

Agenda - District Training for Office and Administrative Staff

October 28, November 21, December 10, 2019 (same information presented at all three sessions)

JATC South Auditorium, 12723 S. Park Avenue (2080 West), Riverton, Utah

Attendance is not mandatory; however, the information may be beneficial to school/department administrators and office staff.

	Welcome – John Larsen
8:00 am (45 min.)	Accounting, Budgets & Audits – Dan Ellis & Derek Anderson Topic(s): 1) Journal entries 2) Invoice verifications 3) The Monthly Financial Meeting 4) Carry-over budgets
8:45 am (60 min.)	Purchasing – Kurt Prusse Topic(s) 1) P-Cards 2) Amazon Business 3) Contracts 4) Quotes
9:45 am (20 min.)	Information Systems – Steffany Ellsworth & Mike Heaps Topic(s) 1) Information Systems Gateway 2) New applications 3) Training opportunities 4) How to get help 5) Skyward sanity savers
10:05 am (15 min.)	Payroll Services – Sarah Palmer Topic(s) 1) Employee Access
10:20 am (15 min.)	Insurance Services – Cheryl Matson Topic(s) 1) Student injury reporting 2) Worker’s Compensation 3) Qualifying events
10:35 am (5 min.)	Auxiliary Services – Scott Thomas & Curtis Hagen Topic(s) 1) Introduction to Auxiliary Services website 2) Auxiliary Services JAM postings
10:40 am (10 min.)	Facility Services – Dave Rostrom Topic(s) 1) Sprocket 2) Facility coordinators 3) When to call 88865
10:50 am (10 min.)	Transportation – Paul Bergera Topic(s) 1) Space available permits 2) Skylert messaging 3) Field trip moratoriums
11:00 am (10 min.)	Nutrition Services – Jana Cruz Topic(s) 1) Hire sheets 2) Free and reduced lunch eligibility 3) Student lunch account deficits
11:10 am (10 min.)	Custodial Services – Steve Peart Topic(s) 1) Custodian time off 2) Custodial trainers 3) Energy dashboard