

Administration and Planning

HUMAN RESOURCES

Benefits and Support (attendance management, attendance reports, family medical leave, transitional work), **Employee and Labor Relations** (performance management, investigations, contract administration), **Talent Acquisition** (posting, interviewing, hiring), **Training and Development** (orientation, onboarding, technical training, supervisory skill building, leadership development)



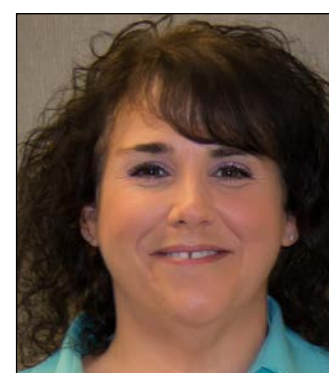
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Administration and Planning

SERVICE CENTER 7 a.m. to 5 p.m.

payroll, timekeeping, new hires, employee inquiries, eTools (eLeave, eTime, HRA), PeopleSoft data integrity, CWA sick leave conversion program, management reporting



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Business and Finance

PROCUREMENT 7:30 a.m. to 4:30 p.m.

requisitions, purchase orders, pCard, travel



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