

Special Thanks to Conference 2010 Sponsors .. an integral part of Team CIMS



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CoolSpool Utilities




Development Tools Partner for CIMS Web



Tuesday, April 27th

**** Last Update ** April 23rd FINAL really!, 2010**

Running / Walking Club meet at 7:00am Hotel Front Lobby

| Time | Discovery | Granny Painter A | Granny Painter B | Take Two Suite |
|-------------------|---|--|---|---|
| 8:45am to 10:15am |  | ALL PARTICIPANTS: CIMS Main Event. High level session on company direction, 2009 achievement, recognition of customer activities, discuss support issues, confirm development plans & Web, expand on image solution ideas, Discuss third party products and relationships, and confirm CIMS future plans out to 2012. | | |
| 10:30am to Noon | Finance: Review best enhancements for 2009 and goals for enhancement 2010+. Good discussion around features that have been developed, for who, and why. | PAY: Review best enhancements for 2009 and goals for enhancement 2010+. Good discussion around features that have been developed, for who, and why. | H/R: Review best enhancements for 2009 and goals for enhancement 2010+. Good discussion around features that have been developed, for who, and why. | User Led Focus Group (I/T): Roundtable with other district I/T about 1) Webserver and datagate, 2) Auto managing employee Ids and password 3) auto managing student network ID and passwords 4) Handling connect updates and informing users |
| Noon | BUFFET LUNCH | | Coffee Breaks Lounge Area | |
| 1:00pm to 2:30pm | H/R and PAY: AdminConnect review. Impact on current users for viewing, reporting, and approving work? Global discussion of connect products and roundtable about successes and challenges. | | Finance: AdminConnect review for Finance. Impact on current users for viewing, reporting, and approving work? Should we concentrate on additional groups of users (Maintenance, Supt Dept?) What features are necessary? | |
| 2:45pm to 4:15pm | PAY/HR: Efiling Successes? What are departments storing and who are you sharing it with? Where to reduce paper and photocopying/distribution? What should be printed and filed and what should not! When do we involve the schools in efiling? What? | Finance: eFiling Update and discussion. Where are districts at with scanning for Finance (P/O attachments, A/P Invoices, J/E backup documentation). What is the school involvement? Should schools be attaching P/O backup or other efiling documents? | I/T & MGMT: Setups and Review – for everything to work! Look at all of the .324 options, efiling security, user restriction items so all customers are aware of how to control their web environment. Also look at the IFS security and Webserver data security to ensure we have all the bases covered. Talk about the Efiling for student and how much and who should be involved? | |

Dinner at the Pub Painters Lodge – then entertainment by John Reynolds (The Irish Rovers – for real!)

