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TEXAS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

TASBO 2022 Payroll Fundamentals

Monday, October 10 | 8:45 AM to 4:40 PM | San Antonio

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

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
Online Learning Manager
TASBO

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.

Holly Stambaugh,
RTSBA
Chief Human Resources
Officer
Joshua ISD

BREAK

Lunch

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.

Tonya Davis, RTSBA
Online Learning Manager
TASBO

2:30 - 3:30

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

3:40- 4:40

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
Online Learning Manager
TASBO

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