

Business Administrators' Forum



WAKE FOREST
UNIVERSITY

410 Benson | January 26, 2015



- ~~Electronic W-4 and NC-4 process~~ — ~~Cathy Dillingham~~
 - Training update and discussion Jennifer Rogers
(for both the new and seasoned business administrator)
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WAKE FOREST
UNIVERSITY

Training Update & Discussion



Deacon Depot

- Profile Setup Lab
- Shopping & Receiving
- Power of Document Search

NOVAtime Time and Attendance

- Bi-Weekly Staff & Students
- Supervisors
- PTO Management for Exempt Staff

DeaconSpace

- Space Managers
- End Users

University Credit Card

Cognos Financial Reporting Training





- **Develop future financial training**
- **Orientation for Business Administrators**
- **Prioritize long term learning opportunities**





- Accepting Payments/Student Financial Services (SFS)
- Accounting
- Budgeting
- Fiduciary Responsibility
- General Financial processes
- Procure to Pay
- Paying People
- Risk & Insurance

For each of the following topics related to **Accepting Payments/Student Financial Services (SFS)**, please indicate your **personal** level of confidence, with the smiley face on the left indicating 'I could work in Financial Services' and the frowny face indicating 'I've never heard of this'. If a topic is not applicable to you, leave it blank.

Categories						Tell Us Why
Location and business hours of Cashier's window (map)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Infrequent Use <input type="checkbox"/> Not trained <input type="checkbox"/> Complexity of topic
Making a departmental deposit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Infrequent Use <input type="checkbox"/> Not trained <input type="checkbox"/> Complexity of topic
Depositing a check	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Infrequent Use <input type="checkbox"/> Not trained <input type="checkbox"/> Complexity of topic



Tues., 2/24/15	9:00 - 10:30 AM	401D Benson
Wed., 3/25/15	2:00 - 3:30 PM	410 Benson
Thurs., 4/23/15	10:30 - 12:00 PM	401D Benson
Wed., 5/20/15	1:30 - 3:00 PM	401D Benson

Your input is essential as we continue to collaborate and discuss items of interest so that we can improve how we do business at Wake. So, please continue to send along suggestions; questions; and topics you want to hear about, know about, or discuss with others.
