

Franki Senter made the following announcements:

- Lisa Bledsoe has been promoted to Payroll Processing Supervisor, replacing Robin Nowlin who was promoted to the Tax Manager position.
- The Personnel Connections and Payroll Coordinator list serves will be merged into one list serve called 'HR-Connections'. We will send out a communication once all the details are worked out.
- For the second year, University Payroll has purchased an electronic tax preparation product from Windstar for foreign nationals. The user license they must purchase from us will cover the cost of the product purchase. More information is available from our website, <http://www.fis.ncsu.edu/hr/payroll/pdf/WindstarTaxPrep.pdf>.

Joanie Aitken handed out a "New student employee" pamphlet that University Payroll is working on as a replacement to handing new student employees payroll forms to fill out. This pamphlet reviews all the things students need to know/do for payroll as new employees. Departments were asked to review the pamphlet and share it with others in their departments, perhaps even some student workers, and provide feedback via hr_payroll@ncsu.edu by Monday, March 22nd. This brochure is a working draft and should not be used yet. A postcard was also handed out as an alternative to the pamphlet. This postcard would direct new student employees to a website that would review all the same items as the pamphlet. The results of an informal survey of Work Study students in the HR department was split 50/50 between ones preferring the pamphlet and ones preferring the postcard.