

Payroll Clerk Agenda #1 – September 19, 2023

1:00 pm Getting Started – OISBF Host

- **Intro - Knowing Board Policy**

1:05 pm – 2:05 pm – Duties

- **An overview of the Payroll Clerk**
- **Questions & Answers**

2:05 pm – 3:10 pm – Setting Up Your Calendar

- **Know Your Deadlines**
- **To Do's**
- **What to do first?**
- **What comes next?**
- **Questions & Answers**

Payroll Clerk Agenda #2 – October 24, 2023

1:00 pm Getting Started – OISBF Host

- **Intro – Tips and Tricks**

1:05 pm – 2:05 pm – OCAS Codes: Deeper Dive

- **Coding**
- **Questions & Answers**

2:05 pm – 3:10 pm – Setting Up New Employees

- **Questions & Answers**

Payroll Clerk Agenda #3 – November 7, 2023

1:05 pm Getting Started – OISBF Host

- **Intro – Tips and Tricks**

1:05 pm – 2:05 pm – Auditing Procedures

- **Questions & Answers**

Payroll Clerk Agenda #4 – December 12, 2023

1:05 pm Getting Started – OISBF Host

- **Intro – Tips and Tricks**

1:05 pm – 2:05 pm

- **Questions & Answers**

Payroll Clerk Agenda #5 – January 23, 2024

1:05 pm Getting Started – OISBF Host

- **Intro – Tips and Tricks**

1:05 pm – 2:05 pm

- **Questions & Answers**

Payroll Clerk Agenda #6 – February 13, 2024

1:05 pm Getting Started – OISBF Host

- **Intro – Tips and Tricks**

1:05 pm – 2:05 pm

- **Questions & Answers**

Payroll Clerk Agenda #7 – March 12, 2024

1:05 pm Getting Started – OISBF Host

- **Intro – Tips and Tricks**

1:05 pm – 2:05 pm

- **Questions & Answers**

Payroll Clerk Agenda #8 – April 16, 2024

1:05 pm Getting Started – OISBF Host

- **Intro – Tips and Tricks**

1:05 pm – 2:05 pm

- **Questions & Answers**

Payroll Clerk Agenda #9 – May 14, 2024

1:05 pm Getting Started – OISBF Host

- **Intro – Tips and Tricks**

1:05 pm – 2:05 pm – New Year Tasks before the end of the year –

- **Questions & Answers**