

- Reclassifications
- Performance Reviews
- Compensation
- How HR Can Help You

10:15 am	Break	
10:30 am	Benefits	Cyd Perrone, Benefits Administrator
		<ul style="list-style-type: none"> -Insurance -Vacation -Sick Leave
11:30 pm	Payroll	Barb Bunting, Payroll Administrator
		<ul style="list-style-type: none"> -Direct Deposit -Tax Information -Time Cards
12:00 pm	<u>Lunch (Foothills Laboratory Cafeteria) Atrium reserved for group</u>	
1:00 pm	Travel and Finance After-the-Fact Travel Auth.	Shelley Richards-Craig, Manager, General Angie Yarbrough, Accounts Payable & Travel Supervisor
		<ul style="list-style-type: none"> -Vouchers & Receipts -Local Mileage -Reimbursements -Check Requests
2:15 pm	Break	
2:30 pm	Contracts and Purchasing	Amy Smith, Contracts Administrator
3:00 pm	Health and Safety Issues	Steve Sadler, Director,
3:30 pm	Individual TIAA/CREF Counseling Sessions	
	TIAA/CREF	Cyd Perrone, Benefits Administrator
		Carol Belica, TIAA/CREF Individual
		<ul style="list-style-type: none"> -Information video -General Questions and Answers -Prearranged Counseling Sessions
4:30 pm	Adjourn	