

MoNASU 2016 Agenda



LEGEND:

| | | | |
|--|-----------------------|--|--------------------|
| | = Financials (FIS) | | = General Sessions |
| | = Payroll / HR (KEMS) | | |

| Monday, May 2nd – Fee-Based Workshops | | | | | |
|--|---|---|--|--|---|
| Time/ Room | 7 th Floor, Room 70 | 7 th Floor, Room 71 | 7 th Floor, Room 72 | 7 th Floor, Room 73 | 7 th Floor, Room 74 |
| | Fee-based Workshops (\$250 per session, per organization) | | | | |
| 10:30 am - 2:00 pm (includes box lunch provided by Keystone) | KEMS 101 <i>Payroll Focus</i> <i>Kirsten Bagley</i> | FIS Budget Preparation <i>Glen Schuehler</i> | Meta Queries <i>Working with specific queries. Please come to this session with questions, samples, or specific Meta Query needs.</i> <i>Scott Joyce</i> | | |
| 2:00 pm – 5:00 pm | KEMS 101 <i>HR Focus</i> <i>Kirsten Bagley</i> | Financials Report Writer <i>Glen Schuehler</i> | KeyDocs <i>Working with the template designer</i> <i>Mike Liggera</i> | Meta Queries <i>Working with specific queries. Please come to this session with questions, samples, or specific Meta Query needs.</i> <i>Scott Joyce</i> | Dashboards <i>This workshop is free!</i> <i>Steve Juliana</i> |

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| Tuesday, May 3rd – Main MoNASU Conference | | | | |
|---|--|--|---|--------------------------------------|
| Time/ Room | 7 th Floor, Redbud Room | | | |
| 8:30 am | Registration / Continental Breakfast | | | |
| 9:00 am – 9:50 am | 'Deep Dive' Group Discussions <i>Six different tables will be set up with the following topics to discuss (pick one): P-cards / Credit Cards & KeyNet Payment Portal; KeyNet Budget Preparation; ACA; Onboarding / New Hire Process from HR Perspective / Importing Data; Content Management / Document Storage; and Documentation Review.</i> | | | |
| Time/ Room | 7th Floor, Room 70 | 7th Floor, Room 71 | 7th Floor, Room 72 | 7th Floor, Room 73 |
| 10:00 am – 10:50 am | KeyDocs & Imaging <i>This session will include looking at Checks, Invoices & POs, Mass Document Upload & Content Management</i> Steve Juliana & Glen Schuehler | AESOP Interface <i>Review process and discuss exporting new employee data / leave balances.</i> Scott Joyce & Mike Liggera | HR 101 <i>Explain the use / functionality for each field on the KEMS HR screens.</i> Kirsten Bagley | |
| 11:00 am – 11:50 am | Requisitions <i>Including KeyNet</i> Glen Schuehler | One on One <i>FIS/KEMS-related topics.</i> Scott Joyce | Position Control <i>Plus Employee Cost Projections & Budgeting</i> Steve Juliana & Kirsten Bagley | |
| Noon - 1:00 pm | Lunch and General Company Update (7th Floor, Redbud Room) Judd Van Dervort, Jr. | | | |

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| Tuesday, May 3 rd (continued) | | | | | |
|--|--|--|---|---|--|
| Time/ Room | 7 th Floor, Room 70 | 7 th Floor, Room 71 | 7 th Floor, Room 72 | 7 th Floor, Room 73 | 7 th Floor, Room 74 |
| 1:00 pm – 1:50 pm | Financial Reporting <i>Panel Discussion</i> MaryJo Gruber (Clayton), Kendra Hutsell (Raymore), Bob Citro (Liberty), Aaron Hooper (Independence) | | KEMS Roundtable <i>Discussion of KEMS-related issues & enhancement requests, as well as an overview of features included in the next software release.</i> Kirsten Bagley & Steve Juliana | | |
| 2:00 pm – 2:50 pm | Alerts & Email Notification <i>Review workflow / alerts in the FIS software.</i> Glen Schuehler & Mike Liggera | | ACA <i>Transmitting to the IRS and getting ready for next year</i> Kirsten Bagley, Steve Juliana & Scott Joyce | | |
| 3:00 pm – 3:50 pm | Excel with Data Output from GL Report Writer Luke Boyer (West Plains) | One on One <i>FIS-related topics.</i> Glen Schuehler | Electronic Timecards <i>Panel Discussion</i> Molly Johnson (ISD), MaryJo Gruber (Clayton), Rachel Surls (Raymore), Bob Citro (Liberty) | One on One <i>FIS, KEMS or General topics.</i> Mike Liggera | One on One <i>FIS, KEMS or General topics.</i> Scott Joyce |
| 4:00 pm – 4:50 pm | FIS Roundtable <i>Discussion of FIS-related issues & enhancement requests, as well as an overview of features included in the next software release.</i> Glen Schuehler | One on One <i>FIS/KEMS-related topics.</i> Scott Joyce | Meta Queries 101 / Keystone Client Tips & Tricks Mike Liggera | One on One <i>KEMS-related topics.</i> Kirsten Bagley | |
| 5:00 pm | End of NASU Sessions / Free Time | | | | |
| 8:00 pm – 10:00 pm | Keystone-Sponsored Networking Reception – (Parasol I Room on 7th Floor) Invite colleagues from other/ non-Keystone user School Districts, arriving for the MOASBO conference <i>Dessert & Drinks will be Served</i> | | | | |