

2017 User Conference

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# Agenda



**HARRIS**  
School Solutions



April 26, 2017

[www.harrisschoolsolutions.com](http://www.harrisschoolsolutions.com)



# Harris School Solutions

## Gathering & Registration

8:00am

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8:45am

- ❖ Meet & greet – Name tags, network, Coffee etc.

## General Session

9:00am

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9:45am

Led by Joel Shoemaker & Donna Booth

- ❖ Welcome – Why we are here
- ❖ Agenda review & meet the team
- ❖ Harris WinCap website
  - Document access
  - Calendars
  - Events, Spring /Summer Work Plan, Webinars
- ❖ System Manager Role highlights

## Accounting Breakout

10:00am

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12:00pm

Led by Harris Panel: Dena Howell, Ginny Menig, Dave Smith, David Santos

- ❖ NEW Po Approval Process in WinCap DEMO
- ❖ Prepare for the Spring summer Work Plan
  - Close Warrants, Clean up POs, Closing Cycles
- ❖ Tips & Tricks: Check Recodes, Voids

For more information

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**BOCES Breakout** 10:00am - 12:00pm

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**Led by Starr Pombrio**

- ❖ Actual Usage Contract Maintenance. Live Seminar

**Payroll / HR Breakout** 10:00am - 12:00pm

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**Led by Harris Panel: Janet Rivet, Tammy Andrews, Michele Buckingham, Keith Canada, Charlene Richard, Cherie Martin, Michael Abate**

- ❖ Payroll Rollover Timeline, Schedule & Review
- ❖ Calendars, Suggested process
- ❖ Pay Frequencies, Benefits, TS, Attendance, PD, ESS
- ❖ And PR Dependencies

**Buffet Luncheon** 12:00pm - 12:50pm

**Sales (all attendees)** 1:00pm - 2:00pm

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**Led by Kevin Hamill**

- ❖ Sales Presentation & Information Share

**R&D Product Block (all attendees)** 2:00pm - 3:00pm

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**Led by: Elizabeth Eckman**

- ❖ SIG Initiatives Update
- ❖ WinCap Product Roadmap





**Break** 3:00pm - 3:15pm

**Final Thoughts** 3:15pm - 4:00pm

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**Led by: Joel Shoemaker**

- ❖ **Process: Reporting an Enhancement (or defect)**
- ❖ **Information: Phone System upgrade**
- ❖ **how to contact us (PO's, Payment W-9)**
- ❖ **eSupport and logging support calls**

## Drawing

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