



Quarterly Schedule / Human Resources / Calendar Year 2012

Jan  Mar

Date	Responsibility	Function	Action	Contact
12/07/2011 01/04/2012 02/01/2012 03/07/2012	Managers, Supervisors, Appointees	Lunch and Learn Series	Notify	Learn about the variety of work Admin does Gain insight into your work Get to know other Admin employees Admin Bldg 116B from Noon to 12:45
01/01/2012	Managers, Supervisors, Appointees	Vacation Minimums, Floating Holidays, Def Comp	Notify	Reminder to vacation eligible employees to ensure they'll be able to meet vacation minimums and use floating holiday by end of fiscal year. <u>Patrick.prose@state.mn.us</u> 651.201.2603
Ongoing	Managers, Supervisors,	Performance Reviews	Conduct and Submit	Reminder to execute the reviews and notify SmART HR upon completion. Maureen Cerrato 651.201.2616 maureen.cerrato@state.mn.us

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Ongoing	Managers, Supervisors,	Position Description	Update and submit	<p>Reminder to update PD's as necessary and submit to SmART HR after reviewed with and signed by employee.</p> <p>Maureen Cerrato 651.201.2616 maureen.cerrato@state.mn.us</p>
01/01/2012	Managers, Supervisors, Appointees	Eide Bailly One Card	Notify	<p>Insurance eligible employees with MDEA or HRA elections have \$125.00 placed into their One Card.</p> <p>Anita Gardner 651 201-2602 Anita.gardner@state.mn.us</p>