# HR Liaisons Meeting Agenda

**DATE:** April 5, 2018  
**ATTENDING:** HR Liaisons and HR Staff

## I. Welcome
- **A. Staff Update**
  - i. Financial Associate
  - ii. Amy Bruce – TES & Student Employment
- **B. Onboarding Survey Reminder**

## II. Policy & Procedures
- **A. Transition Allowance**
- **B. On-Call**
- **C. Payment of Awards**
- **D. Pre-Employment process update (formerly known as Pre-AU)**

## III. Risk Management

## IV. Employee Relations
- **A. Lactation Rooms Update**
- **B. Common Book – Lunch & Learn**

## V. Events
- **A. Administrative & Professional Day – April 25**
- **B. Employee Recognition Program – May 11**
- **C. Family Fun Day – June 6**
- **D. Employee Recognition Week – 2019**

## VI. Human Resource Development
- **A. Faculty Orientation schedule**
- **B. NEO webpage transition**
- **C. Dept Performance Review spreadsheet (DPRS)**

## VII. HR Records
- **A. I9s/Everify and Notification Emails**
- **B. Secure Document Upload Website**

## VIII. TigerTalent Update

## IX. Q & A
- **Closing remarks**