



Best Practices for Payroll Staff

Payroll is the heart of the business office operation and accurate payments to employees are of utmost importance. The workshop will explore the various scenarios of paying staff based on bargaining unit rules and will give insight to regulations that must be followed when calculating pay pro-ration.

Topics will include:

- Understanding salary pro-ration and Swaim
- Pay schedules
- Payroll file requirements
- W-2 processing issues

Presenter: Aimee Skiff, President and CEO, Management Advisory Group of New York, Inc.

Date: December 20, 2017

Time: 8:30 a.m. – 11:30 a.m.

Audience: Payroll Clerks and Treasurers

Fee: \$125

CANCELLATIONS NOT ACCEPTED BEYOND 7 DAYS PRIOR TO WORKSHOP
ALL FEES ARE ELIGIBLE FOR STATE AID - SCHOOL DISTRICTS WILL BE BILLED THROUGH CO-SER 512

To register on-line go to: My Learning Plan at www.pnwboces.org/catalog

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