

Vice President of Finance and Administration
Semi-annual Information Day at the "U"
October 7, 2008, 8:00 – 4:30 PM
Main sessions: Century Theater
Breakout sessions: Hidatsa Room

8:00 – 9:45: General Opening Session (Century Theater)

8:00-8:15-Welcome – John Adams
8:15-8:30-Accounting Dept Overview
8:30-8:45-Budget Office Overview
8:45-9:00-HR/Payroll Overview
9:00-9:15-Purchasing Overview
9:15-9:30-Audit and Advisory Services Overview
9:30-9:45-Facilities Overview

9:45 – 10:00 – Break (refreshments and snacks available)

10:00 – 10:45 (2 consecutive breakout sessions)

❖ **Accounts Payable and Travel Voucher Training (Century Theater)**

- Accounts Payable Voucher Entry Training
- Travel Voucher refresher
- Use of NDSU Property Off-campus

❖ **Supervisory Training (Hidatsa Room)**

- ABCs of Supervision
- Supervisory Disciplinary Process

11:00 – 11:45 (1 general session) (Century Theater)

❖ **Financial Reporting**

- New Financial reporting database
- Available reports in PS Finance and their uses

12:00 – 1:00 – Lunch on own

1:00 – 1:45 (Century Theater)

❖ **Safety and Police Training**

- Environmental Health and Safety
- Public Health and Safety
- Call Center Operations
- Police

2:00-2:45 (2 consecutive breakout sessions)

❖ **I have a vacancy, now what? (Hidatsa Room)**

- What to do when there is a vacancy

- 3000 band search committee chair training

❖ **Purchasing – What you need to know (Century Theater)**

- Purchasing cards
- Purchase requisitions
- Bidding vs. No Bidding
- Surplus Property
- Contracts

2:45 – 3:00 – Break (refreshments and snacks available)

3:00 – 3:45 (2 consecutive breakout sessions)

❖ **Budget Journals and the Retro Process (Century Theater)**

- How and when Budget journals are needed
- How to properly complete a retro form, etc.

❖ **Payroll Forms Made Easy (Hidatsa Room)**

- General discussion on payroll forms

4:00 – 4:30 (2 consecutive breakout sessions)

❖ **Facilities Management (Hidatsa Room)**

- General information on workorders
- Estimates for services, etc.
- Master Planning and space moves
- Motor pool
- Keys
- Parking

❖ **Grants Management (Century Theater)**

- Common queries to get information
- How to run common grant reports
- Other grant information

We would also announce during the general session when PeopleSoft training will be offered for the HRMS module as well as the Finance module which we are planning on offering every 6 to 8 weeks.