

NOVEMBER MANITOBA PD DAYS

Time	Nov 5: Finance	Nov 6: HR	Nov 13: Payroll
8:30 – 10:00	Purchasing & Accounts Payable Topics	AC/EC, New Highlights and Time Savers	Payroll Tips & Tricks What's New
10:15 – 11:30	A/R, J/E, C/R and Bank Rec Topics	Reporting: Where to Find and What to Run	Communicating with your Employees & The Connects
11:30 – 12:30	Lunch		
12:30 – 1:30	Finance Reporting and Auditor Requests	Absences & Leaves; handling return to work	Payroll Processing Efficiencies
1:45 – 2:45	Newest AdminConnect features	Contracts, Letters and New Hire	Absences & Accruals
2:45 – 3:30	SchoolBooks, Schools, eCommerce	Core Menu and Reminders, Random Topics	Questions & Answers Bring your questions !

Location: The Pavilion (Finance, Payroll) and Qualico Family Centre (HR)

Registration Rate: \$155 per day attended (includes lunch)

**Billing will be sent directly to your division after the day*