**Human Resources Meeting Notes
August 18, 2016
9:00am**

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| 1. | Review Project Listing |
| 2. | New Hire Report Request: May already have a report for this request. |
| 3. | CEFA Report: Have specs in email from John Birk |
| 4. | Employee Portal: Will review at a later date. Need to get feedback from upper management on data and rollout. |
| 5. | HR Privacy Flag Discussion |
| 6. | CE LHE Next Steps, waiting on CEFA, delayed no go live date at this time |
| 7. | DO Status Change Form Go Live:User guide being sent out to targeted groups now.Forum to be scheduled at a later date. |
| 8. | New Hire Onboarding: Cornerstone: DemoSeptember 14th 2pm, Garden Grove Room |
| 9. | Status Change Form: List of all enhancements and bug fix requests with estimated completion dates. Talk with Michael and present before September meeting. |

Attendees: Stuart Davis, John Birk

**Next Meeting:
September 15th, 2016
ITS Conference Room**