

7:30am 8:30am	Optional ½ hour exercise with Take Two Walkers or Runners (outside – weather permitting) Registration Opens: We encourage you all to pre-register Tuesday night in the hospitality suite		
	Prairie Ballroom A	Prairie Ballroom B	Board Room
9:00am – 10:30am	<u>HUMAN RESOURCES</u> What's New (Review most EPIC must knows)	<u>PAYROLL</u> What's New (Review most EPIC must knows)	<u>FINANCE</u> What's New (Review most EPIC must knows)
10:45am	<u>HUMAN RESOURCES</u> JobConnect/Onboarding – enhancements, interview process changes, onboarding reminders	<u>PAYROLL</u> Tips & Tricks	<u>FINANCE</u> Procurement Topics
Noon	LUNCH PROVIDED		
1:00pm - 1:30pm	KEYNOTE – Prairie Ballroom A		
1:30pm – 3:00pm		<u>HR and Payroll</u> Workflow Discussion and integration between HR and Payroll	<u>FINANCE</u> Accounts Payable and Cheques VISAs
3:15pm – 4:30pm	<u>HUMAN RESOURCES</u> New HR Core menu; highlights on finding items, distribution lists, nightly jobs, user restrictions	<u>PAYROLL</u> (Employee & Admin Connect) Important Payroll Tool	<u>FINANCE</u> School Spending, SchoolBooks, eCommerce Topics
	Out of Towners Evening Event		

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	<b>Prairie Ballroom A</b>	<b>Prairie Ballroom B</b>	<b>Boardroom</b>
9:00am – 10:30am	<u><b>HUMAN RESOURCES</b></u> People Analytics, AdminConnect Reporting and AdminConnect Reminders	<u><b>PAYROLL</b></u> Payroll Processor Minimize Time/Maximize Accuracy	<u><b>FINANCE</b></u> Reports GL Reports Chart of Accounts Topics
10:45am – Noon	<b>Mandatory and fun Wellness Break for all groups!</b>		
Noon	<b>LUNCH PROVIDED</b>		
1:00pm – 2:15pm	<u><b>HUMAN RESOURCES</b></u> Review of F11 & F11 Reporting, Additional Important Core Reporting	<u><b>PAYROLL</b></u> and <u><b>FINANCE</b></u> Remittances and Balancing Reimbursements Bundles, Reporting, Signatures	
2:30pm – 3:30pm	<u><b>HUMAN RESOURCES</b></u> PD (F10) vs. Endorsements/skills (F20) vs. folder vs. workshop vs. category – where should you record it?!	<u><b>PAYROLL</b></u> Communicating with Employees New Hires, Benefits, Adjustments, Email	<u><b>FINANCE</b></u> MonthEnd, Yearend, Bank Reconciliation
3:30pm – 4:30pm	<u><b>HUMAN RESOURCES</b></u> Allocation (position management), recording F11 skills and staff roster reporting	<u><b>PAYROLL</b></u> What are other payroll departments doing/using ?	<u><b>FINANCE</b></u> Random Topics (A/R, Journal Entries, Assets, Other)
6:00pm	<b>Evening Banquet Drinks, Dinner, and Events – Location = Gateway at the Arctic (Zoo) Hospitality Suite: 4:30-5:40pm – Shuttles Leave for the Zoo 5:40pm (Special Events Entrance)</b>		

	Prairie Ballroom A	Prairie Ballroom B	Boardroom
9:00am – 10:30am		<u>HR and PAYROLL</u> Absence and Leaves; Absence Views, Approvals, Reporting, Setting Your Maximums	<u>FINANCE</u> AdminConnect, Approvals, My Priorities, Other Considerations
10:45am – Noon	<u>HUMAN RESOURCES</u> Evaluations – recording probationary, admin attaching, marking verified in AdminConnect	<u>PAYROLL</u> Know/Leverage Your Setup and Definitions	<u>FINANCE</u> Security, Access Topics
12:00pm	Conference Completed – No Lunch Provided		
12:00pm – 3:00pm	Personal Sessions available upon request!	Opportunities for Out of Town Districts to Schedule time with Take Two. Get this pre-scheduled before you arrive at Conference!	