



AGENDA

Human Resources Liaison Meeting

Thursday, September 23, 2021

3:00 – 4:30 pm

Zoom Meeting

- Welcome/Introductions Elaine Doell
 - Intro of New HR Employees

- Guest Speaker: Parking/ID Office David Cook/Parking Manager
 - Parking Policy Updates

- Talent Acquisition Jennifer Coombs
 - Timekeeping Org – In the HP will now be a mandatory field in the Hiring Proposal
 - Waiver of Recruitment Form: <https://powerforms.docuform.net/b1edabfb-af4a-4e5b-9570-04dc102e8470?env=na3&acct=b20d9587-8050-4346-9ebf-040e934d96f0&accountId=b20d9587-8050-4346-9ebf-040e934d96f0>
 - New Training Coming Next Month:
 - PeopleAdmin: Creating a Draft Posting - ATS (Talent Acquisition)
 - Once the SHRA/EHRA position description has been approved by Classification and Compensation a draft posting can be created. This course will walk you through initiating a draft posting in PeopleAdmin and allow you to review the elements that create a successful recruitment.

Note: If you are creating a EHRA Faculty postings, please refer to AARM.

- Class/Compensation/Salary /Benefits Patti Hale
 - Open Enrollment
 - Flu Shots
 - COVID Leave – Isolate or Quarantine

- HRIS Megan Keefe
 - HR/Budget/AARM project updates
 - Reminder to use new HR Report Request form in Team Dynamics for data requests

- Employee Leadership and Learning Engagement Molly Nece
 - Staffing Updates: Onboarding/Offboarding
 - Full Cycle Mid-Cycle Due Date: November 1st
 - Award for Excellence Winner

- Other Business Elaine Doell

Next meeting is Thursday, November 18, 2021

3:00 – 4:30pm

Zoom Meeting