## Business Administrators' Forum







Electronic W-4 and NC-4 process Cathy Dillingham

• Training update and discussion Jennifer Rogers (for both the new and seasoned business administrator)



# **Training Update & Discussion**



### Finance Learning Opportunities

#### **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**





## Business Administrator Training

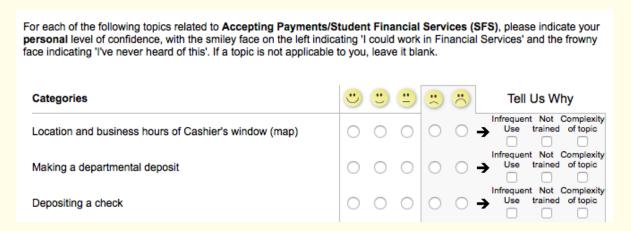
- Develop future financial training
- Orientation for Business Administrators
- Prioritize long term learning opportunities







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







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.