

**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** |