

**HR Liaisons Meeting Agenda**

DATE: May 3, 2018 ATTENDING: HR Liaisons and HR Staff

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| 1. **Welcome & Announcements**
	1. Staff Update
		1. Financial Associate
	2. University – HR Org Changes
	3. HR Phone Tree
 |  **Karla McCormick** |
| 1. **Policy & Procedures**
	1. On-Call
	2. Payment of Awards
	3. Bereavement Leave
	4. Jury Duty and Poll workers
	5. Transition Allowance
	6. Procedure website
 | **Karla McCormick** |
| 1. **Academic Advisor Performance & Promotion Review Process**
 | **Ruthie Spiers** |
| 1. **Employee Relations/Events**
	1. Programs
	2. Common Book – Sign-up
 | **Sonya Dixon** |
| 1. **Academic HRLs – Reminders**
	1. Reclassifications/New Positions/Vacancies
	2. Job Postings
 | **Kerry Ransel** |
| 1. **Job Family Promotion Update**
 | **Shelly Murray** |
| 1. **HR Records**
	1. NBAPOSN and Updating Supervisor Information
	2. Secure Document Upload Website
 | **Dale Mann** |
| 1. **TigerTalent Update**
	1. Position Description Workflow
	2. Applicant Tracking Workflow – A&P and UStaff
	3. Applicant Tracking Workflow – Student & Temporary
	4. Onboarding Workflow – A & P and UStaff
 | **Rod Kelly****Shelly Murray****Chris Thompson****Abbi Brown****Leanne Fuller** |
| 1. **Q & A**

 **Closing remarks**  | **Karla McCormick** |