

HUMAN RESOURCE COURSES – WASWUG 2011

The Categories and Topics listed below are “Suggested Courses” that are being planned for WASWUG 2011. The Categories and Topics were selected from the past three WASWUG Conferences, Attendance/Interest & Survey Results from the attendees of WASWUG 2010.

The course list will expand based upon new needs and suggestions from presenters (like yourself). Be creative with your course ideas – take into account what is listed below and then visit the presenter website to put forth your submission.

Category: Budget

Topic: Personnel/Benefit Budgeting

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Personnel/Benefit Budgeting Overview (available reports and how to use them)

Course History:

2008, 2009 (80 attended): “Personnel/Benefit Budgeting”

Content: See how to balance your budget, when can you start budgeting, step by step instructions

2009 (91 attended): “Payroll/Personnel Q&A Session”

Content: Changes you are experiencing with the WESPaC Payroll Personnel applications, tips and tricks

Topic: HR Budget Tips

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- HR Budget Tips with Q & A
- Certification, Endorsement, Highly Qualified Course

Course History:

2010 (78 attended): “The Top 10 HR Budget Troubleshooting Tips”

Content: How to avoid the commonly reported Salary Negotiations Budget issues and how to improve your HR budget process. You will benefit from the lessons of others as the most commonly reported issues and solutions are summarized.

2010 (42 attended): “Certification/Endorsement/Highly Qualified Imports”

Content: Discussion and examples of the import process for the certification, endorsement, and highly qualified information in HR/Profile/Credits Tab/Certifications Area for district employees. Do’s and Dont’s learned through the process.

Category: Data Mining

Topic: Data Mining, HR Payroll Data Mining

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Employee Data Mining Lab
- HR/Payroll Data Mining

Course History:

2010 (123 attended): “HR/Payroll Data Mining”

Content: Create and customize HR and Payroll reports using Data Mining. The presentation will include a demonstration of the tool and an explanation of the data available for reporting. Sample reports will show sorting and configuration options.

2009 (79 attended): “HR Data Mining”

Content: Gather information from assignments, profile records, certifications, degree, credits, and user defined screens

Category: Employee Access

Topic: Employee Access - WEB

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Implementation for Paperless Payroll – What you need to know with bargaining units
- Advanced - Expense Reimbursements in Employee Access (HR & FM)
- Advanced - Time Off Approval Process – business best practices
- Setup and understanding the functionality of Employee Access (pros and cons, overview includes basic expense reimbursement & time off)

Course History:

2010 (63 attended): “Go Green with Employee Access”

Content: Empower employees to answer questions & silence the phones in your payroll and HR office with Employee Access.

Category: Employee Management

Topic: Salary, EMS/SN

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- EMS Top Ten Tips
- How to use SN to negotiate with bargaining units, analyzing the data

Course History:

2010 (90 attended): “EMS\SN Assignment Screen Tips and Tricks”

Content: Best practice information on the EMS\SN Assignment screen features and calculations. The effects of the Position, Calendar, and the Use FTE instead of Calc FTE to Calculate Payments and Do not use Calendar checkboxes will be reviewed.

2009 (35 attended): “Top Ten Salary Negotiations and Employee Management Plan Utilities”

Content: Use utilities to make assignment, salary, and budget changes. Streamline your budget and September payroll plan

2009 (80 attended): “Salary Negotiations Plan Detail”

Content: Purpose of creating plan details in Salary Negotiations. We will create a plan detail and discuss all the components

Topic: Fast Track Hiring & Employee Life Cycle

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Fast Track - How to
- Fast Track - best practices from district perspective

Course History:

2010 (89 attended): “Fast Track your Hiring Process”

Content: Reduce time and effort in the hiring process. With Fast Track your district can post positions on-line, allow applicants to complete applications including district defined questions, receive documents and provide the hiring team electronic access to applicant packets for evaluation and scoring.

2010 (16 attended): “The Life Cycle of an Employee (Hiring to Retiring)”

Content: Learn how districts currently use the Skyward applications and dialog about best practices.

2009 (63 attended): “Hiring on the Fast Track”

Content: Hiring managers, potential candidates, HR personnel and applicant screeners.

Category: HR Workflow

Topic: HR & Payroll Organization

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Post Conversion Organization for HR/Payroll
- Large District Focus - Best Practices from a district
- Small District Focus - Best Practices from a district
- Payroll Entry from Multiple Sources

Course History:

2010 (86 attended): "The Glue That Keeps Human Resources and Payroll Together "

Content: How the Yakima School District has organized their workflow and processes to achieve efficiency. Come and learn how good checks and balances have helped to ensure both offices are informed and clear about their tasks.

2009 (37 attended): "WESPac HR Staffing for Small Districts"

Content: How we realigned our existing HR and Payroll staff to fit the designs of the WESPac HR Module. Modifications to staff assignments and business practices

2009 (102 attended): "Sharing the Workload - workflow decentralization for Payroll"

Content: Payroll entry from different sources. Our large district uses two methods for time off and pay records: 1. Employee Access 2. daily import to multiple payroll worksheets and Time Off from sub system transactions.

Category: Insurance Tracking

Topic: Insurance: Setup and Tracking

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Insurance Pooling Tips and Tricks – include utilities and impact with negotiation process

Course History:

2010 (63 attended): "Insurance Pooling: Setup and Beyond"

Content: Basics from Insurance Groups to the Insurance Tracking Calculation Process. Be prepared to ask questions on the significance of the IT Processing Date, the Insurance Pool Master set-up, Sequence Codes, how to pool individuals mid year, and more. We will also cover the use for the #ADJ Plan Code, the IT Calculation process, and the Variance Report.

