



\*A full conference schedule with day, time & room is available on the WASWUG Session Schedule tab. You must be registered and signed up for WASWUG Connect to access this information. [Register now and join WASWUG Connect!](#)

## **Human Resources Session Listing**

### **Administering Your VEBA Plan**

Learn the ins and outs of administering your district's VEBA Plan to stay compliant with IRS and state regulations. Plus, learn how healthcare reform affects your VEBA Plan. The presentation will provide a quick VEBA Plan overview and walk you through a typical annual renewal process with a focus on recommended Policy/MOU language. Common funding sources will be covered along with a look at how school employees and retirees need and use this important benefit.

*Presenter: Brian Riehs*

### **Advanced Payroll Setup/Processing**

TBD

*Presenter: Janice Daley*

### **Assignment Breakdown Screens**

Features of the Assignment Breakdown Screens in Salary Negotiations and Employee Management will be explored and explained. We will talk about the functions of the buttons and how to copy account codes to or from the Payroll area. Participate in a group discussion on how districts update these fields most effectively. Come with your questions and share your experiences.

*Presenter: Kathy McGough*

### **Basic Payroll Setup/Processing**

TBD

*Presenter: Janice Daley*

### **Certification/Endorsement/Highly Qualified Subject Imports**

Discussion and examples of the import process for the certification, endorsement, and highly qualified subject information in HR/Profile/Credits Tab/Certifications Area for district employees. Do's and Don'ts learned through the process.

*Presenter: H. Rusty Allen*



### **Data Mining for Payroll/HR**

Learn how to 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 formatting options.

*Presenter: Sally Malan*

### **DOUBLE SESSION: Crystal Reports for HR**

This session will cover: Connecting a Crystal Report to your database that you got from SharePoint or the Customer Portal. Using the WESPac Quick Pick Viewer and the new WEB Viewer. What to do when you get Crystal Reports Error Messages. Learning how to link the tables when you create new Crystal Report. How to find the more than 100 Example HR and Financial Crystal reports that are already available. Looking at example HR and Financial Crystal reports that might help you. Simple Crystal Reports that you can create in less than an hour. What other types of reporting are available? What training is available? Using the on "Line User Forum" to find answers to Crystal Reports questions. How to join a local "Crystal Reports User Forum" in your area. Subscribing to the "Crystal Reports Tips & Tricks" News Letter. Answering your questions.

*Presenter: Cordell Vail*

### **DOUBLE SESSION: S275 Basics and Beyond**

This session will include an overview of creating the Initial S275 report in WESPac, making updates during the year and the final submission of the S275 report.

*Presenter: Lynn Roediger*

### **Employee Access from the Ground Up**

Have you been waiting to implement Employee Access until the time was right? Come learn what you can do with EA and how to get it set up for your district to use when you are ready.

*Presenter: Mandy Bledsoe*

### **Fast Track Best Practices: ESD 112's Perspective from Pilot through Production**

Learn tips, tricks, and tools for implementing and utilizing the Fast Track electronic application module. ESD 112 will share their experience with Fast Track from their days piloting the module through three years of utilization. Topics of discussion to include: Adapting Fast Track to meet your individual business practices, developing a work plan from implementation through production, and customizing your employment application to strengthen your candidate pool.

*Presenter: Melissa Kreuder, Joseph Matthews*

### **Fast Track How to Course**

TBD

*Presenter: TBD*



### **The Top Ten HR Budget Troubleshooting Tips**

Learn how to improve your HR budget process and to avoid the commonly reported HR budget issues. Benefit from the lessons of others as the most commonly reported issues and solutions are summarized.

*Presenter: Leslie Strickland*

### **Introduction to Insurance Tracking**

Are you new to Insurance Tracking, or not yet using it, but interested in the possibility? Come to this introduction for an overview of the Insurance Tracking Process, as well as demonstrations of initial setup and routine maintenance.

*Presenter: ESD 101 Presenter*

### **Insurance Tracking Open Enrollment**

Now your employees can enroll for benefits on-line and eliminate paper enrollment forms. In this session you will learn about how to set up this feature, and how to approve and process open enrollment transactions in WESPaC. See how easy the enrollment process is for your employees and how much time it will save your payroll department.

*Presenter: Sandy Marshall*

### **Use Microsoft Access to Enhance Your WESPaC Reporting Capability**

Introduction to Microsoft Access to enhance your WESPaC reporting capability. Learn how to import spreadsheets to Access, create queries, and export to Excel. Use Access to: - combine and customize data from multiple WESPaC reports - find duplicate records - find unmatched records on multiple reports

*Presenter: Gloria Behringer*

### **Payroll Account Code Adjustments**

Did an account code change on an employee that has been paid? WESPaC provides an adjustment area for this purpose. In just a few entries the payroll and benefits can be corrected to the new account or accounts. Do you track time and effort? If so, there 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.

*Presenter: Georgeanne Magruder*

### **How to Speed Up Payroll Processing with Accuracy**

TBD

*Presenter: Jessica Torres*



### **Payroll Tips and Tricks**

TBD

*Presenter: Sandy Marshall*

### **Recognizing Potential Legal Issues**

Provide true learning enjoyment and fulfillment to the Session Attendees while providing a knowledge base of free speech and free press (what can and cannot be said and printed) while recognizing the application of legal standards and restrictions to communication activities (written, oral, and electronic) as it relates to hiring practices from the interview process through termination.

