The Justice Administrative Commission
Announces
"Connect and Collaborate II"
JAC Training Conference

Collaborate, connect, learn, and interact with JAC staff and your colleagues from across the state. JAC will present training on a wide variety of topics related to: human resources, budget, accounting, financial services, public records and more!

The conference dates are:
Monday, May 15, 2017 - Thursday, May 18, 2017*

Anticipated Topics:

- BOMS Training
- Retirement Overview and Information
- Hiring of New Employees/Insurance Benefits/PARS, etc.
- Family Medical Leave Act/Employee Benefits/Military Leave/Other Leave Issues
- Public Records and Records Management
- Budget Overview – Budget Amendments, LBR, & More
- JAC Accounting – Hot Topics, DFS Documentation Requirements, Journal Transfers, Best Practices for Submitting Batches, Open Forum, Rates for Experts, and More
- Travel – Policies, Guidelines, Procedures, Challenges
- Financial Services –FACTS and DFS Contract Requirements
- FLAIR Accounting Reports 101 – Reading, Understanding, RDS, and More
- FLAIR "Cracking the Codes" – Payment and Balance Inquires, Account Codes, and More
- Purchasing
- And Much More…

The conference will end at 12:00 PM on Thursday, May 18. Topics are subject to change.

New materials, updates, and sessions are planned. Staff that attended the 2016 conference will not be disappointed!

Conference Location:

Embassy Suites by Hilton – Orlando North
225 Shorecrest Drive, Altamonte Springs, FL 32701

Questions regarding the conference may be sent to: greg.cowan@justiceadmin.org.

**To assist in preparing for the conference, JAC requests that names of attendees be registered by clicking here: https://www.surveymonkey.com/r/XC3FCRH

Rate: $102.00 per night, use Group Code: JAC or Group Name: JAC Event. Cutoff date for hotel reservations is April 21, 2017. Reserve your room by phone: 1-800-445-8667 or 1-407-571-3432 (ask for Dorie Bonaventura). You may also reserve rooms online: http://embassysuites.hilton.com/en/es/groups/personalized/M/MCOSPES-JAC-20170511/index.jhtml?WT.mc_id=POG