



# Off-Line District Roundtable Worksheet

## Group Discussion

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This section is to note your conversations and takeaways from the session. We want you to be able to evaluate your current process and adapt your current process with the feedback from your colleagues.

- 1) **What procedures do you use to load payroll data in to your system (do you have specialized reports, or download a certain query?)**

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- 2) **What department is responsible for loading payroll data in to your system (i.e. IT, Finance, Payroll?)?**

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- 3) **How do you reconcile the data in your system back to HCM to ensure it was all recorded correctly?**

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4) **Since we use PeopleSoft for our HCM data, we need an effective mechanism to transfer PeopleSoft data to our offline system. Where are we with the “Data for Districts Project”?**

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5) **Do you have procedures documented for the auditors?**

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6) **Do you have cross-training at you district in case they are on vacation or leave the district?**

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7) **Any additional takeaways from this session?**

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