



School of Education Administrative Forum
Thursday, March 15, 2018
9:30 a.m. - 11:00 a.m.
Wisconsin Idea Room, 159 Education Building

ANNOUNCEMENTS

Snapshot – The Dean’s Office
Welcome Mary Frat

AGENDA

HR and Payroll – Gautam, Sarah & teri

- **Employee Self-Service – time and absence reporting**
- **Terminal Pay FAASLI**
- **Fraudulent I-9 documentation**

Financial Management - Toby

- **FY 2018 End-of-Year Deadlines**
- **March Madness**

Facilities – Lindsey

- **ILM update**

If there are any topics that you would like us to cover, or if you have suggestions for special guests or training opportunities that you would like to see at future forums, please let us know.

SUBMIT A NOMINATION FOR THE BUCKY AWARD!

(Business Office U-Rah-Rah Congratulations & Kudos to You!)

- **Melissa Amos-Landgraf, Associate Dean for Administration, (608) 262-4474**
- **Kweku Brewoo, Financial Specialist Senior, (608) 890-2514**
- **teri engelke, Assistant Dean for Human Resources, (608) 262-6139**

- Mary Frat, Financial Specialist Senior, (608) 262-6138
- Sarah Gomez Rendon, Human Resources Assistant Advanced, (608) 262-4079
- Lindsey Honeyager, Assistant Dean for Facilities, (608) 265-2832
- Gautam Jayanthi, Human Resources Specialist, (608) 262-9149
- Toby Schellhase, Accountant - Journey, (608) 262-1765
- Beth Walsh, Assistant Dean - Gifts, Grants & Contracts, (608) 263-5559

Did You Know?

Collaboration Tools Add Efficiency

<https://it.wisc.edu/news/collaboration-tools-google-drive-vs-box-vs-onedrive/>

Employees can use their NetIDs to access the UW–Madison enterprise accounts for several free collaboration tools, such as Google Drive, Box, and OneDrive. These tools can help faculty and staff work efficiently with other campus users. Some of the benefits of using the UW–Madison accounts include protection of intellectual property, authentication of collaborators using their wisc.edu emails, and unlimited storage for your files and documents for Google and Box (OneDrive has a one-terabyte limit). DoIT offers a comparison of features for these different collaboration tools on their website, as well as free support for users from the DoIT Help Desk.

New Benefits Video Library Available Online

<https://www.youtube.com/channel/UCWxokr0hKU6r5ZP06HlfOJg>

UW–Madison employees can learn about their benefits options by visiting the benefits video library on YouTube. The videos are designed for both new and current employees, offering information on health insurance, life insurance, income continuation insurance, dental insurance, vision insurance, and flexible spending accounts. More in-depth, recorded presentations are available on Benefits 101, benefits options for Graduate Assistants and Short Term Academic Staff, and Pre-Retirement.