

 **School of Education Administrative Forum**

**Thursday, September 19, 2013**

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

**Agenda**

* Updates & Announcements – All
[Accessible Observatory Hill shuttle offered](http://www.news.wisc.edu/22103?utm_source=iUW&utm_medium=email&utm_campaign=iUW2013-09-10)
* Financial Management – Toby

-The GET Tool – <https://get.wisc.edu/> - please encourage new travelers to give it a try if they do not have an alternate. Contact Toby to get them authorized.

-SFS Upgrade - <http://www.bussvc.wisc.edu/acct/SFSShutdownCommunicationandDeadlinesFinal.pdf>
* HR and Payroll – Sarah, Staci, Christy

-SFS Upgrade and its impact on HR Transactions

-Benefits – Open Enrollment; [Benefits Fair](https://www.ohrd.wisc.edu/home/HideATab/ConferencesSpecialEvents/EmployeeBenefitsandResourceFair/tabid/176/Default.aspx)
-JEMS tips – A Basis (12 month) vs. C Basis (9 month) start and end dates; Renewable vs. Fixed
 Term Terminal

-Payroll Time Report and Review Paycheck Refresher

* Facilities – Jesse
-EMS Upgrade

***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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**REMINDER**

The meal maximums have changed - <http://www.bussvc.wisc.edu/acct/policy/travel/meals.html>

