

Deep Dive Into Self-Auditing Service Records Workshop

Monday, April 11, 2022 | 9:00 AM to 4:00 PM

Katy ISD: Leonard Merrell Center- West Entrance | 6301 S. Stadium Lane | Katy, Tx 77494

School district Teacher (Employee) Service Records are used for salary increment purposes and to track state leave that is transferrable among districts. Service records are such vital records that districts must maintain them for no less than 75 years. Does your district have a service record for every employee? Do the service records accurately reflect the years of experience and state leave balances? This workshop will provide a deep dive of how to audit your district's service records to ensure that they are compliant, up-to-date and accurately reflect the total years of creditable years of service and state leave. In addition, strategies for overall management of service records from auditing incoming service records, dealing with out-of-state experience, annually updating the service records will be addressed. Attendees are encouraged to bring a device with access to their HR/Payroll system to self-audit their service records during the working session portion of the workshop. The workshop facilitator will assist attendees in identifying and resolving service record discrepancies. **Participants should bring either a sampling of paper service records or digital access to them for the hands-on audit activity. We recommend you BYOD.**

FEE: \$225 Member | \$275 Non-Member

LUNCH: Provided by TASBO

PREREQUISITE: None

CEU/CPE Hours: 6/7

CONDITIONS: Satisfactory meeting room temperatures are difficult to maintain. Always bring a sweater or jacket to ensure comfort. Casual attire is acceptable.

About TASBO Events: Seating is limited, so register early. If you or (someone attending with you) need ADA assistance to participate, please call us at 512-628-1282.

Cancellation Policy: Cancellations are only accepted **in writing**. Cancellations received seven (7) working days before the event are cancelled in full, those received one (1) to six (6) working days before the event are cancelled at 50 percent, and cancellations are not accepted the day of or after the event. If you do not cancel and/or do not attend, you are still responsible for payment. If TASBO cancels an event, you will be refunded in full.

Register online at TASBO.org or return completed form by:

Mail: PO Box 91929; Austin, TX 78709

Fax: 512.462.1782

Email: register@tasbo.org (**DO NOT** email CC info)

Please PRINT clearly.

Name: _____ Title: _____

District/Employer (*do not abbreviate*): _____

Contact Phone: _____ Email: _____

Payment Method: PO Check Enclosed Credit Card

Cardholder Name: _____ Daytime Phone: _____

Card Number: _____ EXP (MM/YY): _____

Billing Address: _____

Cardholder Signature: _____