

**School of Education Administrative Forum**

**Thursday, May 15, 2014**

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

**Agenda**

* Updates & Announcements   
  + Welcome Alexa!
  + Parking Priority Lists
  + Salary Savings & Critical Comp and High Demand Transfers
  + End of Year budget considerations
  + BUCKY Award for going above and beyond   
    (Business Office U-Rah-Rah, Congratulations & Kudos to You!)

Barbara Wipperfurth, ELPA

* Summer Session Update – Jenni Hart, Education Outreach & Partnerships
* Financial Management – Toby  
  + Unidentified Deposit List
  + The access online tool to replace PVS Net for P-Card Edits implementation has been postponed
  + Fiscal Year-End Deadlines  
    <http://www.bussvc.wisc.edu/acct/FINAL2014Year-endTimetable4-25-2014.pdf>
* Facilities – Jesse  
  + Facilities and Summer Construction Campus Updates  
    <http://transportation.wisc.edu/resources/construction.aspx>
  + SoE Access & Key Policy – proposed changes
  + Education Building Room Rates & Policies
* HR & Payroll  
  **10 – 10:30 a.m. Recruitment - Adin Palau, Office of Human Resources  
  The Recruitment Toolkit,** [**https://recruitment.wisc.edu/**](https://recruitment.wisc.edu/)

***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.***

## SCHOOL OF EDUCATION BUSINESS OFFICE STAFF

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**DID YOU KNOW?**

**THE HEART TOOL**

<https://coetools.engr.wisc.edu/heart/start_page.php>

The HEART tool probably has what you need if you are looking for HR/Payroll reports or tools to guide you (absence management, funding calculations, appointment history, LTE hours report, and much more!)

You can check the **"Approved Driver Database"** for your department/unit at <http://riskinfo.bussvc.wisc.edu/DrAuth/DriverAuth.aspx?> To remove faculty/staff who are no longer employed/active drivers.  Names to be removed should be emailed to Debbie Beich ([dbeich@bussvc.wisc.edu](mailto:dbeich@bussvc.wisc.edu)).

**My WebSpace will not be available after June 30th, 2014.**

<https://kb.wisc.edu/helpdesk/page.php?id=36445>

**UW – MADISON BOX**

<https://kb.wisc.edu/helpdesk/page.php?id=31736>

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