• Electronic W-4 and NC-4 process  Cathy Dillingham

• Training update and discussion  Jennifer Rogers
  (for both the new and seasoned business administrator)
Training Update & Discussion
Finance Learning Opportunities

Deacon Depot
- Profile Setup Lab
- Shopping & Receiving
- Power of Document Search

NOVAtime Time and Attendance
- Bi-Weekly Staff & Students
- Supervisors
- PTO Management for Exempt Staff

DeaconSpace
- Space Managers
- End Users

University Credit Card

Cognos Financial Reporting Training
Business Administrator Training

- Develop future financial training
- Orientation for Business Administrators
- Prioritize long term learning opportunities
• Accepting Payments/Student Financial Services (SFS)
• Accounting
• Budgeting
• Fiduciary Responsibility
• General Financial processes
• Procure to Pay
• Paying People
• Risk & Insurance

For each of the following topics related to Accepting Payments/Student Financial Services (SFS), please indicate your personal level of confidence, with the smiley face on the left indicating “I could work in Financial Services” and the frowny face indicating “I’ve never heard of this”. If a topic is not applicable to you, leave it blank.

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<thead>
<tr>
<th>Categories</th>
<th>Smile</th>
<th>Neutral</th>
<th>Frown</th>
<th>Tell Us Why</th>
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<tr>
<td>Location and business hours of Cashier’s window (map)</td>
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<td>Making a departmental deposit</td>
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<td>Depositing a check</td>
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<td>9:00 - 10:30 AM</td>
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Your input is essential as we continue to collaborate and discuss items of interest so that we can improve how we do business at Wake. So, please continue to send along suggestions, questions, and topics you want to hear about, know about, or discuss with others.