

HR Procedures Workshop

Agenda

Thursday, August 14th 2008

9:30 am - 3:50 pm; SUB Ballroom D

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| 9:30 | Opening <i>Jo Oudshoorn</i> |
| 9:30 to 9:45 | Employee & Labor Relations; Performance Evaluations (15 min.) <i>Susan Alt</i> |
| 9:45 to 10:00 | Classification & Compensation (15 min.) <i>Laura Underkofler</i> |
| 10:00 to 10:15 | Classified Recruitment (15 min.) <i>Roxanne Lowney</i> |
| 10:15 to 10:30 | *Benefits Calculator (15 min.) <i>Sara France</i> |
| 10:30 to 10:35 | *Benefits – TIAA/CREF best practices (5 min.) <i>Lisa Crow</i> |
| 10:35 to 10:45 | Break (10 min.) |
| 10:45 to 11:15 | *Payroll Processing (30 min.) <i>Lisa Crow</i> |
| 11:15 to 11:25 | **“Myth Busters” – Common Misconceptions (10 min.) <i>Lisa Buss</i> |
| 11:25 to 12:00 | Encumbrances (35 min.) <i>Dawn Watkins</i> |
| 12:00 to 1:00 | Break (1 hr) |
| 1:00 to 1:30 | Banner System Hierarchy (30 min.) <i>Amber Phillips-Muir</i> |
| 1:30 to 2:00 | NHIDIST, NBIPINK, NBIPORG (30 min.) <i>Amber Phillips-Muir</i> |
| 2:00 to 2:10 | Break (10 min.) |
| 2:10 to 2:40 | *New Hire Form / I-9 (compliance) / W-4 Forms (30 min.) <i>Lisa Buss</i> |
| 2:40 to 3:10 | *Student Referral / Work Study Forms / GAAF (30 min.) <i>Lisa Buss</i> |
| 3:10 to 3:30 | *Temp and Prof Hourly / Classified PTFS (20 min.) <i>Lisa Crow</i> |
| 3:30 to 3:50 | *Prof PTFS / Funding & Payroll Changes / Add Comp (20 min.) <i>Kerri Marx</i> |

* the same sessions conducted both days

**Schedule subject to change