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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
September 2023

STAFFING:

Administration

Professional

Resignation - B Kerr AUT – actively recruiting
CMN-Actively recruiting
Resignation – M Garvey TRC - actively recruiting

Classified

Resignation – S Wokulich - actively interviewing
IA – two temporary IA's we hired for the 1st semester

PAYROLL:

Updates complete as of 9/1/23
Union dues begin
PSERS Rate update

STAFF DEVELOPMENT:

Onboarding improvements

ADMINISTRATIVE SERVICES:

PIMS staff data preparation/review for October submission
Prepping for Medicare Part D Notices
Approval of Supervising Nurse Stipend (pays out in December)
Approval of NTHS and Skills USA Advisors (pays out in December)