

Agenda | Day One | Wednesday, October 25

8:45 – 9:00

Introductions and Welcome

TASBO Staff

9:00 – 10:00

Cubicle Therapy

Explore ways to stay positive and motivated throughout your workday, along with some useful computer shortcuts and technical tips to make your job easier and more efficient.

Stacy Amidon

*Student Data Analyst
Region 13 ESC*

Courtney Meredith

*Systems Analyst
Region 13 ESC*

10:10 – 11:10

Payroll Procedures Best Practices/Processes

Let's explore ways to build your payroll procedures and best practices. No matter the size of your district having written procedures is essential to ensure accuracy, timeliness, and stability withing your department.

Tonya Davis, RTSBA

*Director of Certification
TASBO*

11:20 – 12:20

Board Policies and their Impact on Payroll

Discover what Board policies payroll should be aware of and when changes to these policies impact payroll operations.

Candy Arrington

*Director of Payroll
Administration
Allen ISD*

BREAK

Lunchtime

1:20 – 2:20

Advanced FLSA

Intended for payroll and business officials with an understanding of the basic requirements of the Fair Labor Standards Act (FLSA), this session will address common FLSA compliance issues and how to avoid or correct them. An experienced TASB HR consultant will cover FLSA myths, specific FLSA scenarios common in school entities, and strategies to address these issues.

Erin Kolecki

*HR & Compensation
Consultant
TASB HR Services*

2:30 – 3:00

Unemployment Benefits and the TWC

This session will cover proper wage reporting by your payroll department of your employees to the Texas Workforce Commission. Learn how wages are used to calculate potential benefit amounts, who is eligible, how unemployment benefits are awarded, and who pays them.

James Ezell

*Attorney
TASB Risk Management Fund*

3:00 – 3:30

Worker's Comp

Workers' Compensation can be challenging but understanding the compliance requirements can be downright confusing. This session will review the compliance requirements of the various forms with a focus on the wage statement.

Adriana Talbot
TASB

3:40 – 4:40

District Cybersecurity: Protecting Payroll

School districts across the country are increasingly being targeted by malicious actors in a variety of devastating cyberattacks. A significant amount of those attacks are aimed at district payroll, business, and HR offices. This presentation will provide real world case studies to illustrate how these attacks work and provide recommended best practices on how to avoid becoming the next victim.

Lucas Anderson
Privacy and Cyber Risk
Consultant
TASB Risk Management Fund

Agenda | Day Two | Thursday, October 26

8:55 – 9:00

Welcome

9:00 – 10:00

Reporting Tips: Statutory Minimum

Join the Teacher Retirement System as they discuss the ins and outs of statutory minimum reporting.

Mark Chi
Senior Director
Teacher Retirement System

Jennifer Almanza
Reporting Manager
Teacher Retirement System

BREAK

Hotel Check Out

10:20 – 11:20

Payroll Red Flags at the District Level

Alert! Be on the lookout for red flags in your district's payroll department - ghost employees, abuse of leave and overstating hours, to name a few. This session will discuss how to identify various potential issues, strategies to preventing these from occurring and general best practices along the way.

Jordan Petruska, RTSBA
Assistant Payroll Supervisor
Magnolia ISD

11:30 – 12:30

Breakdown of Budget Code

Account codes don't have to be a mysterious set of 20 digits! There is a reason for each one of them and this session will set you on the path of understanding what each one means and why they are important.

Rebecca Estrada, RTSBA
Chief Certification Officer
TASBO

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