



Payroll / Personnel Certificate Program

Established in 2005 the AASBO Payroll/Personnel Certificate Program is a program designed for payroll and personnel managers but is available to anyone in school business management or K-12 education. The program supports the on-going professional development of school business officials and defines the essential skills and knowledge that every effective school business professional should possess. The program is sponsored by AASBO and the University of Alabama College Of Continuing Studies and supported by the Alabama State Department of Education.

Payroll/Personnel Certificate Program

The program consist 10 courses (30 classroom hours) in school financial/ personnel management that provide a great deal of information in a short time. The program is designed to provide information on specific topics, the opportunity for questions and discussion, and networking with other school business officials. The program holds classes three times a year and also provides courses on-line. Upon completion of the program each graduate is required to continue their training by obtaining 12 hours of CPE credit annually in order to maintain their certificate. All courses have been created and approved by the AASBO Certificate Committee and are tailored to meet the needs of school business managers.

Program Objectives

- ◆ To promote the highest professional and ethical standards of school business management practices for Alabama's schools.
- ◆ To provide recognized standards of professional competence for school business officials.
- ◆ To provide professional growth opportunities in order to carry out effectively the responsibilities of the position.
- ◆ To capitalize on the experiences and training of current school business officials to enhance the functions of all school business officials.
- ◆ To provide basis for advancing professionalism of payroll/personnel administrators
- ◆ Gain additional knowledge and understanding about your current role.
- ◆ To provide knowledgeable mentors.

Benefits of the Payroll/ Personnel Certificate

- ◆ Provides access to information and training that is specific to Alabama employment law.
- ◆ Provides professional development experiences and recognition for the wide variety of assignments, duties and tasks of Payroll and Personnel Managers.
- ◆ The certificate program will meet the need for a formalized training program to assist in preparing entry-level candidates for the position.
- ◆ Provides access to information needed to succeed in your job.
- ◆ Provides overviews of standard practices in personnel management.
- ◆ Identifies resources to be utilized by participants in their jobs.
- ◆ Provides networking opportunities.
- ◆ Quality continuing professional educational programs.
- ◆ Strengthens the management of local school system's operations for the ultimate benefit of the students of Alabama Public Schools.

CERTIFICATE COURSES

Employee Leave Laws

An in-depth review of the federal and state leave laws for education employees. Topics to include sick leave, personal leave, catastrophic, and military leave. Review of the requirements under the Family Medical Leave Act and discussion of other types of extended leaves.

FLSA Wage and Hour

This session will include an in-depth review of the Fair Labor Standards Act. Review of the regulations regarding exempt employees, overtime issues, dual employment and other wage and hour issues related to school boards.

Accounting System and Personnel Reporting

Course provides an overview of payroll coding and the effect on state funding. A review of the accounting manual with focus on the coding component for personnel, monitoring the personnel budget, and monthly edit checks. Course will also review the reports and controls in the payroll software to streamline the process. Session will also include teacher certification and in-depth review of the LEAPS reporting for school districts. Session will cover all aspects of the reporting requirements and the conversion to funding allocations for the local district through the foundation program, including the importance of proper coding, certification and experience reporting.

School Law I–Employment Law

Session will focus on the legal issues relevant to employment of school district personnel. Course will discuss the Alabama tenure law (Student's First Act), the employment process, to include E-Verify, vacancies and job postings. Session will also cover the federal laws related to employment, including FMLA, HIPPA, FERPA FLSA, sexual harassment, discrimination, Title VII and IX.

Benefits and Tax Reporting

This session provides an in-depth overview of what payroll/personnel employees should know about employer benefits program for Alabama school districts. Topics include TRS, PEEHIP, deferred compensation plans, Section125 programs and other benefit programs. This course will also cover the tax reporting requirements of a school district to include the 941's, W-2's, tax deposit requirements, business expense accounting, and other paperwork related to payroll. Session will also discuss the automation and electronic storage of payroll records.

Employment Legal Issues

This course is designed for all school business officials including CSFOs, HR managers, payroll personnel and others involved in the employment process. This session will focus on current issues in employment law, both state and federal issues. Topics will include issues related tenure law, salary schedule issues, dual employment, transfers, suspensions, reduction in force policies, and other current issues related to employment.

Utilizing Technology in the Administration of Payroll/Personnel

This course will focus on the automation of the payroll/personnel process by utilization of technology. Session will focus on effective practices to streamline the business process in payroll/personnel to make the offices more efficient and effective.

Introduction to Payroll/Personnel Management

This course will provide an overview of how a payroll/personnel department functions in a school district. Session will focus on the key areas in payroll/personnel management including teacher certification, LEAPS, STI and other state and federal personnel issues.

Electives (2)

Participants may chose two electives from any of the AASBO courses that are offered to fulfill the certificate requirements.