

WELCOME!

OCTOBER 14, 2008

HR FORUM

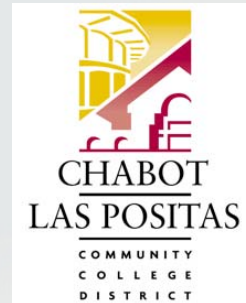
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Today's Agenda

- Communications
- Board and Payroll Deadlines
- Classification and Compensation Study
- File Audit
- PAF Training Sessions
- Upcoming Training Sessions
- Payroll Process
- Manual Checks
- 403(b)
- Benefits Issues
- Adjourn to Administrator Discussion Session

Communications



Board and Payroll Deadlines

- Deadlines - Handouts
- All Required Documents Needed Before Action Placed on Board Agenda
- Future Changes



Employment, Diversity, and Employee Relations

- Classification and Compensation Study
- File Audit
- PAF Training Sessions
- Upcoming Training Sessions

Employment, Diversity, and Employee Relations

- Classification and Compensation Study
 - Completed:
 - MOU with SEIU 1021
 - Consultant - Johnson and Associates
 - JAQs
 - Interviews with Staff
 - Interviews with Managers
 - Forthcoming
 - Classification and Compensation Committee meeting
 - Develop Position Descriptions
 - Staff and Manager Review
 - Compensation Study

Employment, Diversity, and Employee Relations

- File Audit
 - TB Testing
 - Fingerprints – DOJ and FBI Background Checks
 - Form I-9 Completion
 - Report to Managers and Notification to Employees

Employment, Diversity, and Employee Relations

- Personnel Action Form (PAF)
 - Step-By-Step PAF Training Update
 - PAF Form and Instruction

Employment, Diversity, and Employee Relations

- Upcoming Training
 - I-9 Training
 - PeopleAdmin



Payroll Services

- Payroll Process
 - Board Approval
 - Time Sheet Deadline
 - Authorization

Payroll Services

- Manual Checks
 - Board Approval
 - Requested by Administrator
 - Requested by HR/Payroll

Payroll Services

- 403(b)
 - Envoy Plan Services Letter
 - Information Sharing Agreement
 - Vendors not on Envoy website
 - Access Envoy via HR website

Employee Benefits and Workers' Compensation

- Benefits Issues

THANK YOU!

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