



News & Updates from the Office of Human Resources

July 2016

JOB OPENINGS:

- Administrative Assistant to the Chief of Staff
- Research Assistant
- Women's Head Lacrosse Coach

Visit the HR website for a complete list of job openings at <https://brenau.applicantstack.com/x/openings>.

Employees are required to notify their supervisor before applying for a transfer.

UPCOMING DATES TO REMEMBER IN JULY:

- 4: Brenau Holiday, offices closed

Campus Campaign Days

July 1, 8, 15, 22, 29

Employees who have donated \$250 or more to the Campus Campaign are permitted to wear jeans with a Brenau shirt.

UNITED WAY DONATIONS:

The new plan year for United Way contributions will begin July 1. Pledge Forms (attached) should be returned to HR before July 10th. All current contributions will continue as is unless notified otherwise.

NEW FISCAL YEAR BEGINS JULY 1:

Budget Manager has been updated in Campus Web for the new fiscal year (July 1). Office supplies, etc. may now be ordered using the new budget. Regular PO limits have been reinstated. Questions about budget manager should be directed to Holly Reynolds. Questions regarding your budget amounts should be directed to your supervisor.

VACATION BEGINNING BALANCES:

Vacation is earned based on the number of years of employment at the university. On July 1 of each year, the maximum number of allowable days will be credited in full to each employee's leave account. The July 15th check (weekly or monthly) will reflect the new vacation and sick totals to be used for the 2016-17 fiscal year. For more information regarding leave and holidays, please visit the Faculty and Staff Guidelines 4-03 available online at <https://intranet.brenau.edu/human-resources/faculty-staff-guidelines/#>. Should you believe the time reflected on your check to be inaccurate, please contact Angie Graham in the Payroll Office at Agraham2@brenau.edu or 770-538-4763.

SUMMER SCHEDULE/ DRESS CODE:

Offices will close at noon on Fridays during the summer months. The last 1/2-day Friday will be **August 5th**. Staff may wear appropriate casual wear throughout the summer months until August 5th. Please check with your supervisor for dates on which this is not appropriate.



NEW EMPLOYEES:

- Shelby Rumker (Fitness Center)
- Sarah Shirley (Occupational Therapy)