

**HR Liaisons Network Meeting Agenda**

DATE: February 7, 2019 ATTENDING: HR Liaisons and HR Staff

| Agenda Item | Speaker |
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| 1. Welcome & Announcements
	1. Brittany Saliba – Manager, Records – 2/4/2019
	2. Onboarding Center visits – GA Tech and NC State
	3. ID Card Services – waiting on space configuration
	4. Pre-Employment Process (Pre-AU) – pilot Update (Chris)
	5. Employee Pictures (Patrick)
	6. Everify Outstanding Cases
 | **Leanne Fuller** |
| 1. HRL Updates
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		1. College of Business – Julene Pugh – 1/21/2019
		2. Website – new directory
		3. Next meeting – currently scheduled March 7, 2019
	2. International Hiring Process – reminder of FNTF completion
	3. HRL Resources Advisory Council
		1. Meeting – February 12
		2. Topics being finalized
 | **Leanne Fuller** |
| 1. Office of Sponsored Programs
	1. Expense Distribution Codes
 | **Martha Taylor** |
| 1. Policy & Procedures Update & Communication Update
	1. Hardship Policy & Procedures
	2. Dependent Education Benefit Policy
	3. Employee Education Benefit Policy
	4. E-verify for Federal Contractors Procedures
 | **Tonya Dupree** |
| 1. Employee Relations
	1. Employee Appreciation Week
 | **Sonya Dixon** |
| 1. Records Information
	1. I-9 dates and paperwork dates – new hires
	2. EPAF deadlines
		1. BW EPAFs – deadline is (typically) the Friday before the payroll closes
		2. MN EPAFs – deadline is one day prior to the running of late pays and LWOs
		3. SM EPAFs – deadline is one day prior to the running of late pays and LWOs
	3. CT300 – Intro to Banner HR - 3/20/2019
 | **Brittany Saliba****April McFarlin** |
| 1. Compensation/HRD Timeline & Communication
	1. Job Family Promotions
	2. Performance Management
 | **Bill Shannon****Shelly Murray****Patrick Johnston** |
|  VIII. Q & A | **Leanne Fuller** |