

**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** |