# Thursday, September 17, 2015 1:30 – 3:00 PM

# GEB A304

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| **Topics** | **Presenter(s)** |
| **CAMPUS Updates**  **Human Resources**   * Introduction of new HR Staff Members * HR Office Changes   + Employment/Records, 910 Madison Avenue, 1st Floor WP012 * Reminder: Workplace Dynamics Survey (September 8 – 18, 2015) * Leadership Breakfast Forum with Chancellor Schwab and/or Dr. Ken Brown (October 13, 2015) * [Benefits Open Enrollment](HR-Business-Manager-Meeting-Handout.docx) (September 15 – October 15, 2015) * [Chancellor’s Exempt Staff Award](CESA%202015%20Flyer.pdf) (September 1 – October 1, 2015) * Forms needed in HR for scanning and processing   + Outside Interest and Disclosure   + Beneficiary Form * External Agency Audits – Verification of Employee Files (HR houses the official personnel file for each employee)   **Communications and Marketing**   * [UTHSC Branding](http://brand.uthsc.edu/) / [T-Shirt Branding](https://brand.uthsc.edu/wp-content/uploads/uthsc-t-shirt-instructions.pdf)   **Finance Updates**   * Accounts Payable Training * [Shopping Cart Training](UT-Market-Place-Screen-Shot.jpg)   + [My IRIS Web](https://irisweb.tennessee.edu/irj/portal) * [Purchasing Bidding Requirements](http://policy.tennessee.edu/fiscal_policy/fi0410/#1)   + [$10,000 Bid Limit]($10000-Purchase-(00000003).jpg) * [Uniform Guidance Overview/Training](UG-OVERVIEW.pptx) * Entity Restructuring * Reviewing Departmental Ledgers * Policy Medical * Procurement Card Audits * F&O Personnel Changes | Donna Lenoir  Jane Pate Tim Bullard  Linda Crouch  Michelle Newman  Gerri Bussell  Michael Ebbs  Melanie Burlison  Tony Ferrara |
| *Additional Instructions: The next Campus-Wide Business Managers meeting is scheduled to be held on November 19, 2015.* | |