

**ALABAMA ASSOCIATION  
OF  
SCHOOL BUSINESS OFFICIALS**

**PAYROLL/PERSONNEL CERTIFICATE PROGRAM  
COURSE SCHEDULE  
May 2009 – February 2010**

<u>Courses</u>	<u>Hours</u>
 <b><u>May 2009</u></b>	
Section 125 Laws and Deferred Compensation Plans	3
Payroll Budget Process (elective)	3
Generations in the Workplace (elective)	3
 <b><u>September 2009</u></b>	
Personnel Reporting	3
Retirement and Insurance	3
Payroll Processing I (elective)	3
Working with People (elective)	3
Orientation for New Payroll/Personnel Employees (elective)	3
 <b><u>February 2010</u></b>	
FLSA Wage and Hour	3
Alabama Schools Accounting System and Payroll Coding	3
Payroll Withholdings and Tax Deposit Requirements	3
Personnel Management (elective)	3
TBA (elective)	3

\*\*Electives may be scheduled during sessions as needed.\*\*

\*\* 30 Hour Certificate Program (24 Core Course Hours and 6 electives)