutual respect is paramount. Please engage with these resources to contribute to our collective commitment to a workplace free from discrimination.

For all students, applicants, employees and public/visitors:

- **Korland Simmons, Equity Compliance Manager**
Kent Campus 279
Phone: 253- 833-9111, ext. 3361
Email: TitleIXcoordinator@greenriver.edu

HR Document Library

HR Document Key

- **AdExp**
 - Administrative & Exempt Employee Documents
- **AET**
 - All Employee Types Documents
- **Classified**
 - Classified Employee Documents
- **EHS**
 - Environmental Health & Safety
- **ETE**
 - Employee Tuition Exemption Documents
- **ETH**
 - Ethics Documents

- **FACAD**
 - Faculty and Adjunct Faculty Documents
- **GatorConnect**
 - Gator Connection Newsletter Documents
- **HR Home**
 - General Documents
 - Title IX Training Documents
- **MR**
 - Manager Resources Documents
- **NH**
 - New Hire Documents
- **PEN**
 - Pen Form Documents

- **SEP**
 - Separation/Off-Boarding Documents
- **TAM**
 - Talent Acquisition Management (Recruiting) Documents
- **TempHourly**
 - Temporary Hourly Employee Documents

General HR Documents

[See all](#)

 Name	GatorNet Page	Date Doc/For...	Date Doc/For...	Modified By	Modified
 1. EHS-Agenda January 2026.docx    Required info		January 23		Lupita (Pete) Morales	January 23
 1. EHS-Minutes January 2026.doc 	Health & Safety	January 23		Lupita (Pete) Morales	January 23
 ACC- Authorization for Release of Information Directly w Medical Provider.pdf 	Accommodations	October 17, 2024		Lupita (Pete) Morales	October 17,

	ACC-ADA and Reasonable Accommodation Overview 11.2025.pdf		Accommodations	November 6, 2025	Lupita (Pete) Morales- November 6,
	ACC-GA-10 Reasonable Accommodation Policy.pdf		Accommodations	October 17, 2024	Lupita (Pete) Morales- October 17,
	ACC-GRC Employee Request For ADA Accommodation 11.2025.pdf		Accommodations	November 6, 2025	Lupita (Pete) Morales- November 6,
	ACC-Green River College Medical Provider Inquiry Form.pdf		Accommodations	October 17, 2024	Lupita (Pete) Morales- October 17,
	AdExp-Employee Handbook 2024 Updated 10.2024.pdf		Admin-Exempt	October 17, 2024	Lupita (Pete) Morales- October 17,

Count 0

Meet Your Green River College Human Resources Support Staff

Your HR department is committed to providing professional services in a fair and consistent manner. By doing so we foster an environment that attracts and inspires excellence. We encourage you to share your skills, knowledge and creativity within our community.

HR Vision

Ensure institutional success through employee recruitment, hiring, compensation, benefits, professional development and programs within our diverse College community.

HR Mission

Build and maintain the trust of the campus community through dedication to the highest quality of customer service and confidentiality delivered with guidance and support, individual pride and professional integrity.

Values

Accountability; Communication; Integrity; Respect for Others; Trust; Teamwork