

2009-2010 EDGE PROGRAM

**All Sessions convene at 9:30 a.m. and end no later than 11:30 a.m.*

September 29 - Records Management **Room 111, Library Learning Center**

This session will cover the work being done by the University of Wisconsin Records Officer Council and how the work they do affects you as a UW System Employee.

We will also discuss the Records Center, its new location, what it is exactly and the procedure for sending records to the center.

Lastly we will be viewing the webcasts that the council produced for all UW employees on Records Management.

October 13 – Human Resources-EO/AA **Price Commons, Glass Lounge**

The first part of this session will cover general information about furloughs and then open the session to answer questions employees may have about furloughs.

The second part of this session will cover the Unclassified Recruitment Process and the process, procedures and guidelines for conducting a well organized and successful search. Topics include: a discussion of minimizing biases & prejudices; providing equal opportunity while advertising, screening applicants & evaluating candidates; and organizational tips & techniques for supporting a search.

October 27 – Image Now **Price Commons, Glass Lounge**

This session will start by providing a brief history of how ImageNow got its start on campus. The session will then provide an overview of work flow and projects and how they are being used and have impacted business processes on campus. The session will conclude with a discussion on the future of ImageNow and what next steps can be expected.

December 8 — Safety & Risk Management **Price Commons, Glass Lounge**

This session will provide an overview of the Office of Safety & Risk Management. Specific topics include insurance requirements, insurance reporting, and regulatory requirements mandated by OSHA, EPA, DNR, and other agencies. Other topics will include personal protective equipment, training programs, inspection programs, office ergonomics, workers compensation and the disposal of hazardous materials.

January 12 - Understanding Grants and Contracts process at UW-Stout
Price Commons, Room 144/146

This session will focus on the grants and contracts process at UW-Stout, including, where to start, what you need, and how they get approved at Stout prior to submitting them. Faculty, staff, and student research grants will also be discussed by the staff in the Research Services office.

January 26 - Accounts Payable/Travel/General Ledger
Price Commons, Glass Lounge

This session will provide an understanding of accounts payable, travel and general ledger. Accounts Payable will give an overview of processes related to payments, including, purchase requisitions, payment of purchase orders, direct charges and an overview of the prompt payment.

General Ledger will show the different lookups that are available using WISDM and how you can get at the detail behind the reports.

The travel session will provide information about new travel regulations, review of existing regulations, mandated usage of the US Bank Visa card, changes in contracts, and various methods of paying registrations

February 9 - Vendor and Purchasing Contacts
Price Commons, Glass Lounge

This session will provide you with an understanding of what constitutes a contract, the different shapes and sizes they come in, and how contracts fit into the Purchasing cycle.

February 23rd – Financial Aid
Price Commons, Glass Lounge

This session will provide information relating to financial aid, including, the financial aid process, availability and the financial aid data available to students on Access Stout. The student employment process, including work authorizations and reporting tools to assist in managing student employees will also be discussed.

March 9 – Accounts Receivable
Price Commons, Glass Lounge

This session will cover Perkins loans, billing, collection and refunding. In addition, this session will tell you about cash handling requirements, deposits, counterfeit detection and some ideas on how to protect yourself and campus funds.

March 23 – Learning and Information Technology
Price Commons, Glass Lounge

This session will provide an overview of the LIT organization of Enterprise Information Systems, Learning Technology Services and Telecommunications and Networking. Each of the areas will inform and discuss the services, offerings and responsibilities to the campus. Also discussed will be online training opportunities.

April 6 – Budget/Internal Audit
Price Commons, 144/146

This session will highlight budget data from 2008-09, including an overview of the sources of funding at UW- Stout, and relevant budget data for general program operations, program revenue and program revenue federal. An overview of BPA's website and the university budget process will also be provided.

The internal audit portion of this session will provide an overview of internal audit, types of audits, internal controls and failures, and risk assessment. An audit schedule will also be provided.

April 20 – Registration and Records
Price Commons, Glass Lounge

This session will introduce you to the services provided by the Registration and Records Office. From student registration to student transcripts, you will learn about the unique interaction the office has with faculty/staff, students, and alumni on a daily basis. A special emphasis also will be placed on the Family Education Rights and Privacy Act (FERPA) and how it applies to all university employees that work with students and student records. Lastly, we will talk about how the Datatel to PeopleSoft student information system conversion has impacted our business processes this past year.