

OASBO Payroll & Benefits Course Description Quick Guide

Course Name	Course Description
<p>Cybersecurity Inside of Payroll and Benefits Departments Tom Munson, Sr. Account Executive , DataServ</p>	<p>This course will provide an overview of cybersecurity threats and provide examples of the types of cyberattacks impacting school districts and the payroll/benefits departments that can result in not only a financial loss to the district but create a negative level of trust with internal staff and the community. Recommendations on how to help prevent these attacks will be shared. The course will provide essential information on the types of cyberattacks, including discussing specific examples, that will help participants identify and communicate cybersecurity situations to the technology team. Specific proactive recommendations will be reviewed to further help reduce the risk of financial exposure. Statement of Accreditation Rationale: Cyber bad actors target payroll and benefits departments in school districts as this area is considered the “jackpot of personal data”. It is essential that employees in these departments can identify potential attacks (see something, say something) and follow key recommendations and business processes to reduce the likelihood of a successful attack which would result in a negative financial and trust level impact to the district.</p>
<p>STRS/SERS Update Patty Gordon, Employer Education Sr. Coordinator, State Teachers Retirement System (STRS), Carlisa Holman, Supervisor-Employer Outreach, School Employees Retirement System (SERS), Todd Wolford, Employer Education Sr. Coordinator, State Teachers Retirement System (STRS), Katie Talbert, Employer Outreach Coordinator, School Employees Retirement System (SERS)</p>	<p>STRS Ohio updates and introduction to payroll reporting, service credit reporting, combining service credit for STRS/OPERS/SERS and disability retirement. SERS Employer Outreach will cover proposed change in legislation regarding compensation and benefit capping, updates to enrollment procedures, eSERS upgrade, and an overview of determinations, disability, and combined membership with different Ohio pension systems. This course will provide essential information to STRS Ohio employers on reporting standards. We will discuss the process of using Employer Self-Service and submitting payroll files in the proper record layout. Employers will learn the disability retirement process, available plans, and a flow chart of the employer process. We will familiarize employers with the process of combining service credit for STRS Ohio and other retirement systems. Finally, employers will have the opportunity to discuss the differences between STRS Ohio and other Ohio retirement systems in a Q/A style format. Employers will become aware of upcoming legislative changes along with due dates for district to implement changes to their reporting processes for enrollment. Statement of Accreditation Rationale: Employers are required to complete disability retirement reports, submit electronic payrolls, submit contributions on qualifying compensation, and calculate service credit for STRS Ohio members. Discrepancies in calculations or failure to properly report accurate information in a timely manner can result in penalties. It is critical that attendees understand the process, timing, and calculation process to avoid these penalties. Staying abreast of upcoming changes to District roles and responsibilities for SERS is important to remain current in Employer reporting.</p>
<p>FLSA, FMLA, HSA, Cobra – Legal Update & Other Topics Immy Singh, Of Counsel, Bricker & Eckler LLP</p>	<p>This course will provide a legal update and overview of the Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), Continuation of Health Coverage (COBRA), and the applicability of these regulations to public sector employers and employees. Attendees will receive an overview of the following: • FMLA and the application to the public sector, including an overview of rules for covered employers, eligible employees and leave entitlement for school district employees. • FLSA and the application to the public sector, including an overview of rules regarding minimum wage, overtime pay, recordkeeping, and youth employment standards. • COBRA rules for workers who lose their health benefits and may continue group health benefits for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Statement of Accreditation Rationale: It is vital for school district administrators to understand these federal regulations and its application to district employees, understanding employer and employee responsibilities, and the associated risks with non-compliance.</p>
<p>403b/457/ROTH – Do’s and Don’ts Nory Gonzalez, Regional Vice President, Equitable</p>	<ul style="list-style-type: none"> • What should employees know about these? • Benefits to employees by offering an after-tax ROTH investment in your 403b/457 plan • Benefits of utilizing a TPA • Communication to employees about the benefits of a retirement savings plan <p>Statement of Accreditation Rationale: Understanding the importance of saving for retirement is crucial for the staff to have a better understanding so they can guide their employees on how to take full advantage of the benefits being offered to them through their employers.</p>

**Payroll Best Practices &
Internal Controls**

Dawn Jacobs, SFO, MBA,
Treasurer/CFO, Van Buren Local
SD, Melcie Wells,
CFO/Treasurer, Warren Local
School District

This seminar is designed to ensure financial staff performing payroll and benefits are up to date on best practices in the areas of Payroll controls, handling of void/manual checks, review of wage and hour laws, onboarding documentation processing, records retention and taxable fringes. The course will provide payroll best practices and internal controls, legal updates on laws affecting the payroll and benefits department, implementation of onboarding processes, and a payroll and benefits roundtable for questions and answers. **Statement of Accreditation Rationale:** It is imperative to the success of a school business office to receive ongoing training in the topics attached to this seminar. As school business officials, we find ourselves in climate of ever changing laws, auditing requirements and impacts from outside sources through cyber threats. Providing this seminar allows the participants to have the tools to take back to their home districts and implement in their day-to-day duties.