

7:00pm – 9:00pm	All participants' Fireside chat 7:00pm : WELCOME, Introductions, Year in Review discussion Treats and Drink to follow at 8:00pm. Excellent opportunity to network!
Evening Event	Late registration and hospitality in the Take Two Suite

7:30am 8:30am	We are jogging – would love anyone to join us! Registration Opens: We encourage you all to pre-register Tuesday at the fireside chat		
	Gold	Platinum	Silver
9:00am – 10:30am	<u>PAYROLL</u> What's Happening New options & features	<u>HR/TECH</u> What's Popping Tips & tricks and highlights	<u>FINANCE</u> What else is new! Year in Review. Look to the Future.
10:45am	<u>HR /PAYROLL/TECH</u> HR and Payroll Workflow & Integration (GRN sheets, dates, locations, attaching, reporting, other topics)	<u>FINANCE</u> Procurement Topics Employee Reimbursement	
Noon	LUNCH in Copper		
1:00pm – 2:15pm	<u>PAYROLL</u> Tips & Tricks	<u>HUMAN RESOURCES/TECH</u> JobConnect – handling applicants, the interview process, posting enhancements	<u>FINANCE</u> Accounts Payable and Payments Topics
2:30pm – 4:00pm	<u>PAYROLL/TECH</u> Employee & Admin Connect Useful Tool for Payroll	<u>HUMAN RESOURCES/TECH</u> New Hire – things to consider when hiring and recording new staff; future enhancements for success	<u>FINANCE</u> Reports, GL Reports Chart of Accounts Topics
Evening Event	District Show-down		

7:30am	We are jogging in the morning – consider joining us!		
	Gold	Platinum	Copper
9:00am – 10:15am	<u>PAYROLL</u> Payroll Processor Minimize time/Maximize Accuracy	<u>HUMAN RESOURCES/TECH</u> People Analytics and Reporting in AdminConnect – making AdminConnect your best friend!	<u>FINANCE</u> Staffing Allocation. Budget Ideas.
10:30am – Noon	Mandatory and fun Wellness Break for all groups!		
Noon	LUNCH in Copper		
1:00pm – 2:15pm	<u>HR/PAYROLL/TECH</u> Absence and Leaves Topics (Return to Work, Long Term Leaves, Setup, Reporting)	<u>FINANCE</u> Ecommerce SchoolBooks and cool things districts are doing	
2:30pm – 3:30pm	<u>PAYROLL</u> Time Worked/Time Missed Management	<u>HUMAN RESOURCES/TECH</u> Core/CorePlus – tips & tricks, important options and reporting	<u>FINANCE</u> Random Topics (A/R, Inventory, Fixed Asset, Bank Rec)
3:30pm – 4:30pm	<u>FINANCE/PAYROLL</u> Remittance Responsibilities. External Billings. Payroll bundles, Signoffs – Efforts and Efficiencies	<u>HUMAN RESOURCES</u> Evaluations and Performance Assessments; successfully evaluating your staff	<u>TECHNICAL</u> Backup Other IBMI
6:00pm	Evening Banquet – Drinks, Dinner, and Events		

	Gold	Platinum	Copper
8:30am – 9:45am	PAYROLL Know/Leverage Your Setup and Definitions	HUMAN RESOURCES Simplifying Letters & Contracts using AdminConnect; Next Steps	FINANCE/TECH My Priorities, Approvals. AdminConnect.
10:00am – 11:00am	PAYROLL/FIN My Favorite Payroll Reports !	HUMAN RESOURCES Random Topics, Round Table, Final Conversations	FINANCE/TECH/HR Users access. Supervisors and Approvers. Connect Years and access. Providing users with what they need to see (schools, managers, Supt).
11:00am	Conference Agenda Completed – Afternoon Opportunities to Meet with Take Two		
11:00am – 3:00pm	Personal Sessions available upon request!	Campbell River Scheduled 11am	