

 **School of Education Administrative Forum**

**Thursday, January 19, 2017**

**159 Education Building⚫ 9:30 a.m.**

**HAPPY NEW YEAR!**

**AGENDA**

**SUBMIT A NOMINATION FOR THE BUCKY AWARD!**(Business Office U-Rah-Rah Congratulations & Kudos to You!)

**Financial Management – Toby**

* Department Property Administration Training Update
<http://www.bussvc.wisc.edu/acct/policy/property/propuni.html>
* Unidentified Deposit List

**Facilities – Jesse**

* Telephone - VoIP (Voice over Internet Protocol) Update
* Instructional Laboratory Modernization Program proposal update

**HR and Payroll – Christy, Sarah & teri**

* eBenefits for New Hires
* UW Multiple Jobs Summary in HRS – check before submitting PIRs
* Floating Holidays

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.

* Melissa Amos-Landgraf, Associate Dean for Administration, (608) 262-4474
* teri engelke, Assistant Dean for Human Resources, (608) 262-6139
* Sarah Gomez Rendon, Human Resources Assistant Advanced, (608) 262-4079
* Alexa Kuehl, Univ Svcs Prog Assoc, Office Mgmt, HR, Bldg Svcs (608) 262-6138
* Christy Moldenhauer, Human Resources Assistant Advanced, (608) 262-9149
* Toby Schellhase, Accountant - Journey, (608) 262-1765
* Beth Walsh, Assistant Dean - Gifts, Grants & Contracts, (608) 263-5559
* Jesse Winters, Director of Facilities, (608) 556-7741

**DID YOU KNOW?**

<https://transportation.wisc.edu/newsAndEvents/news.aspx#news1341?id=1341>  **Intercity and Metro Bus Stop Changes  01/03/2017**

Starting, Tuesday, Jan.3, the boarding area for several intercity buses will move to Langdon Street. The following bus services will board on eastbound Langdon Street at the Lake Street intersection: Badger Bus, Coach USA, Greyhound, Jefferson Lines, Kobussen, Lamers, Megabus, Meister and Van Galder. Metro Transit bus stop locations on Langdon and Lake streets have also changed due to this new boarding area.

<https://it.wisc.edu/news/check-new-apps-office-365/>

**Check out the new apps in Office 365**By DoIT News
December 2, 2016

Do you want to stay better connected with campus, build applications, automate workflows, and manage specific business functions? Try out the three new apps located in the [app launcher](https://kb.wisc.edu/office365/page.php?id=47547) in Office 365 [Outlook on the Web](https://email.wisc.edu).

**Yammer**
Yammer is a private social network that helps you get connected to the right people, share information across teams, and organize around projects. Only UW–Madison NetID holders can join, so your communications on Yammer are secure and visible only to people within your campus. [Learn more about Yammer](https://support.office.com/en-US/article/Say-hello-to-Yammer-02AC514E-CF1D-4060-9CDE-6038CA812EDE).

**PowerApps**
PowerApps is a collection of software services and apps that work together to fundamentally transform and accelerate how you build and share custom line of business applications.
[Learn more about PowerApps](https://powerapps.microsoft.com/en-us/).

**Flow**
Flow is a service that allows you to create automated workflows between your favorite applications and services to synchronize files, get notifications, collect data, and more.
[Learn more about Flow.](https://flow.microsoft.com/en-us/)

**The 2016-17 Administrative Forum schedule is noted below and available here:**

[**http://businessoffice.education.wisc.edu/bo/administrative-forum-and-training**](http://businessoffice.education.wisc.edu/bo/administrative-forum-and-training)

* January ​19, 201​7
* February 1​6, 201​7
* March 1​6, 201​7
* April 2​0, 201​7 - 149 Lathrop Hall, Virginia Harrison Parlor
* May 1​8, 201​7
* June 1​5, 201​7