FINANCE SESSION DESCRIPTIONS

**Mini session – Misc Finance 9:00 and 9:30**

Some new, some old Smart Finance tips such as setting up default reports, budget codes, opening and closing calendars and setting up defaults for sorting summary screens, etc.

*Presenters: Lori Dobosenski and Julie Carlson, Region V*

**UFARS Updates 10:00 and 11:00**

This session will discuss FY 24 UFARS Codes, provide updates on 2023 legislative changes and new programs, and provide various UFARS accounting reminders.

*Presenters: Deb Meier and Molly Koppes, Minnesota Department of Education Staff*

**CyberSecurity Essentials for the Finance Department 10:00**

Cybersecurity Essentials for the Finance Department offers a concise, expert-led overview crucial for finance professionals. This session focuses on the intersection of finance and cybersecurity. Attendees will learn about prevalent cyber threats, defensive strategies to protect financial data, and the synergy between finance and IT for improved security. With practical insights from industry experts, this session equips participants with the knowledge to safeguard their operations against cyber risks, making it essential for those looking to fortify their financial department’s cybersecurity posture.

*Presenters: Brady Carstens, Cyber security Engineer and*

 *Jamie Unke, System Administrator SWWC*

**Business Office Grab Bag – Open Discussion 11:00**

How is your Business Office dealing with all of the changes/mandates that are happening? Come to this session to ask questions and share what your district is doing.

*Presenters: Amy Hafemann, Jordan Public Schools*

**SMART Finance /eR**  **2:00**

See new features, reminders and tips to make you more efficient.

*Presenter Krista Kutzman, SMART Systems Development*

**SMART Systems eR-Finance Forum 3:05**

Grab a snack and bring your questions and comments to this informal session. Region V staff and Krista Kutzman will be here to provide answers to your questions and listen to your comments about the system.

*Presenters: Krista Kutzman SMART Systems Development and Region V Staff*

***HR/PAYROLL SESSION DESCRIPTIONS***

**Mini Session – General Payroll 9:00 and 9:30**

Review the mass update process and reports for proofing.

 *Presenter: Katie Boswell, Region V*

**Mini Session – TimeTracker 9:00 and 9:30**

Lear how to setup Employee Group and Holiday Calendar

*Presenter: Matt Vogel, Region V*

**SMART Systems Time Tracker Module** **10:00**

See how SMART’s timekeeping module can help track employee time and Time Off requests. Advanced options and new features.

*Presenter: Stef Sylte, SMART Systems Development and Matt Vogel, Region V*

**FMLA: Back to the Basics! 10:00 and 11:00**

It’s hard to apply the Family Medical Leave Act to your workers if you’re a little uncertain about the basics. Surprisingly, many FMLA violations that occur across so many industries are the result of the misapplication of the most fundamental aspects of the FMLA. In response to this trend, this ‘Back to the Basics’ session on the FMLA will put your company back on firm ground when administering this federal law in your workplace. Who is eligible? Who is not? How much leave is allowed? What types of information must be provided to the employees? When?  Get the answers to these questions and many more in this ‘FMLA-Back to the Basics’ session conducted by the agency that enforces the FMLA, the U.S. Department of Labor – Wage & Division!

 *Presenter: Corey Walton, U.S. Dept. of Labor, Wage & Hour Division*

**ESST: Paid Sick Time and Other New Labor Standards Requirements 10:00 and 11:00**

Come to this session to learn about the new MN ESST law and other new labor standard requirements.

 *Presenter: Dave Skovholt, MN Dept. of Labor and Industry*

**SMART HR / eR 1:00**

See new features, reminders and tips to make you more efficient.

 *Presenter: Stef Sylte, SMART Systems Development*

**AR/AP Business Office 1:00**

Looking at cleaning up A/R invoices for write-off’s and on-accounts and doing receipt adjustments. Reviewing voiding checks and reprinting checks. Reviewing the 1099 process to get the Vendors ready now for the next year 1099’s.

 *Presenters: Lori Dobosenski and Julie Carlson, Region V*

**HSA/HRA/VEBA/FSA 1:00 and 2:00**

Adam Kuck from National Insurance Services (NIS) will be presenting on tax-advantaged plans, including HRAs/VEBAs, HSAs, FSAs, 403(b) plans (traditional vs. Roth), and IRAs. This will include discussing how they work, tax-advantages and tax implications of each, similarities and differences between the various plans, and how these plans interact with each other.

*Presenters: Adam Kuck – National Insurance Services (NIS)*

**SMART Systems eR – Payroll/HR Forum 3:05**

Grab a snack and bring your questions and comments to this informal session. Region V staff and Stef will be here to provide answers to your questions and listen to your comments about the system.

*Presenters: Stef Sylte, SMART Systems Development and Region V Staff*

***GENERAL INTEREST SESSION DESCRIPTIONS***

**Mini Session – General SMART Operations** **9:00 and 9:30**

Do you want to learn some aspects of SMART that can be used for both SMART Finance and HR/Payroll users? I will review how to use the My Favorites feature, how to work with the Notes button, and other items. If you do, come to this mini session to learn a few things quickly.

*Presenter: Dianna Groskreutz, Region V*

**AI in Education 11:00**

Join us for a captivating presentation on the role of AI in education. This session will explore how AI is transforming the educational landscape, offering insights into personalized learning, the automation of administrative tasks, cybersecurity in digital l learning environments, and the ethical considerations of integrating AI into education. Whether you are an educator, technology enthusiast, or interested in the future of learning, Brady and David will provide a comprehensive overview of AI’s potential to enhance educational experiences, ensuring attendees leave with actionable knowledge on navigating this innovative frontier.

*Presenter: Brady Carstens, Cybersecurity Engineer and*

 *David Berner, Technology Integration Program Coordinator*

**Excel Tips and Tricks**  **2:00**

Do you use Excel but know there is more to learn? Even learning one Excel tip can save a lot of time. Some of the things that will be covered are sorting and filtering data, working with formulas, using the index and match function, and other features within Excel. Please come ready to watch and learn, or share a tip of your own.

*Presenter: Dianna Groskreutz, Region V*