

7:30am – 8:15am	Optional ½ hour exercise with Take Two Mall Walkers (inside) or Runners (outside – weather permitting)			
8:15am	Registration Opens			
	Room 1	Room 2	Room 3	Room 4
9:00am – 9:30am	All participants: WELCOME! Introductions, Review of conference agenda, brief statements about newest company and software goals.			
9:45am – 10:45am	<u>FINANCE</u> Topic: Must Know Enhancements	<u>HUMAN RESOURCES</u> Topic: Reskilling & upskilling your Cims Knowledge	<u>PAYROLL</u> Topic: Must Know Enhancements	<u>TECHNICAL</u> Topic: High level intro to all CIMS parts – servers, applications, partners, integration tools etc.
11:00am – Noon	<u>FINANCE</u> Topic: GL elements review, chart of account structures. How to improve for use & reporting and year to year comparisons	<u>HUMAN RESOURCES</u> Topic: Modernizing Letters & Contracts	<u>PAYROLL</u> Topic: Deb’s Tips and Tricks	<u>TECHNICAL</u> Topic: What data do you need (AD, network, email servers, other?)
Noon	LUNCH			
1:00pm – 2:00pm	<u>FINANCE</u> Topic: Date cut-offs, changes, closing and best practices	Additional Opportunity Marine Life Exhibit	<u>PAYROLL/HUMAN RESOURCES/TECHNICAL</u> Topic: Connect Review – using, loving, what should be next?	
2:15pm – 3:15pm	<u>FINANCE</u> Topic: Uploading, Importing versus CIMS entry. Discuss Pros & Cons – potentials	<u>HUMAN RESOURCES</u> Topic: Recording Workplace Accessibility, Equity and Inclusion	<u>Stream: PAYROLL</u> Topic: OCSD691& Customizing your Payroll Warnings and Errors	<u>TECHNICAL</u> Topics: Defining Users. Reporting on access. Understanding how access to Connects works.
3:30pm – 4:30pm	Division Day-end Review and Discussion	Topic: Tips & Tricks in using the Connect Products		
Evening	MALL CHALLENGE. District versus District friendly competition – who will be crowned The Take Two Mall Champs?!			



7:30am Optional ½ hour exercise with Take Two Mall Walkers (inside) or Runners (outside – weather permitting)				
	Room 1	Room 2	Room 3	Room 4
9:00am – 10:30am	<u>FINANCE</u> Topic: Procurement Topics and Accounts Payable Topics	<u>HUMAN RESOURCES/PAYROLL</u> Topic: People Analytics & Automation	<u>PAYROLL</u> Topic: Add to Pay and Addenda Topics	<u>TECHNICAL</u> Topic: Logs and auditing. Explore the many places you can answer who did it & when.
10:45am – Noon	<u>FINANCE</u> Topic: School Spending. SchoolBooks. eCommerce topics.	<u>HUMAN RESOURCES/PAYROLL/FINANCE</u> Topic: Absences, Reporting, HR vs. Payroll Duties		<u>TECHNICAL</u> Topic: Data tables, where to find things on the ibmi. Security of that data and image.
Noon	LUNCH @ Terrace West			
1:00pm – 2:00pm	<u>FINANCE/Technical</u> Topic: Being prepared for business interruptions (physical, technical, staff, other)	<u>HUMAN RESOURCES</u> Topic: Reporting on Completed Training	<u>PAYROLL</u> Topic: Payroll Process checks and steps	
2:15pm – 3:15pm	Topic: My Most Important things. What would be on that daily health check? Help with development of what such a dashboard and candid reporting should contain and provide input			Additional Opportunity Alien Outbreak Escape Room!
3:30pm – 4:30pm	<u>FINANCE</u> Topic: Credit card spending. Rules and best practices to make it manageable.	<u>HUMAN RESOURCES</u> Topic: Random Topics	<u>PAYROLL</u> Topic: Uploading and exporting information	<u>TECHNICAL</u> Connect walkthrough and discussion about styling changes, comments about design enhancements
6:00pm	Evening Country Hoedown – Drinks, Dinner, and Events			

7:30am	Optional ½ hour exercise with Take Two Mall Walkers (inside) or Runners (outside – weather permitting)			
	Room 1	Room 2	Room 3	Room 4
9:00am – 10:20am	<u>FINANCE/PAYROLL</u> Topic: Payroll/staff topics for finance – budget, allocation, reporting, deferring, yearend	<u>HUMAN RESOURCES</u> Topic: Navigating Resignations & Retirements	<u>PAYROLL</u> Topic: PAY Reporting & Formats	<u>TECHNICAL</u> Topic: IT items. Inventory, purchasing, assetting, charging. Current process? Could we streamline?
10:40am – Noon	<u>FINANCE</u> Topic: Process efficiency targets. What should we think about? What priority is this? What areas?	<u>HUMAN RESOURCES</u> Topic: Recruitment and Creating Standard Job Aids	<u>PAYROLL</u> Topic: Random Topics	
Noon	LUNCH			
1:00pm – 3:30pm	Individual Division 1 on 1 Time with a Take Two Staff Member(s). If your flight times allow it, we can be booked for district meetings Friday afternoon.			