



# Payroll Fundamentals

Denton, TX

Tuesday, October 24

8:45 – 9:00

Introductions and Welcome

TASBO Staff

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.*

**Stella Mendoza, RTSBA**

*Director of Payroll & Benefits  
Eagle Mountain-Saginaw  
ISD*

10:10 – 11:10

**Payroll 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 of Certification  
TASBO*

11:20 – 12:20

**TRS Reporting**

*Hear an overview of TRS reporting and leave with an understanding of how to master the reports. Additionally, this session will dive into reporting deadlines, penalties and other personnel details.*

**Ashley Lopez**

*Payroll Manager  
Prosper ISD*

BREAK

Lunchtime

1:20 – 2:20

**FLSA Basics**

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

**Keri Croy, RTSBA**

*Director of Payroll  
Prosper ISD*

**Ashley Lopez**

*Payroll Manager  
Prosper ISD*



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!*

**Keri Croy, RTSBA**

*Director of Payroll  
Prosper ISD*

3:40 – 4:40

### Payroll Balancing Basics

*Learn about the process of comparing your payroll register with the amount you expect to pay your employees once new hires, terms and job changes have been taken into account.*

**Candy Arrington**

*Director of Payroll  
Administration  
Allen ISD*

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