



MASBO PAYROLL WORKSHOP

Monday, February 20th, 2023

Helena, MT

with virtual option

8:00 - 8:30 **Welcome and Introductions**

8:30 - 10:30 **Employment Types in School Districts**

Includes Classified, Certified, Admin, Substitutes, and Special Circumstances including seasonal, student, staff with multiple contracts, and J1 Visas.

Advertising and Applications

What to include in your application packets and best practices on advertising positions.

10:30 - 10:45 **BREAK**

10:45 - 11:45 **Interviewing and Hiring**

Best practices for interviews, public notice, fingerprinting/background checks, pre-employment forms, and the Board process for hiring successfully screened applicants.

11:45 – 12:30 **LUNCH**

12:45 – 2:30 **Enrollment Packets and First Payroll**

Enrollment forms for taxes, various retirement, benefit, and other packages. Entering data into your payroll software (not software specific)- deductions, coding, etc.

2:30 – 2:45 **BREAK**

2:45- 4:30 **Benefit Deductions and Leave Type Overviews**

Health, life, housing/utilities, stipends and other items that affect payroll. Leave types include sick, vacation, personal, bereavement, FMLA, donations, etc.

Record Organization and Retainment

File organization and separation. Retainment schedule overview for payroll related documents.