



**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.

<https://www.washoeschools.net/Page/362>

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 two (2) tutorial pages available. One (1) for standard Business processes and one (1) dedicated to AESOP and Accounting Codes.
- ⇒ You can also find the Work Schedules and Classified Calendars from this site.

The topics available on the Tutorial Page are:

- Athletic Timekeeping
- Budgets
- Custodial Orders
- Independent Contract Agreements (ICA)
- P Card
- Purchase Requests and Purchase Orders
- SAF P Card
- Timecard Online
- 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

Check out this video in Firefox or Google Chrome:

[Help is on the Way!](#)