*Presenter: Scott Volyn*

### **Retirement Adjustments in WESPac**

When would retirement adjustments in WESPac be used and how do the various fields affect the transmittal? Real life errors that may be encountered and how to fix them. How to keep WESPac and WBET in sync.

*Presenter: Mary Halloran*

### **Supplement Your Retirement with DCP**

Does your financial plan for retirement include a supplemental savings program? Administered by the Department of Retirement Systems, DCP provides an easy and excellent means of enhancing your financial future. Information will also be provided on fund options, managing your account, and eligible distributions.

*Presenter: Jim Mendoza*

### **The Glue That Keeps Human Resources and Payroll Together**

This session will give you the opportunity to find out how districts have 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. Note: Cinda Wilkey, WSIPC will facilitate. District representatives TBD.

*Presenter: Cinda Wilkey*

### **Time Off Approval Process - Employee Access**

This session will overview how to setup Org Charts for Time Off approvals and the actual approval process. We will also explore how an employee can view their time off information via Employee Access.

*Presenter: Andy Lind*



### **Top Ten EMS Tips: Employee Management**

Be happy - Keep your Assignments clean and simple! This session will provide 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.

*Presenter: Lorie Bowne*

### **True Time**

True Time is a system within Skyward that lets an employee report their own work hours. You will be learning how the system is used, how to set-up the system and how it is imported the hours into Payroll. True Time is a paperless system; the whole system is electronic and is access through Employee Access. Come see the demonstration of the program and see if it might work for your school district.

*Presenter: Kelley Nybo*

### **True Time Tips and Scenarios**

See the various ways clients are using the remote time entry system. Learn the key points needed to have a successful True Time implementation.

*Presenter: Leslie Strickland*

### **Understanding Your Pension - SERS/TRS Plan 2 & 3**

Wherever you are in your career, it's never too early or too late to start thinking about retirement. This presentation is designed to give you a broad overview of your state administered pension plan. Among the topics covered in this presentation: \* A discussion of the Defined Benefit plan \* A discussion of the Plan 3 Defined Contribution plan \* Retirement eligibility \* How to calculate the defined benefit \* Post-retirement employment

*Presenter: Jim Mendoza*

### **Using the Web to Enter and Approve Hiring Requests**

Make your hiring process more efficient by allowing selected employees to enter and approve new hire and replacement position requests on the Web. See step-by-step instructions for the Position Request application including the ability to move the requests to Fast Track.

*Presenter: Donna Christopher*



## Hybrid Session Listing

### **Audit & Control**

TBD

*Presenter: Peg Bodin*

### **CEDARS WSIPC/OSPI Question and Answer Forum**

This session is a panel setting where the WSIPC CEDARS team and the OSPI CEDARS team will field questions regarding current processes and issues relating to the CEDARS extract process. Prior to the conference, the team will solicit questions from the regions which will be used to kick off the session.

*Presenter: Mark Schultz, Steve Gerhardt, Julie Williams*

### **Electronic Records Management - What Should You Be Doing?**

Statutory requirements relating to the retention of electronic records. Email Management - How to capture, manage, and carry out disposition of emails. Management of Websites and Social Media - Guidance on capture, management and disposition of agency records on the Web and "in the cloud". Digital Imaging and the DAD Process - Requirements for agencies wishing to scan their paper records and dispose of the originals. For the Future - Information on transferring archival electronic records to the Digital Archives.

*Presenter: Leslie Koziara*

### **Fraud**

TBD

*Presenter: Jim Brittain*

### **HR/FM Track General Session: What's New with Skyward?**

TBD

*Presenter: Kevin McFerrin*



### **Living Under One Roof - Who needs to talk to who after Conversion**

WESPaC Student & Fiscal/HR Database (definition-a beautiful blended family or an ugly step family whatever you want to make it) You never really know what life is going to be like until you live a day, a week, or a month in a blended family and learn the daily lessons. Day One: Address Change - Who contacts who? Who initiates the change? Are there students involved? Is the guardian an employee? Is the guardian also a vendor? Who makes the change? Day Two: New Employee - Is this name already in the system? Was this person a former student in the district? Just like in a real family, life goes on and on? These are the questions that districts need to continue to think about on a daily basis. It's all about communication, learning to live together and making decisions that work for your district. We'll talk about what one district did, and get the ball rolling with ideas from others. Remember, it takes a Village!

*Presenter: Debbie Davis*

### **Making WESPaC Work for Building Secretaries**

Business practices that can reduce time and supplies. Quick reference to financial and student information.

*Presenter: Regan Doyle*

### **Tandem for Schools: Proactive Calendar Communications**

Learn about the public facing calendar in Tandem - a cutting edge platform that streamlines communication with your staff, faculty and the community via automated emails, text messages, and web cal subscriptions (automated calendar syncing). You make one change, the communication is instant.

*Presenter: Darin Hanson, Mark Enkema*

### **WESPaC Tools of the Trade**

TBD

*Presenter: Jean Deming*

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