



Santa Clara County Office of Education

Charles Weis, Ph.D.  
County Superintendent of Schools

# **Informational Bulletin**

*For Santa Clara County Districts*

## District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 12-100

Date: February 14, 2012

To: District Fiscal Directors  
District School Payroll and Human Resources Staff  
Charter School Payroll Staff

From: Cathy McKim

Re: School District Payroll and Retirement Training- March 14 – Register by March 7, 2012

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The purpose of this bulletin is to notify you of an upcoming workshop designed for Payroll and Human Resources (H.R.) personnel who are responsible for the setup, processing and reporting of payroll and retirement information.

The training is tailored to Payroll and Retirement staff of all experience levels. The objective of the course is to enhance the understanding of proper reporting of payroll and retirement procedures in the QCC environment.

The workshop will be presented by District Business & Advisory Services in collaboration with the Technology Services Branch and is free of charge.

When: March 14, 2012

9:00am-12:00pm

Where: Santa Clara County Office of Education

San Jose/East Side Room

Register on the SCCOE Website at : <http://santaclara.k12oms.org/1041-57648> by March 7, 2012.

Please share this information as deemed appropriate.