

## HR Forum Minutes – April 4, 2009

- Questions from Representatives – Mr. McBride opened meeting and asked if anyone had any topics for discussion or any questions. There were none.
- One Stop Shopping for Training and Development – Marsha Moore  
Mrs. Moore gave brief history behind SAP Training Module timeline. She also gave a demonstration of website for employees to obtain information on scheduled training classes for professional development.
- Work Life Events scheduled – Rose Trevino  
A cancer workshop will be offered on Tuesday, April 8 from 9am – 5:00 pm. A link has also been established on the Work Life website to the Cancer Awareness website, where a complete schedule of all activities for month of April is posted. Also on April 27<sup>th</sup> the Cancer Support Group will meet with a representative from the Susan B. Koman Foundation. Another activity scheduled for April will be the Parents Helping Parents support group.
- Caremark RX mail order program payment options – Michelle Moritz
- Lump Sum Vacation Payments – Michelle Moritz  
Ms. Moritz discussed lump sum payouts. Policy states payout from non-E&G accounts are paid out of special fund set up for this specific reason. FLSA overtime is paid out of the budget. Any additional questions should be directed to the Budget office.
- Humana Dental to Replace Aetna DMO and GEHA for FY2010 – Michelle Moritz  
It was reported that Humana Dental will replace Aetna DMO and GEHA on September 1, 2009. At the present time, we do not know if program will change or what the premiums will be. There will be no waiting period for services. More information will be available during Summer Enrollment (July 1-31).
- Performance Appraisal – UPPS 04.04.20  
All staff employees' performance appraisals should be submitted to the Divisional VPs. Per UPPS 04.04.20 they were due to Human Resources by April 15, 2009  
  
R. Weaver demonstrated the correct form and required information. The employee's name on the appraisal must match the name used in SAP/employee records. It is also important to include the employee's plid number and the appraisal period is the 2008 calendar year. Scores can be a sliding scale (i.e. 3; 3.5 etc.)
- New Task Worker Documentation – Tammy Coyle  
Mrs. Coyle reported that a new packet of forms for NSNR employees is now on the website, as well as the new I-9 form.
- Great Colleges Program – Tammy Coyle  
The Chronicle of Higher Education is conducting a survey relative to best colleges and universities to work for. Participants are selected randomly and the results will be published.

- Updates:  
Administrative Assistants Course planning is proceeding slowly. The Executive Assistants are determining the curriculum. More updates will be forthcoming.

The Retirement Fair, sponsored by Benefits went well. The Social Security session were packed.

It was reported that HR is continuing to send HR Profile data to the Vice Presidents. The Time to Fill Report has been submitted this week.

Employee check-out procedures need to be changed. The plan is to create an electronic version.