

October 28

6:00 - 8:00 pm
Welcome Reception

October 29

Main Ballroom
All Attendees

Room 1
Springbrook Express

Room 2
Springbrook Payroll

Room 3
Human Resources

Room 4
Springbrook Finance

Room 5
Springbrook Modules

Room 6
Springbrook UB

Room 7
Payments

8:00 - 9:00 am | Kickoff

9:00 – 10:00 am
*Payroll Budgeting

9:00 – 10:00 am
*Payroll Fundamentals:
Employee & Utilities

9:00 – 10:00 am
HR Demos: Applicant
Tracking

9:00 – 10:30 am
*Procurement: Recs &
PO's

9:00 – 10:00 am
*Tableau: Practical
Examples

9:00 – 10:00 am
*New Clerk

9:00 – 10:00 am
Xpress Bill Pay from the
Customer Side

10:00 – 11:00 am
*Understanding Payroll
Components

10:00 – 11:00 am
*Payroll Fundamentals:
Codes: Rate, Shift & More

10:00 – 11:00 am
HR Demos: Onboarding &
Offboarding

10:30 am – 12:00 pm
*AP In Depth

10:00 – 11:00 am
*Cirrus Customer:
Cirrus in Action

10:00 – 11:00 am
*New Billing

10:00 -11:00 am
Xpress Bill Pay from the
Admin Side

11:00 am – 12:00 pm
New Cirrus HR Demo

11:00 am – 12:00 pm
*Implementing
Purchase Orders

11:00 am – 12:00 pm
*Payroll Fundamentals:
Deductions & More

11:00 am – 12:00 pm
HR Demos: Learning
Management

11:00 am – 12:00 pm
*Springbrook Vendor
Class

11:00 am - 12:00 pm
*Payments &
Adjustments

12:00 – 1:00 pm | Lunch

1:00 – 2:00 pm
Make the Most of Your
Data with Reporting

1:00 – 2:00 pm
*Implementing Time
Sheets

1:00 – 2:00 pm
*Payroll Processing:
Computer checks & More

11:00 am – 12:00 pm
*Springbrook Employee
Self-Service

1:00 – 2:00 pm
*Internal Controls

1:00 – 2:00 pm
*Tableau Advanced
Reporting

1:00 – 2:00 pm
*Past Dues

1:00 – 2:00 pm
Xpress Bill Pay Forms
Builder

2:00 – 2:15 pm | Break

2:15 – 3:15 pm
*Troubleshooting Bank
Rec & GL Codes

2:15 – 3:15 pm
*Time Entry Options

11:00 am – 12:00 pm
*Springbrook
Performance
Management

2:15 – 3:15 pm
*Accounts Receivable

2:15 – 3:15 pm
*Springbrook Vendor
Class II

2:15 – 3:15 pm
*New Feature:
Water Allocation

3:15 – 4:15 pm
*How to use Jobs &
Contracts

3:15 – 4:15 pm
*Timesheet approvals

11:00 am – 12:00 pm
*Springbrook Action
Forms

3:15 – 4:15 pm
*Bank Reconciliation

3:15 – 4:15 pm
*Cirrus Customer: All
About Migration

3:15 – 4:15 pm
*Service Requests &
Meter Management

4:15 – 5:15 pm
New Cirrus HR Demo

4:15 – 5:15 pm
*Troubleshooting
Treasurer's Reports

4:15 – 5:15 pm
*Year-End Updates

11:00 am – 12:00 pm
HR Round Table

4:15 – 5:15 pm
Cirrus Tips & Tricks

4:15 – 5:15 pm
*Project Management

4:15 – 5:15 pm
UB Round Table

6:00 – 8:00 pm |
Halloween Party

October 30

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9:00 - 10:00 am
Breakfast: Cirrus
Roadmap

10:00 – 11:00 am
*Cybersecurity: Need
to know for 2024

10:00 – 11:00 am
*Utility Billing Winter
Average

10:00 – 11:00 am
*FLSA & Overtime

10:00 am – 11:00 am
*Tableau: Practical
Examples

10:00 am – 11:00 am
*Advanced Budgeting

10:00 – 11:00 am
*Utilizing workflows

10:00 am – 11:00 am
UB in Cirrus

10:00 – 11:00 am
Intro to Xpress Bill Pay

11:00 am – 12:00 pm
*Crisis
Communications

11:00 am – 12:00 pm
*Utility Billing Setup &
Verifying Rate Structures

11:00 am – 12:00 pm
PR tips & Roundtable

11:00 am – 12:00 pm
PR tips & Roundtable

11:00 am – 12:00 pm
Cirrus Hands On

11:00 am – 12:00 pm
*Cirrus Cashiering

11:00 am – 12:00 pm
UB Tips & Tricks &
What's New

11:00 am – 12:00 pm
Xpress Bill Pay Forms
Builder

12:00 – 1:00 pm | Lunch

*Indicates CPE-accredited course

NEW!

Private One-on-One Training Center | Second Floor

Tuesday, October 29

10:00 am – 5:00 pm
20-minute sessions

Wednesday, October 30

10:00 am - 12:00 pm
20 minute sessions

