

HUMAN RESOURCES LIAISON MEETING

February 25, 2016

10:00 – 12:00

Library 121

AGENDA

I. Welcome and Introductions

Karen Goff, Director of HR Effectiveness
Adam Stone, Director of Payroll, Benefits & Retirement Services
Kimly Tran, Assistant Director, Labor & Employee Relations
Dao VanQuate, Leave Program Manager

II. New Business/Updates

- Safety Moment - All
- Honorarium guideline reminders (Henry)
- Payroll Training for AOCs/HR Liaisons (Adam)
- Clearance issues and the importance of timely reporting of separations (Adam)
- Dock notices/policy (Adam)
- Overtime rules (Bryan)
- Department onboarding (Jeannette)

III. Questions & Answers