



2025 MASBO PAYROLL WORKSHOP

September 15th and 16th at the MTSBA Building, Helena, MT

863 Great Northern Blvd, Helena, MT 59601

virtual participation also available

Welcome to the MASBO Payroll Workshop!

This two-day training, hosted at the MTSBA building in Helena, is designed to support school business professionals with practical, in-depth payroll knowledge. Day one will focus on comprehensive topic-based training led by the MASBO Payroll Committee—experienced professionals dedicated to supporting accurate and efficient payroll practices across Montana schools. Day two will feature sessions with school payroll software vendors to enhance user understanding and address specific system questions.

Lunch will be provided for in-person participants. While virtual access is available, interactive features may be limited. Participants are encouraged to bring a computer and all necessary login credentials to make the most of the hands-on learning experience. Special thanks to MTSBA for generously providing the training space, and to our software partners, Black Mountain Software, C&C Accounting, and Tyler Technologies for supporting our members in professional development.

Monday Schedule

8:30 am	Check In & Introductions
10:30 - 10:45 am	Break
12:00 - 1:00 pm	Lunch
2:30 - 2:45 pm	Break
4:00 pm	Finish the day

Tuesday Schedule

9:00 - 10:00 am	Q&A
10:00 am	Software Providers
12:00 pm	Lunch
4:00 pm	Finish the day

Training Topics to Be Covered on Day 1:

- **Employment Types**- Classified, certified, admin, substitutes, and special circumstances including seasonal, student, staff with multiple contracts, and J1 Visas. Additional information regarding exempt vs. non exempt employees and FLSA Law.
- **Contract Implementation and Setting up First Payrolls**- Employee contract implementation and requirements. Entering data into your payroll software (not software specific)- deductions, coding, etc.
- **Benefit Deductions** - Retirement, health, life, housing/utilities, stipends and other items that affect payroll.
- **Time Tracking & Overtime**- Effective time tracking management, and overtime provisions.
- **Leave Type Overviews**- Leave types include sick, vacation, personal, bereavement, and donations.
- **FMLA**- An overview of the Family Medical Leave Act and its relation to schools of various sizes.
- **Quarterly and Annual Reporting**- Work Comp, unemployment, 941's, W-2s, 1099s 1095s, online submissions, and managing deadlines.
- **Record Organization and Retention Schedules**- File organization and separation. Retainment schedule overview for payroll related documents.

Day 2: Black Mountain, C&C Accounting, and Tyler Technology will provide payroll systems training in breakout rooms. *Online participation may be limited to view only during this portion of the training.*



MASBO training is supported by our Premier Partnerships with the following:

