



**Administrative Assistants' Conference
Thursday, April 14, 2016
Caldwell Office - Classroom**

9:00 am to 9:30 am – Debbie Huss

Employee Benefits

9:30 am to 9:45 am – Debbie Huss

Part Time Sick Leave

9:45 am to 10:00 am – Debbie Huss

Halogen Reports

10:00 am to 10:15 am

Break

10:15 am to 11:00 am – Terry Zamudio

DocuSign

- a. New Hire Offer
- b. Separation Packet

11:00 am to 11:30 am – Tammie Zaczek

Reporting Employee Concerns/Complaints

11:30 am to 12:00 pm – Tammie Zaczek

LOA Tracking Log

Safety

12:00 pm to 12:30 pm

Lunch

12:30 pm to 1:30 pm – Debbie Huss

Part Time - Standard Hour Tracking

1:30 pm to 3:00 pm – Debbie Huss

ACA Reporting

Temp Agency Employees

It is a requirement for all Admin Assts and HR Staff to attend in person.