



HR/Payroll

LARGER DISTRICT FOCUS

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Session Topics

- Welcome & Introductions **(5 min)**
- Activity: "Payroll – Game of Chance" **(35 min)**
 - Each table has a deck of cards
 - Each person reads their card and you discuss as a group
- Group Discussion **(10 min)**
 - What's your takeaway from this activity?
- Feedback from Districts **(5 min)**
- Wrap up & Closing **(5 min)**

SESSION B - HR/Payroll
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Activity: “Payroll – Game of Chance?”

Payroll processing is no joke but it can sometimes feel like a game of chance. Let's solve these issues to get to a perfect payroll.

“Payroll Game of Chance?”

Directions:

- Each table has a deck of cards.
- Shuffle and deal.
- Each person reads their card and you discuss as a group.
- You will have 35 minutes.

Table Takeaway:

Before time is called, your group needs to come up with 1 “table takeaway” and be prepared to share out.



Discussion: What are your take aways?

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Feedback from Districts

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We asked...

- Can you share a situation (problem, concern) that occurred that involved HR & Payroll (and/or Benefits, Fiscal, etc.) that was related to timing, deadlines, and/or communication?
- What was the specific issue?
- What was the solution?
- Did the new solution get implemented as a change in process, or was it a one-time thing?

“In HR, we KNOW the Pre-calc date and always respect that and have everything in. If anything comes in after that date, we tell the employees that it will not happen until the following month.”

What Districts are Saying...

“Both Human Resources and Payroll are a part of the Business Services department. Our Director conducts a monthly meeting at least one week prior to pre-calc to ensure HR/Payroll items are taken care of such as stipends, payroll deductions are completed for exhausted sick time, FMLA/CFRA leaves, benefits updates, and SDCOE HR/Payroll meetings. We also discuss timelines/deadlines such as CBEDS, ACA reporting, and W-2 preparation.”

Suzi Royer, HR Technician, Guajome Park Academy

What Districts are Saying...

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“We had a few issues in the beginning, but we met with H/R and decided to follow the CRC’s suggested calendar, which included the last and first dates to make job data changes. This has seemed to fix most issues”.

Payroll Department, Escondido Union High School District

What Districts are Saying...

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“We have calendared on our HR staff's calendar's the final date for our office to process PS transactions to allow Payroll and the county time to complete their processes. We have our calendars set to finalize processing the day before pre-calc. If anything must be completed on pre-calc day we have conversations with our Payroll department to ensure they are aware and allow them the notification to complete their tasks. Any terminations or resignations that occur after the day before 1st precalc we communicate with Payroll to obtain their preferred processing method. This has saved missed information or check not processing issues by implementing this timeline.”

San Dieguito

What Districts are Saying...

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“We are always communicating between HR and Payroll to figure out best practices and what areas can be improved upon. We also send out constant reminders to office managers and site staff.”

Christine Crandall, Personnel Operations Supervisor, Escondido Elementary

What Districts are Saying...

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Session Notes

These slides and session notes are published on the CRC Website.
<http://crc.sdcoe.net/peoplesoftconference>