Business Partners Round Table
February 28, 2013

Comment Cards from
October 23, 2012 Session
and Upcoming ABA Training Dates
Responses to Comments/Questions

– I would suggest risers for the Speakers. That way we can see them.

• Tried stretchers for our speakers; didn’t get taller

• Cost/Benefit doesn’t play out

• We will come to you
Responses to Comments/Questions

— Suggestion to HR regarding Employee Exit Process: A more proactive approach to finding out why people leave would be find out out why people stay and work toward promoting the positive aspects of employment at the University.

- Suggestion passed on to Human Resources (HR).
- FYI – new HR website has “Suggestion” section.
- I plan to use this within my own Departments.
Responses to Comments/Questions

– Please let us know the status on “International Travel” - Policies and procedures. Any travel updates would be helpful.

• The Academic Affairs Committee is reviewing the entire process.
• Travel Process Improvements now starting to gain traction
  – Electronic Fund Transfer (EFT) for employee reimbursements in testing
  – Travel Responsibilities document in final review. Includes responsibilities for Travelers, Approving Officials and Accounts Payable Technicians
Responses to Comments/Questions

- Why are online completed HR and ABA forms prohibited from saving to the local computer?
  • Historically, we have found users would then use the old form, and kept using the old forms saved on their computer. Outdated forms are returned which slows processing time for the customer.

  • Brainstorming ....
Upcoming Training

• **Business Continuity Planning (BCP)**

  All Sessions: 2:00-3:00 p.m., AIRC 3013
  – March 13, March 20, March 27, April 3, April 10, & April 17

  Schedule Training: Email Janie Xiong xiong@csus.edu or
  – Log on to Learner Web
    [http://www.rms.csus.edu/training/instructions.html](http://www.rms.csus.edu/training/instructions.html)

• **Violence in the Workplace Prevention**

  All Sessions: 9:00-10:00 a.m., University Union, Hinde Auditorium
  – March 20, March 28, April 8, May 6, & May 16

  Schedule Training: Email barnettkj@csus.edu
Upcoming Training

• **Campus Disaster Preparedness**

Who needs to attend: All Sacramento State faculty and staff. Training should be taken every 3 years.
Session: 9:00 - 11:00 a.m., University Union, Hinde Auditorium
– April 18, 2013

• **Building Coordinator/Floor Marshal**

Who needs to attend: All members of the Building Safety Teams, Building Coordinators, Floor Marshals and Faculty who have responsibility during building evacuations/emergencies. Training should be taken Annually.
Session: 9:00 - 11:00 a.m., University Union, Hinde Auditorium
– March 19, 2013
– May 9, 2013

• **Schedule Training:** By logging on to [LearnerWeb](#).