

Message

From: Susan Nicholson [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F668E601BD2B4865A5C31DCA531047C8-SUSAN NICHOLSON]
Sent: 2017-11-24 11:50:50 AM
To: Anne Freer [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=9d4a7c0ec0be4bea9eb2cf31c0e9eb39-Anne Freer]; Megan Filey [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ea0b4cc1f5114f958e355198bb05e970-Megan Filey]
CC: Natalie Schaus [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=58bb43f7d031480696ce362cf240759c-Natalie Sch]; Bill Hipple [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=33380278f85444d6b2d06eec4840f8db-Bill Hipple]
Subject: RE: Finance Brainstorming Nov 24

Please check OPG trust is set up in production.

From: Anne Freer
Sent: November 24, 2017 11:43 AM
To: Susan Nicholson; Megan Filey
Cc: Natalie Schaus; Bill Hipple
Subject: Finance Brainstorming Nov 24

A few notes from our brainstorming session this morning

- Susan requested meeting to review vac banked / carry over process
 - Anne set mtg Nov 30 – 230
- Susan requested review of who should have supervisor sign off in Kronos vs who is getting email
 - Anne spoke to Gail and Chad – not sure why system is not sending emails out to everyone who has sign off
 - Gail will send out manual process to ensure all on list until project fixes issues
- MHC – closure
 - Anne set up mtg with Bill, Kris, Megan, Gary to determine exactly what needs to be done to close project
- Payroll
 - Megan to ensure Ceridian providing us with 3416 audit
 - Anne to set up meeting with Eddie M (FP&A) to ensure Kronos upgrade meets their requirements
 - IT to review software functionality
- BITs
 - Anne to confirm with Natalie that BITs can be shut down.
- Business Expense
 - Collections on going - \$2,600 pd of \$9K
 - Email reminder coming out in Dec
 - Need to confirm if we have written off grieved items
 - Need to confirm process for accrual of any BMO charges
 - Megan to keep list of improvements required in tool
- GAM
 - Anne to determine schedule and time when workload increases

Please let me know if I missed anything.

Thanks,
Anne

Anne Freer, Project Manager, IESO| Station A, Box 4474, Toronto, Ontario, M5W 4E5
T: 905.403.6926 | Email: Anne.Freer@ieso.ca | Web: www.ieso.ca