

HR Procedures Workshop Agenda

Wednesday, August 13th 2008

9:00 am - 3:50 pm, SUB Ballroom A

9:00	Opening <i>Jo Oudshoorn</i>
9:00 to 9:15	Human Resources – Departmental Overview (15 min.) <i>Jo Oudshoorn</i>
9:15 to 9:30	Human Resources/Affirmative Action (15 min.) <i>Marj Brown, Diane Letendre</i>
9:30 to 10:00	BPR Updates (EPAFs; DD; WDTE; Recruitment) (30 min.) <i>Chris Cattlet</i>
10:00 to 10:40	Human Resources – Customer Service Goals <ul style="list-style-type: none"> • HR Procedures Workshop (Feb 08) feedback (10 min.) <i>Lisa Buss</i> • I-9 Report / PB Officer monthly emails (15 min.) <i>Kerri Marx</i> • 24 hour communication turnaround /New Hire commitment / Dept. meet & greets with mini trainings / Website revamp (15 min.) <i>Lisa Buss</i>
10:40 to 10:50	Break (10 min.)
10:50 to 11:05	*Benefits Calculator (15 min.) <i>Sara France</i>
11:05 to 11:10	*Benefits – TIAA/CREF best practices (5 min.) <i>Lisa Crow</i>
11:10 to 11:40	*Payroll Processing (30 min.) <i>Lisa Crow</i>
11:40 to 12:00	Online Direct Deposit (20 min.) <i>Roxanne Lowney</i>
12:00 to 1:00	Break (1 hr)
1:00 to 1:15	Paper Flow Overview (15 min.) <i>Lisa Buss</i>
1:15 to 1:20	Division of Duties (5 min.) <i>Lisa Buss</i>
1:20 to 1:30	**“Myth Busters” – Common Misconceptions (10 min.) <i>Lisa Buss</i>
1:30 to 1:55	Time Keeping & Holiday Pay / Paystubs (25 min.) <i>Kerri Marx</i>
1:55 to 2:20	*New Hire Form / I-9 (compliance) / W-4 Forms (25 min.) <i>Lisa Buss</i>
2:20 to 2:30	Break (10 min.)
2:30 to 2:50	*Student Referral / Work Study Forms / GAAF (20 min.) <i>Lisa Buss</i>
2:50 to 3:10	*Temp and Prof Hourly / Classified PTFS (20 min.) <i>Lisa Crow</i>
3:10 to 3:30	*Prof PTFS / Funding & Payroll Changes / Add Comp (20 min.) <i>Kerri Marx</i>
3:30 to 3:50	Navigating HR Website and My Info Site (20 min.) <i>Kasia Maison-Franklin</i>

* the same sessions conducted both days

**Schedule subject to change