# 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](%2410000-Purchase-%2800000003%29.jpg)
* [Uniform Guidance Overview/Training](UG-OVERVIEW.pptx)
* Entity Restructuring
* Reviewing Departmental Ledgers
* Policy Medical
* Procurement Card Audits
* F&O Personnel Changes
 | Donna LenoirJane PateTim BullardLinda CrouchMichelle NewmanGerri BussellMichael EbbsMelanie BurlisonTony Ferrara |
| *Additional Instructions: The next Campus-Wide Business Managers meeting is scheduled to be held on November 19, 2015.*   |