



Santa Clara County Office of Education

Mary Ann Dewan, Ph.D.  
County Superintendent of Schools

## Informational Bulletin

*For Santa Clara School Districts*

### District Business and Advisory Services

Judy Lee Kershaw, Director - DBAS: 408-453-6599

Bulletin: 19-029

Date: March 7, 2019

To: District Chief Business Officers  
District Fiscal Directors  
District Personnel and Payroll Directors  
Charter School Administrators

From: Nghia Do, District Business Advisor

Re: 2019 Payroll and Retirement Workshop

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The purpose of this bulletin is to inform Districts that District Business and Advisory Services (DBAS) will conduct a workshop on April 16, 2019 from 1:30 p.m. to 3:30 p.m. at the Santa Clara County Office of Education in the San Jose Conference Room, on the 1<sup>st</sup> Floor-main lobby. The workshop will include the following topics:

1. Refresher on payroll and retirement reporting
2. Update on new payroll and retirement reporting codes
3. Overview of frequently asked questions
4. Common errors in payroll and retirement reporting
5. Resources

All human resource and payroll staff, both experienced and newly hired, are encourage to attend this workshop. To register, please click on the link below:

<http://santaclara.k12oms.org/1041-164170>

*Please distribute this memo within your District as deemed appropriate.*

## Payroll and Retirement Workshop 2019

### Topics include:

- Refresher on payroll and retirement reporting
- Update on new payroll and retirement reporting codes
- Overview of frequently asked questions
- Common errors in payroll and retirement reporting



Districts are invited to attend the annual 2019 Payroll and Retirement Workshop, offered by District Business and Advisory Services. The trainings will present valuable information that can be useful to district office personnel. Both experienced and newly hired employees are highly encouraged to attend.

Come and learn what is new in payroll and retirement reporting. The workshop and materials are provided at no cost to attendees.

**When:** April 16, 2019  
1:30 – 3:30

**Where:** San Jose Conference Room  
1st Floor, North Building

**Who:** Payroll and HR Staff

**Register by:** April 5, 2019 at

**<http://santaclara.k12oms.org/1041-164170>**

Contact Annie Romero at (408) 453-6813 if you have any questions.