

**HR Liaisons Meeting Agenda**

DATE: December 7, 2017 ATTENDING: HR Liaisons and HR Staff

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| 1. **Human Resources Staffing**
	1. New Hires/Staffing Changes
	2. Departmental Openings
	3. Retirement Receptions
 | **Karla McCormick** |
| 1. **New Employee Orientation Discussion**
 | **Karla McCormick** |
| 1. **Pre-AU Person Set-up**
 | **Scott Tisdale** |
| 1. **Payroll**
2. Holiday Payroll
3. W2s
4. Mailing Addresses
5. Leave Administration
6. Beneficiaries
 | **Ann Shore****Beverly Hughes** |
| 1. **Policy & Procedures Update**
2. Awards & Incentives Policy
3. On-Call Policy
 | **HR Staff** |
| 1. **Employment Services**
	1. Division Responsibilities for Specialists
	* Job Postings
	* Background Checks
 | **Chris Thompson** |
| 1. **Talent Management System Update**
 | **Rod Kelly** |
| 1. **Probationary Review Forms**
 | **Bill Shannon** |
| 1. **Q & A**
 | **Karla McCormick** |
| 1. **Cookie Swap**
 | **ALL** |