



From Clutter to Clarity:

Practical Systems for stress-free payroll processing



Introductions

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Payroll Challenges

- Many different Sources of information
- Must be accurate EVERY TWO WEEKS!
- Staff Complaints for missed timesheets
- Underpayments / Overpayments
- Deduction Adjustments
- New Hires / Terminations
- Garnishments / Liens
- 403b changes
- W4 changes
- Demographic Changes
- Rate Adjustments



Resources to staying Organized

- Ways to keep track of your progress
 - Payroll Preparation
 - Payroll Processing
 - Payroll Reporting
 - Having Resources in ONE spot for staff
 - Communication is KEY!
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- How can we help individuals get the answers they need without calling/emailing us all the time?



Reducing the Administrative Noise

- How can we reduce distractions that take us off track?
- Staff Resources in one place
- Communication is Key!
- Using your available spaces to ensure confidentiality
- CSBO alignment with deadlines
 - True Accountability



Payroll Friends/Groups

- Build a network
 - same software
 - same size district
- IASBO
 - Peer2Peer Forum
 - ASBO Online
 - Payroll Essentials Conference
 - Bookkeepers Conference
 - SupportCon





Questions and Answers

We thank you for your time!



Presenters:

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