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**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    1. HRL Updates       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** |