



**Emergency
aid**

Emergency Aid Kit for BusinessPLUS and Business Processes

The first place to look when you need help with your Business processes is the District website. There is a whole web page dedicated to provide support. You can find this page on the District web site at Departments—[BusinessPLUS/Business Processes](#).

What can I find on this page?

- ⇒ There is a list of helpful phone numbers and emails for most areas relating to Business processes.
- ⇒ There are BusinessPLUS Navigation videos. ***NEW***
- ⇒ There is a calendar of training events.
- ⇒ There are also three (3) tutorial pages available. One (1) for standard Business processes, one (1) specific to the P Cards, and one (1) dedicated to AESOP and Accounting Codes.

The topics available on the Tutorial Page are:

- Adobe PDF Assistance
- Athletic Timekeeping
- Budgets
- Custodial Orders
- Independent Contract Agreements (ICA)
- P Card
- Purchase Requests and Purchase Orders
- SAF P Card
- Timecard Online—Ask about the Microsoft Team for Timecard Online ***NEW***
- Universal Hiring Requisition (UHR)
- Warehouse Orders

Contact Kelly Case, the Business Process Trainer, for technical assistance with all Business related processes.

789-3438 or klcase@washoeschools.net

*Ask about the Microsoft Team for “one stop shopping”
for Staff Resources ***NEW****

Check out this video in Google Chrome or Firefox:

[Help is on the Way!](#)