2010 (21 attended): "Introduction to Insurance Tracking"

Content: Overview of the Insurance Tracking Process, as well as demonstrations of initial setup and routine maintenance.

Category: Payroll

Topic: Employee Payroll

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Setup for Employee Payroll
- Advanced Level Employee Payroll

Course History:

2010 (80 attended): "September Payroll Preparation"

Content: An overview of the processes required to complete the final payroll of the fiscal year in August and how to prepare payroll data for September payroll. Presentation will center around how to set up, enter, process and manage the data necessary for both these payrolls and the additional HR modules (Insurance Tracking, Time Off, and EMS) that provide the data necessary to complete these payrolls.

Topic: Payroll, Data Entry/Timesheets

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Data Entry/Timesheets Best Practices from a district

Course History:

2009 (83 attended): "Payroll Import into deduction and benefits in profile"

Content: import spreadsheets into deductions or benefits or both. Set up a format to load, and run the load to completion

Topic: Running Payroll

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- How to Speed Up Payroll Processing with accuracy - discussion of best practices
- Importing Worksheets/External Documents
- Payroll encumbrance – frequency code set up, tax calcs

Course History:

2010 (103 attended): “Payroll: A Monthly Balancing Act”

Content: Review several balancing tools that can be used to ensure an accurate payroll. Class will reflect one data center's suggestions for reviewing payroll data before batching.

Topic: Payroll Troubleshooting

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Advanced - Troubleshooting for Payroll

Course History:

2010 (87 attended): “Don’t Panic! How to Solve and Avoid Some of the Most Common Payroll Problems”

Content: Avoid problems before they start, what you can do to diagnose and solve a problem on your own, and how to know when you truly do need to call in the experts. This payroll workshop will make you more confident as you work in the WESPAC payroll application, whether it’s your first payroll, or you’re already a skilled user of the WESPAC software.

2008 “Payroll Troubleshooting”

Content: Common warnings, errors or mistakes encountered by districts during the payroll process

Topic: Payroll Reports & Audits

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Payroll Reporting
- Payroll Audit for Accuracy

Course History:

2010 (58 attended): “Audit That Data for a More Accurate Payroll!”

Content: Come and learn about reports to audit assignment data before it is exported to HR, check assignment changes that have not been exported, compare payroll contracts to EMS assignments with appropriate parameters and find retirement issues. Use Excel to review data much more quickly by using sorting and filters. You may even learn a few new Excel tips!

2010 (38 attended): “Payroll Fraud Risks”

Content: If there was a payroll fraud at your district, would you detect it? In this presentation, we will discuss common types of payroll frauds, controls which can reduce your risk, and the role software plays in the perpetration, prevention, and detection of a fraud.

2009 (90 attended): “Payroll Reporting in WESPAC”

Content: retro pay, mass clone a deduction or benefit code, run a salary and benefit history report on an employee. WESPAC has great reports that can do this and more.

Topic: Payroll Adjustments/Corrections

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Payroll Account Code Adjustments

Course History:

2010 (106 attended): “Payroll Account Code Adjustments”

Content: Did an account code change on employee paid this year? Was it for one check or several checks? WESPAC provides an adjustment area just for this purpose. In just a few entries the payroll and benefits can be corrected using this, saving the time and work involved in producing a JV and all the entries. Do you track and record time and effort? If so, this is an awesome tool to correct the salaries and benefits as worked, without a JV. It can also keep your month and year to date expenditures current, as worked in the federal funds.

Category: Retirement

Topic: Retirement Troubleshooting

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Benefits/Retirement with real life errors and how to fix them
- Retirement Adjustments in WESPaC
- Payroll Adjustments/Corrections between WESPaC and WEBET

Course History:

2010 (68 attended): "Adjustments and Corrections for WESPaC Retirement"

Content: Detailed discussion of how to make adjustments and corrections within WESPaC to accurately report to DRS. Please bring examples of current or potential situations that are challenging or that you need help with.

2009, 2010 (67 ave attend): "Retirement Adjustments in WESPaC"

Content: Plan changes and choices inevitably result in retirement adjustments. Learn tips on:

- Tools to audit your retirement data to minimize the need for adjustments
- System-generated adjustments – what WESPaC will do for you when you change a plan/date
- Manual retirement adjustments – when they are necessary and step-by-step "how to"
- Retirement re-write – how it changed retirement adjustments

Topic: Retirement, Overview

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Retirement Processing Tips and Tricks

Course History:

2008: "Retirement Processing Overview"

Content: Adding new employees, separating employees, running reports, submitting the transmittal file. Must see for anyone processing retirement in WESPaC

Category: State Reporting

Topic: S275 - Basics and Beyond

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- S275 in WESPaC Overview
- Assignment Breakdown Screens – individual, utilities, update account, mass changes, SPI codes
- Other reporting options for viewing data – Crystal & Exporting Data to Excel
- Connections & Implications of Highly Qualified as it Relates to the S275 and CEDARS (ST/ HR)

Category: True Time

Topic: True Time

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- New functionality in True Time (with a case study, if possible)

Course History:

2010 (62 attended): "Use True Time Instead of Paper Timesheets and Save Time"

Content: Kent School District is implementing True Time as a replacement for paper timesheets for non-contract pay (extra time, over time, special projects, etc). See how to set up timekeeping rules as well as the True Time organization chart.

Category: New Course Recommendations

Topic: Crystal reports for HR

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Crystal Reports for HR

Topic: Info for Unemployment Reports

2011 Suggested Courses: Please consider Suggested Courses when putting forth a session topic

- Unemployment Reports