

Payroll Concepts

Workshop Dates & Locations

March 8, 2010

Kern Co. Supt. of Schools
Conference Room: US 2
2000 K Street
Bakersfield, CA 93301

March 19, 2010

San Bernardino County Superintendent of Schools
West End Educational Service Center
8265 Aspen Avenue
Rancho Cucamonga, CA 91730

March 26, 2010

El Dorado COE
6767 Green Valley Road
Rooms B1-B2
Placerville, CA 95667

Workshop Schedule

8:15 - 9:00 a.m.	Registration, coffee, pastries
9:00 - 12:00 p.m.	Workshop
12:00 - 1:00 p.m.	Lunch
1:00 - 4:30 p.m.	Workshop

Workshop Topics

What's new for payroll in 2010

- 2010 annual rate changes
- New federal and state payroll regulations

Employee classifications

- Differences between classified and certificated employees
- Board members
- Retirees

Salary computations

- Work days

- Certificated – annual contract calculations
- Classified – monthly and hourly salary calculations

Overtime calculations

- Exempt vs. Non-exempt
- Classified overtime rules
- Establishing “regular rate of pay” for overtime
- Calculating overtime for multiple positions

Payroll deductions

- Voluntary deductions
- In-voluntary deductions
- Statutory deductions
- Offsets against wages

Federal and state withholding taxes

- Pre-tax adjustments
- Supplemental wages and withholding
- New regulations for Form W-4 lock-in letters
- Valid and invalid Forms W-4/DE-4
- Withholding rules for non-resident aliens
- How to calculate federal and state withholding
- Social security and Medicare taxes
- Form W-5 advanced earned income credit time of payments

Employee leaves

- Vacation and holiday pay
- Jury duty
- Illness and Injury Leaves

Time of payments

- Understanding timelines for paying employees
- Payment timelines for terminated employees

Retirement reporting – CalPERS & CalSTRS

- Membership qualifications
- Reporting overtime service
- Reporting creditable/special compensation

Workshop Summary

This workshop is designed to provide the skills and knowledge required to produce accurate paychecks and ensure payroll compliance with federal and state regulatory agencies.

The presenter will share her expertise and practical experience that can be applied on the job. Updates will be given on new laws and regulations in effect for 2010 and pending legislation that may affect payroll and retirement processing.

Who Should Attend

This course is designed to enhance the skill levels of payroll clerks and supervisors regardless of their length of experience. Business and human resources staff who interact or have a need to understand the payroll process will also find the workshop useful.

About the Presenter

Monica Marin, CPP, began her career in the public sector in 1998 with the Orange County Department of Education with eight years of experience in payroll and accounting in the private sector. She started as a Senior Accounting Assistant in the Retirement Unit then transferred to the Payroll Compliance Unit, the external Payroll Department of the OCDE which provides services and assistance to the 42 school districts within Orange County. Services include processing of wage garnishments, preparation and electronic transmittal of direct deposit files, and preparation and electronic transmittal of Federal and State tax deposits. In 2001, Monica was promoted to Payroll Services Specialist, gaining valuable experience and knowledge in school district payroll practices, PERS and STRS Retirement, and Federal and State tax reporting requirements. In 2007, she became the Payroll Operations Supervisor for the OCDE.

Registration Form - Full Day Workshop

A separate registration form must be completed for each participant

Name _____
(Please type or print) Last First Initial

Job Title _____

District/Company _____
(Please give full name of District)

Address _____
(Confirmation will be sent to this address) Street City State Zip

Phone (____) _____ Fax (____) _____ E-mail _____
(Required)

Workshop Title _____

Workshop Date ____/____/____ Workshop Location (City) _____

CASBO Member # (If Known) _____ Please check here for permanent address change
Have you changed employers within the last 12 months? ____ If yes, where were you employed? _____

Payment Method

Please circle payment type and check payment amount:

Check/Credit Card/Purchase Order: CASBO Member \$205 Non-member \$295
 LATE/On-site Registration \$255 CASBO Members (Less than 10 business days
 LATE/On-site Registration \$345 Non-member prior to the workshop date)

Check/PO # _____

Please make checks payable to CASBO

We accept Visa, Mastercard, Discover and American Express

Credit Card # _____ Exp. Date ____/____

Name on Card _____ Cardholder Signature _____

How to Register

Online: www.casbo.org – Click on Calendar of Events, then filter by Workshop to register online. Credit card payment or purchase order number is required.

By Fax: (916) 447-8990 or (916) 447-3794 – Complete and fax registration form with a copy of the purchase order or credit card number. Copies of checks will not be accepted as registration.

By Mail: CASBO Professional Development
1001 K Street, 5th Floor
Sacramento, CA 95814

Complete and mail registration form along with check, credit card number or purchase order.

The **registration deadline** for all workshop locations is **10 business days prior to the workshop date**. If your registration is received less than 10 business days prior to the workshop date, the late registration fees will apply. On-site

registration will be accepted on a space-available basis only, at the late/on-site registration fees. Late and on-site registration may result in participants receiving the workshop materials by mail after the workshop. If the workshop at the location you are interested in attending has reached its capacity, you will be given the choice of an alternative location.

Cancellation Policy

Cancellation requests must be in writing. You may fax your cancellation request to (916) 447-8990. A \$45 fee is charged for cancellations requested 10 business days prior to the workshop date. No refunds are given for requests received less than 10 business days prior to the workshop date. CASBO reserves the right to cancel any workshop with fewer than 25 participants in a single location. If the workshop is canceled by CASBO, enrollees will be given the opportunity to attend the workshop in a different location or obtain a full refund.