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TEXAS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

## TASBO 2021 Payroll Fundamentals

October 18 | Embassy Suites Denton | Denton, TX

### Training Agenda

8:45 - 9:00

Introductions and Welcome

TASBO Staff &  
Committee Leaders

9:00 - 10:00

#### Navigating the Master Calendar

*Knowing timelines, dates, and details related to all the human resources and payroll functions is critical to the success of your departments.. Learn how to navigate through a great resource provided by TASBO: The Master Calendar. Hands-on activity will provide an opportunity to collaborate with other districts.*

Becky Estrada,  
RTSBA  
Education Associate  
TASBO

Pattie Griffin,  
RTSBA  
Director of Human  
Resources & Professional  
Learning  
San Angelo ISD

10:10 - 11:10

#### Digital Resources "Tool-Box"

*Discover how you can fill your toolbox with resources to develop synergy and bridge the gap between payroll and personnel. Tools include checklists, forms, letters, file organization, and more.*

Tonya Davis, RTSBA  
Director Payroll/Benefits  
Round Rock ISD

Brandy Burnett,  
CTSBS  
HR Director  
Liberty-Eylau ISD

11:20 - 12:20

#### Hiring, Onboarding, Compliance and More

*Are you overwhelmed or confused? Examine best practices in the processes of: hiring, onboarding new employees, training for compliance, managing contracts and letters of reasonable assurance, maintaining certifications, and more.*

Brandy Burnett,  
CTSBS  
HR Director  
Liberty-Eylau ISD

Pattie Griffin, RTSBA  
Director of Human Resources  
& Professional Learning  
San Angelo ISD

Mia Stroy, CTSBS  
Chief of Human Resources  
Desoto ISD

## BREAK

1:20 - 2:20

### TRS Reporting

Hear an overview of TRS reporting and leave with a "how to" cheat sheet for mastering the reports. Additionally, this session will dive into reporting deadlines, penalties and other personnel details.

Catarina Saucedo  
Senior Reporting Analyst  
TRS

Katie Tucker  
Employer Reporting  
Manager  
TRS

2:30 - 3:30

### Payroll Procedures

Discuss and develop successful and useful checklists to run payroll effectively and efficiently; TASBO has several resources you can implement for managing procedures and processes!

Tonya Davis, RTSBA  
Director Payroll/Benefits  
Round Rock ISD

3:40 - 4:40

### FLSA Basics

Receive clarification on FLSA basics, including how to process timesheets and develop strong payroll practices for your department

Becky Estrada,  
RTSBA  
Education Associate  
TASBO

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## Lunch

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