

**School of Education Administrative Forum**

**Thursday, August 15, 2013**

**Wisconsin Idea Room, 159 Education Building ⚫ 9:30 a.m.**

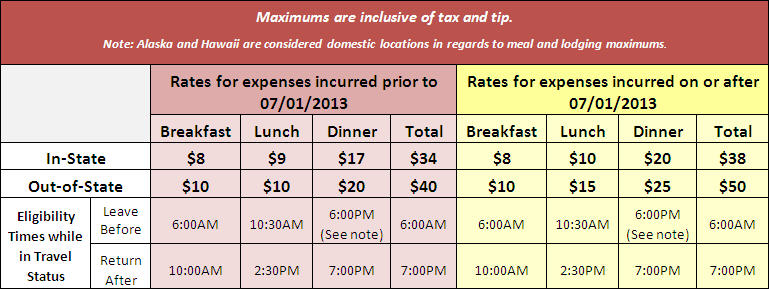
**Agenda**

* Updates & Announcements – All
* Budget Update & Pay Plan Implementation – Staci and Melissa
* HR and Payroll – Sarah, Staci, Christy

-Rehired Annuitant Changes <http://etf.wi.gov/news/ht-act20faqs.htm>

-Benefits

<https://www.ohrd.wisc.edu/home/HideATab/ConferencesSpecialEvents/EmployeeBenefitsandResourceFair/tabid/176/Default.aspx>

* Financial Management – Toby  
  -Concur for travel - <http://www.bussvc.wisc.edu/acct/travel/tabconcur.html>   
  -Meal max changes - <http://www.bussvc.wisc.edu/acct/policy/travel/meals.html>
* Facilities – Jesse  
  -Access Control Demo   
  <http://businessoffice.education.wisc.edu/bo/building-services/key-and-access-request-forms>

-Construction Updates

***If there are any topics that you would like us to cover, or if you have suggestions for special guest or training opportunities that you would like to see at future forums, please let us know.***

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## Toby Schellhase Accountant (608) 262-1765

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