

Human Resources Representatives Meeting  
Winship Ballroom - DUC  
**Monday, September 12, 2011**  
**9:00AM – 10:00AM**

## **AGENDA**

- Open Enrollment  
*Felicia Smith, Director, Benefits*
- FMLA Protocol Process  
*Sharmel Gonzalez, Employee Relations Associate*
- I-9 Documentation  
*Susan Newborn, Manager, Data Services*
- Flu Shot Process  
*Melissa Morgan, Interim Wellness Manager, FSAP*
- LS Applications/Nominations  
*Wanda Hayes, Director, Learning Services*
- 2012 Emory Community Giving  
*Madeline Reamy, Executive Director, EarthShare of Georgia*

**The presentations will be available for viewing on Tuesday, September 14, by visiting [www.hr.emory.edu/hrrepmeeting](http://www.hr.emory.edu/hrrepmeeting).**

**Next Meeting, Monday, December 12, 2011, Location: TBA**