Wednesday, April 28th

Running / Walking Club meet at 7:00am Hotel Front Lobby

| Time | Discovery Room | Granny Painter A | Granny Painter B | Take Two Suite |
|------------------|--|---|--|---|
| 8:45am to 10:15a | <p>PAY and Finance: 1) Payroll Reporting for Finance, what is available, how to use.</p> <p>2) Position Control – who is using, why, how?</p> <p>3) Automatic Sub/Casual account charges SUB.011</p> | <p>H/R: Truly online evaluation process... from recording the evaluation, showing to admin, allowing admin to attach completion document, online view/edit to approver, and then efile/complete at H/R! How do we get there?</p> | <p>Finance: CIMS Extra Features Session. Talk about Work Orders, Permits, A/R, Field Trips, Tendering. ... Integrating your Bank Online services with CIMS for direct transfers and Bank Reconciliation.</p> | <p>Student: What should we be efilng, who should be able to see it (Parents, teachers, admin) and how can we manage it to ensure data integrity and minimal clutter? Consider Educ Plans, Historical transcripts, report cards, legal doc, student service docs, transition document for feeder studs.</p> |
| 10:30a to Noon | <p>H/R: Workshops – Providing class lists to employeeconnect, allowing instructors to mark completion and attendance information, auto-updating ProD and certificate info on employees, routing workshop requests through approval levels, auto-assigning workshops .. Who is using? How?</p> | <p>PAY: Deb’s Tips and Tricks: Consider newest enhancements and features that all payrolls should understand to help processes move efficiently.</p> | <p>Finance: Purchasing and A/P. Discussion about flow and approval levels. Roundtable on how to handle school purchases for accounts that they do not control.</p> | <p>School Focus Group – Open to all schools as a place to come talk about CIMS, the connects, and anything else you want to discuss or forum on. All notes are passed to us for review and consideration.</p> |
| Noon | <p>BUFFET LUNCH</p> | | | |
| 1:00 to 2:00pm | <p>Finance: HST – This will impact our Ontario and BC customers July but who knows for MB and AB. Review the policies and new rules. Talk about issues and implementation in order to be ready for July. This is a great discussion even if you are not BC/ON as it exposes us all to the reality of what is to come!</p> | <p>H/R: Automating Employee Leaves – how is it going? Some districts are down this road, others not. Discuss how CIMS works to eliminate the paper and approval for leaves. Talk about particular leave types, walk through issues, look to implement.</p> | <p>PAY: Automatic accumulations occurring every payroll. This includes seniority date, service days, service hours, experience and pension service. How to we balance these and report with confidence.</p> | <p>School Focus Group – Continued</p> |
| 2:10pm to 3:15pm | <p>EmployeeConnect for Staff – success, challenges, how could we promote it better? Discussion re: allowing staff to edit their own information, add emergency contacts, beneficiaries, additional internal school hit list items like parking stall#, passcodes.</p> | <p>SADE and TRAX discussion – Open discussion re: how districts are dealing with the processes and accomplishing transfers on time and accurately.</p> | <p>Finance: SchoolBooks Web. Discussions re: satisfaction, additional feature to access student for Cheque To or Receipt From. Also re-live school fees integration and dayend posting. Some Schools have gotten rid of manual receipting. GST should we be allocating it back to the accounts.</p> | |
| 3:25pm to 4:30pm | <p>Finance: EmployeeConnect for Finance. Direct Debit/Deposit. Staff reimbursement opportunities and other opportunities</p> | <p>PAY: Absences</p> <ol style="list-style-type: none"> Accumulating banks Loading from SUB records Absence Adjustments Balancing | <p>H/R: Online Apply – a necessary component to H/R. Review who is using and how. Talk about impact to H/R, process, closure. Also talk about alternate solutions like Apply to Teach and what those products offer in terms of searching/selection & other features.</p> | <p>Email Frenzy – Everybody wants to blast email to parents and student – teachers, admin. Discuss options, highlight risk, consider different ways to communicate and post information. Should we be SMS texting more? Review web email, calendars, web text.</p> |

CIMS Gala - Banquet - 6:00 drinks, 7pm Dinner

Thursday, April 29th

Registration Desk and coffee opens 8:15am

| Time | Discovery Room | Granny Painter A | Granny Painter B | Take Two Suite |
|------------------|--|---|---|---|
| 8:45am | <p>ALL PARTICIPANTS: CIMS Main Event. High level session on company direction, 2009 achievement, recognition of customer activities, discuss support issues, confirm development plans & Web, expand on image solution ideas, Discuss third party products and relationships, and confirm CIMS future plans out to 2012. NEW ROLES AND RESPONSIBILITIES, CHANGES FOR ELEM SCHOOLS.</p> | <p>H/R and Payroll Focus Group – Follow-up from Conference and wanting a blueprint from as to the items and priorities we should be placing on development. Deb will participate in this session.</p> | <p>Finance Focus Group – Follow-up from Conference and wanting a blueprint from Finance as to the items and priorities we should be placing on development</p> | <p>PAY: BC Sites (Payroll and HR): Discussion PEBT, EDAS – How are these processes working at each site, issues)</p> |
| 10:15a to Noon | <p>Admin Connect for Student – Review features. Talk about priorities on what users/features we should be focusing on (specialty groups and restricted staff, resource, counselor tasks, alternate ed)</p> | <p>Student Release Enhancement Highlights – Review the very best implemented in the 2009/10 releases and discuss missing items we need to include for the August release!</p> | <p>PAY/FMS: Uploading and Downloading – Understanding how to, why to's and review details about the process and what can go wrong. Also review in more detail where images are going, how they look.</p> | |
| Noon | LUNCH | | | LUNCH |
| 1:00 to 2:30pm | <p>CIMS Teacher Assignment/Gradebook Module – review progress to date, talk about future potential of the product, integration with Par/Stu Connect, and impact on interim reporting and office responsibilities</p> | <p>Review of Student Connect and Parent Connect. Talk about success in deployment and what schools/districts are doing with Parents/Students to spread the word and increase the benefits.</p> | | |
| 2:45pm to 4:00pm | <p>Teacher Connect review of features and discussion about what additional features and modules are necessary (Elementary School and high school perspectives)</p> | <p>Alternate Schools – Review of important processes, DLD tags, and how everything is working with SADE, TRAX. Discuss Yearend rollover and issues around appropriate cutoff.</p> | <p>Timing and office considerations. Grading worksheets available to teachers, Schedules available to students/parents, pick courses, report card posting. Timelines to consider and yearend/yearstart considerations to ensure the right info is showing/being edited.</p> | |