

**DATES, TIMES AND TOPICS ARE SUBJECT TO CHANGE**

## **FY 2025 PAYROLL WORKSHOPS**

### **Payroll Clerk Agenda #1 – September 24, 2024**

#### **1:00 p.m. – 2:00 p.m. – Roles and Responsibilities**

- An overview of the Payroll Clerk
- Questions & Answers

#### **2:05 p.m. – 3:10 p.m. – Setting Up Your Calendar**

- Know Your Deadlines
- To Do's
- What to do first?
- What comes next?
- Questions & Answers

### **Payroll Clerk Agenda #2 – October 15, 2024**

#### **1:00 p.m. – 2:00 p.m. – OCAS Codes: Deeper Dive**

- Coding
- Questions & Answers

#### **2:05 pm – 3:10 pm – Form 941**

- Questions & Answers

### **Payroll Clerk Agenda #3 – November 12, 2024**

#### **1:00 p.m. – 2:00 p.m. – Employee Deduction Management – American Fidelity**

- Types of Deduction
- Section 125 Administrator
- Annuity Management and Documentation
- Questions & Answers

### **Payroll Clerk Agenda #4 – December 10, 2024**

#### **1:00 p.m. – 2:00 p.m. – W4 and W2**

- Questions & Answers

### **Payroll Clerk Agenda #5 – January 14, 2025**

#### **1:00 p.m. – 2:05 p.m. – Employer Reporting with TRS – Rob Boles & David Tinker**

- Questions & Answers

## **Payroll Clerk Agenda #6 – February 11, 2025**

### **1:00 p.m. – 2:00 p.m. – Workers Compensation – Tom Caraway**

- Discussion of Workers Compensation Coverage and Rating - TC
- Claims Discussion – Jason Rogers
- Questions & Answers

## **Payroll Clerk Agenda #7 – March 11, 2025**

### **1:00 p.m. – 2:00 p.m. – Contracts – Jay Loegering**

- Temporary (Probationary) vs Regular vs Provisional
- Sample Contract
- Compensation Worksheet
- Calculating Salary
- Questions & Answers

## **Payroll Clerk Agenda #8 – April 8, 2025**

### **1:00 p.m. – 2:00 p.m. – Avoiding IRS & Dept. of Labor Pitfalls**

- Exempt and Non-Exempt
- Overtime
- Scenarios
- Questions & Answers

## **Payroll Clerk Agenda #9 – May 13, 2025**

### **1:05 pm – 2:05 pm – Garnishments, IRS Tips, and a Few Other Items –**

- IRS Tips and Reminders
- Garnishments
- A Few Other Items
- Questions & Answers